

All India Institute of Medical Sciences, Bhubaneswar
(A Statutory body under aegis of Ministry of Health and Family Welfare, Govt. of India)
Sijua, Dumduma – Post, Bhubaneswar (Odisha) - 751019

Dated: 01-12-2016

ADVERTISEMENT for WALK IN INTERVIEW

Eligible Candidates are invited to attend walk in interview for various posts on **7th December 2016 (10:00 AM)** for a research project under Department of Community Medicine and Family Medicine funded by UNICEF.

Title of Project: Techno-managerial support and Capacity Building of Facility and Community Level Stakeholders for Implementation of India Newborn Action Plan (INAP), Integrated Action Plan against Pneumonia and Diarrhoea (IAPPD) and new Maternal Health (MH) Guidelines in nine districts of Odisha.

The essential qualification, experience, salary, tenure of appointment and other terms and conditions are as under.

Name of the Post	No. of posts	Qualification and experience	Salary	Job Description
Administrative cum Account Assistant (Duration of Recruitment: 11 months)	1 (one)	B.Com (Preferably M.Com), Certified in Computer Applications with minimum two year experience in accounting with knowledge of Tally, logistic and stock register maintenance	20,000 INR/month	All administrative and account related works of the project
Project Co-ordinator (Duration of Recruitment: 11 months)	1 (one)	Master's in Public Health or MBA (Hospital or Health Care administration) with two years' experience of working in health sector	70,000 INR/month	Co-ordinating the activities of the projects (scheduling training programme, preparing training evaluation proforma, field visits for supervision etc.)

How to Apply

Interested candidates may appear for walk-in-interview on **7th December 2016**. Candidates should bring duly filled application form (as per the prescribed Proforma), Updated Curriculum Vitae (CV) and all original certificates of educational qualifications, experience certificate along with a photo and a set of photocopies at the time of interview.

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**APPLICATION FOR THE POST OF ADMIN CUM ACCOUNT ASSISTANT AND
PROJECT CO-ORDINATOR**

1. Full name in block letters:
2. Father's/Husband's Name:
3. Date of Birth:
4. Age:
5. Gender:
6. Permanent Address:
7. Present Address:
8. Contact Number:
9. Email id:
10. Details of Qualification:

Sl. No	Degree	Year of passing	University

11. Details of Experience:

Sl. No	Designation	Name of Institute	From (date) – To (date)

12. Any other important information

Declaration

I hereby declare that the information given above is true and correct to the best of my knowledge. In the event of any information being found incorrect/false, my candidature/services are liable to be terminated.

Place:

Date:

Signature of the Candidate

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Terms & conditions:

1. These are tenure vacancies under funded project and are not employment from AIIMS Bhubaneswar pay roll.
2. Employment will automatically terminate upon completion of the project and there is no liability for permanent employment on AIIMS, Bhubaneswar or principal investigator.
3. Also the candidate has no right to claim permanent employment based on this job.
4. 2. Selected candidates may have to carry out visits to different districts of Odisha.
5. No TA/DA will be paid for attending the interview.

Venue: Board room, Department of CM and FM, 3rd Floor, Academic Block, AIIMS Bhubaneswar

Reporting time for document verification: 9.00 AM, 7th December, 2016

Time of Interview: 10.00 AM, 7th December 2016, 2016

Contact Information

Dr. Arvind Kumar Singh, Assistant Professor (Co-Investigator)

Department of CM and FM, AIIMS Bhubaneswar

Mob – 9438884016

Ms. Supriya Ray, DEO

Department of CM and FM

Mob - 9438079929