

**VACCINE AND INFECTIOUS DISEASE RESEARCH CENTER**  
**TRANSLATIONAL HEALTH SCIENCE AND TECHNOLOGY INSTITUTE**  
 (An Autonomous Institute of the Department of Biotechnology, Govt. of India)  
496, Udyog Vihar Phase III, Gurgaon – 122 016

**RECRUITMENT FOR ADMINSTRATIVE, SCIENTIFIC AND TECHNICAL POSITIONS**

TRANSLATIONAL HEALTH SCIENCE AND TECHNOLOGY INSTITUTE (THSTI) is an Autonomous Institute of the Department of Biotechnology under the Ministry of Science and Technology, Govt. of India. THSTI has been developed as a part of the interdisciplinary Health biotech Science cluster to be located at Faridabad which is a part of the National Capital Region. The Institute is being mentored by globally recognized National Institute of Immunology (NII) and the Harvard-MIT Division of Health Science and Technology (HM-HST). THSTI is designed to be a dynamic and interactive organization with a mission to conduct innovative translational research and develop research collaborations across disciplines and professions to accelerate the development of concepts into tangible products to improve human health. The other members of the cluster include The Regional Centre of Biotechnology (RCB) under the aegis of UNESCO and the NII with which the THSTI will have a seamless collaboration to achieve the interdisciplinary expertise. The cluster will have access to the state of the art experimental animal facility and the platform technology center for the sophisticated instrumentation. The permanent laboratories of the centre will come up in Faridabad within 3 years. The interim laboratories of the centre will function from Gurgaon in the South of Delhi area with adequate housing, transportation and schooling facilities. Campus housing may be available when the centre moves to Faridabad.

Vaccine and Infectious Disease Research Center (VIDRC) has been set up as a mission center of the THSTI to study infectious disease and pathogens with the aim to generate translational knowledge for developing prophylactic and therapeutic measures against diseases prevalent in India.

Applications are invited from suitable candidates for the following positions:

SNo.	Name of the post / Pay Band + Grade Pay	Qualifications and experience	Job description	No. of posts and age limit
1	ADMINISTRATIVE OFFICER (Personnel & Administration) Rs. 15600-39100 + Rs. 6600	<b>ESSENTIAL:</b> Graduate with Post Graduate Diploma in Personnel Management or MBA from a recognized Institute/University or passed UPSC examination of Section Officers, with five years experience in the pre-revised grade of Rs. 8,000-13500 or Rs. 7450-11500 with seven years experience or 6500-10500 with eight years experience in an equivalent position in administration, establishment/ accounts / store, purchase in a Govt. organisation in a Public body or an organization of repute.  <b>DESIRABLE:</b> Knowledge of Government Rules & Regulations, Computer Application/Management Information System	Responsible for administrative, establishment, personnel, academic and training, stores and purchase, and financial and accounting matters	One Post; 40 years
2	STORES PURCHASE OFFICER Rs. 15600-39100 + Rs. 6600	<b>ESSENTIAL:</b> Graduate preferably with PG Diploma in Materials Management or passed UPSC examination of Section Officers with five years experience in the pre-revised grade of Rs. 8,000-13500 or Rs. 7450-11500 with seven years experience or 6500-10500 with eight years experience in an equivalent position of Stores purchase, keeping accounts in Stores work in a Govt. organisation in a Public body or an organization of repute.  <b>DESIRABLE:</b> Knowledge of Govt. Rules & Regulations, Computer Application/ Management Information System	Responsible for Stores/Purchase Inventory Management, Physical Stock Verification, General Administration of Stores, Coordination of various Purchase Committees, forecasting Stores budget	One Post; 40 years
3	FINANCE & ACCOUNTS OFFICER Rs. 15600-39100 +	<b>ESSENTIAL:</b> Graduate with SAS/CA/ICWA and Minimum 5/7 years experience as Pay & Accounts Officer/Accounts Officer/Head of Finance & Accounts Division in the pre-revised	Supervision of Accounts work, preparation of	One Post; 40 years

