



ब्रिक-ट्रांसलेशनल स्वास्थ्य विज्ञान  
और प्रौद्योगिकी संस्थान



## BRIC-Translational Health Science and Technology Institute

(An Institute of the Biotechnology Research and Innovation Council, Govt. of India)

NCR Biotech Science Cluster, 3<sup>rd</sup> Milestone, Faridabad – Gurugram Expressway,

P.O. Box No. 04, Faridabad – 121001

### RECRUITMENT THROUGH AN OUTSOURCED AGENCY

| S. No. | Name of the position/<br>Maximum monthly emoluments/ No. of posts/Maximum Age                         | Minimum qualification and experience                                                                                                                                                                                                        | Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date & Time for walk-in Interview                                                    |
|--------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 01.    | <b>Front desk Executive cum Receptionist (Highly Skilled)</b><br><br>Rs. 32,820/-<br><br>One/30 Years | <b>Essential:</b> Graduate degree in any discipline from a recognized university with one year of relevant experience.<br><br><b>Desirable:</b> Candidates who have prior experience in reception/front-desk work will be given preference. | <ol style="list-style-type: none"> <li>1. Manage the reception/front desk and attend telephone calls.</li> <li>2. Maintain visitor records, incoming/outgoing correspondence and other front-office registers.</li> <li>3. Handle general enquiries and direct calls/visitors to the concerned officer/section.</li> <li>4. Manage receipt, registration, distribution and dispatch of official correspondence.</li> <li>5. Any other duties as assigned from time to time.</li> </ol> | <b>23<sup>rd</sup> October, 2026</b><br><br><b>(Friday)</b><br><br><b>09:00 A.M.</b> |

The candidates must bring their latest resume, one set of photocopies of documents in support of their educational qualification and experience along with originals and a valid ID card for verification.

Candidates coming after the time slot mentioned will not be entertained.

### Venue of Interview

Translational Health Science and Technology Institute (THSTI)

NCR Biotech Science Cluster, 3rd Milestone, Faridabad - Gurugram Expressway

Faridabad - 121001, Faridabad