



All India Institute of Medical Sciences, Bhubaneswar
Sijua, Post- Dumuduma, Bhubaneswar 751019

AIIMS/BBSR/CM&FM/Swabhimaan/34

Dated: 19-08-2016

WALK-IN-INTERVIEW

Eligible candidates are invited to attend walk-in-interview for **Admin Assistant cum Accountant** posts on **26th August 2016**, under the project “Swabhimaan – a nutritional intervention programme in Odisha: Pre-implementation status assessment (Base-line)” under Deptt. of Community Medicine & Family Medicine, supported by UNICEF. The essential qualifications, experience, consolidated salary and service tenure are as under.

SL NO	NAME OF THE POST	NO. OF PERSONNEL REQUIRED	QUALIFICATION	SALARY
01.	Admin Assistant cum Accountant Duration of the recruitment: 06 months	01	B.Com (Preferable M.Com), Certified in Computer applications with minimum two years experience in accounting with knowledge in Tally; logistic, Stock Register maintenance & other day to day administration & accounts related activities	Rs. 20, 000/-

How to apply

Interested candidates may appear for walk-in –interview. Candidates should bring duly filled application form (as per the prescribed Performa) and all original certificates of educational qualifications, experience certificate along with a photo and a set of photocopies at the time of interview.



All India Institute of Medical Sciences, Bhubaneswar -19
Department of Community Medicine & Family Medicine

APPLICATION FOR THE POST OF ADMIN ASSISTANT CUM ACCOUNTANT

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

**Paste one pass
post size
Photograph**

10. Details of Qualification

Sl. No	Degree	Year of Passing	University

11. Details of Experience

Sl. No	Experience as	Name of the Institute	From – to

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

Terms & conditions:

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

Venue: Board room, 1st Floor, Academic Block, AIIMS Bhubaneswar

Reporting time for document verification:

Contact Information

Dr. Swayam Pragyan Parida

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