	Rs. 6600	grade of Rs. 8000-13500/7450-11500 respectively or equivalent.  <b>DESIRABLE:</b> Knowledge of Govt. Rules & Regulations and Computer Applications	Balance Sheet, Construction accounts, Annual Budget, implementation of decisions of the Finance Committee/ Governing Body on financial matters	
4	ASSISTANT VACCINE TECHNOLOGIST Rs. 15600-39100 + Rs 5400	<b>ESSENTIAL:</b> M.Sc. with three years experience working in a cGMP or cGLP set up for vaccine production or clinical development, or five years research experience working in areas related to vaccine development.	Conduct experiments as per the protocol given by the principal scientist, record observations and prepare report on experimentation /trials. Maintenance of equipments of the laboratory.	Two posts; 35 years
5	VACCINE TECHNOLOGIST Rs. 15600-39100+ Rs 6600	<b>ESSENTIAL:</b> M.Sc. with five years experience working in a cGMP or cGLP set up for vaccine production or clinical development, or PhD in biological sciences with preferred area being related to vaccine development.	Develop protocols, processes and assays required for vaccine development and conduct experiments under supervision of a principal scientist	Four posts; 40 years
6.	SENIOR VACCINE TECHNOLOGIST Rs. 15600-39100 + Rs. 7600	<b>ESSENTIAL:</b> M.Sc. with seven years experience working in a cGMP or cGLP set up for vaccine production or clinical development, or PhD in biological sciences with preferred area being related to vaccine development.	Develop protocols, processes and assays required for vaccine development and conduct experiments under supervision of a principal scientist	One post; 50 years
7	RESEARCH SCIENTIST –C Rs. 15600-39100 + Rs. 6600	<b>ESSENTIAL:</b> Ph.D. with one year of relevant post-doctoral training with high quality published work	Work in areas of immunology, virology, microbiology, structural, chemical and system biology related to vaccine and infectious disease research	Three posts; 40 yrs.
8	RESEARCH SCIENTIST – D Rs. 15600-39100 + Rs. 7600	<b>ESSENTIAL:</b> Ph.D. with three years of relevant post-doctoral training with high quality published work	Work in areas of immunology, virology, microbiology, structural, chemical and system biology related to vaccine and infectious disease research	Three posts; 50 years

9	RESEARCH SCIENTIST – E Rs. 37400-67000 + Rs. 10,000	<b>ESSENTIAL:</b> Ph.D. with ten years of relevant post-doctoral training with high quality published work	Work in areas of immunology, virology, microbiology, chemical and system biology related to vaccine and infectious disease research	One post; Below 55 yrs.
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**GENERAL TERMS & CONDITIONS:**

1. Appointment will be made on contract initially for a period of 5 years with a probation period of one year that may be extended at the discretion of the competent Authority.
2. The pay & allowances etc are admissible as per the recommendation of VI<sup>th</sup> Pay Commission of the Govt. of India. Other benefits include New pension scheme, Medical reimbursement, LTC, Bonus etc. as per rules of the institute to be framed.
3. Positions will be initially based in the THSTI's interim laboratories at Gurgaon and will be shifted to its permanent campus in Faridabad when ready.
4. Interested candidates may apply to the Administrative Officer, [Translational Health Science and Technology Institute, 496 , Udyog Vihar Phase-III, Gurgaon -122016, Haryana](#), on a plain paper in the attached format, along with CV and a demand draft of Rs.100/- (SC/ST/PH candidates are exempted from payment of fees) drawn on State Bank of India payable at Gurgaon in favour of the Translational Health Science and Technology Institute (THSTI) before 27<sup>th</sup> January , 2011. Information can also be obtained personally from the institute on telephone no. 0124-2876300/400.
5. All educational Professional and Technical qualification should be from a recognized Board/University.
6. The experience requirement specified shall be experience acquired after obtaining the minimum educational qualifications required for the post.
7. The age limit, qualification, experience and other requirements for the post is relaxable at the discretion of the competent authority, in case of candidates otherwise well qualified. In case candidates are not found suitable for the posts notified, they can be offered lower post on the recommendation of the Selection Committee.
8. Persons working in Govt. or Public Sector undertaking should apply through proper channel or produce 'No Objection Certificate' at the time of Interview.
9. Incomplete applications will stand summarily rejected.
10. In case a large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification.
11. Only shortlisted candidates will be called for interview.
12. Outstation SC/ST candidates called for the interview will be paid to & fro second class railway fare, as per Govt. of India rules on production of the proof of the same.

13. Number of positions filled will be as per the need and availability of the suitable candidates.
14. Canvassing in any form will be a disqualification.