

ICMR-NATIONAL AIDS RESEARCH INSTITUTE
Indian Council of Medical Research, Department of Health Research (DHR)
Ministry of Health and Family Welfare
PlotNo.73, G – Block, Bhosari, Pune – 411026
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Website- <https://www.nari-icmr.res.in/>

Ref: NARI/Estt/HSS/2023-24

Date: 26-04-2023

Online applications are invited through the online system on the ICMR-NARI website up to 18-05-2023 for the following post under the project entitled, “**HIV Sentinel Surveillance (HSS) & Epidemiology**”. The post is purely temporary basis. In case of OBC, Non-creamy layer certificate from the competent authority empowered to issue such certificate. The Date for Personal discussion via Skype/ video call will be confirmed to the shortlisted candidates through phone or email.

Sr. No.	Name of the post	No. of post	Age	Duration	Essential Qualification	Desirable Qualification	Job Requirement	Consolidated Salary
1	Office Assistant	1	30 years	10 Months (Till March 2024)	Graduate in any discipline with 5 years experience of administration and accounts work.	Knowledge of computers (MS Office, Tally, etc.)	<ul style="list-style-type: none">Preparing Salary bills of Staff, Travel bill settlementPurchase proposal processing, all administrative and account work.Preparing Utilization Certificate (UC) and Statement of Expenditure(SoE) for the projectManaging accounts of all projects.	Rs. 32,000/- per month

It is mandatory:

Age Concession: Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons. Government servants should apply through proper channel or enclose 'No Objection Certificate' from the present office/employer along with their application. Any canvassing by on behalf of the candidates or bringing political or other influence with regards to the selection shall be considered as a disqualification. The selected candidate should be willing to join immediately. Local candidates will be given preference. Director, ICMR-NARI reserves the right to shortlist the candidates to be interviewed. The appointing authority has the right to accept/reject any application without assigning any reason(s) and no correspondence in this matter will be entertained.

Sd/-
Principal Investigator

Sd/-
Sr. Administrative Officer

Sd/-
Director