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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

**Resource Centre for Advancement on Public Health Nutrition
Department of Community Medicine & Family Medicine**

Dated: 26.03.2021

ADVERTISEMENT FOR WALK IN INTERVIEW

Eligible Candidates are invited to attend walk in interview for the post Admin cum Account Assistant on 14th April, 2021 (12:00 PM) for project entitled “Resource Centre for Advancement on Public Health Nutrition” under Department of Community Medicine and Family Medicine, AIIMS Bhubaneswar, funded by UNICEF.

The essential qualification, experience, salary and other terms and conditions pertaining to position are given below.

1. Admin cum Account Assistant

Salary:-25,000 INR/month

No. of posts: 01

Qualification and experience:

- B.Com (preferably M.com) certified in computer application with minimum two year experience in accounting with knowledge of Tally, logistic & stock register maintenance.
- Knowledge of English essential, working knowledge of Hindi & Odia would be an added advantage.

Details of Job Description will be given during posting:

- Assist in day to day administration issues of RCAPHN
- Manage accounts related activities of the project
- Prepare Statement of Expenditure & Utilization Certificate periodically & quarterly
- Maintain and update cashbook, registers account related activities.

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How to Apply

Interested candidates may appear for walk in interview on 14th April; 2021. Candidates should bring duly filled application form (as per the prescribed Performa), 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.

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.

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

Reporting time for document verification: 14th April, 2021 at 12.00 PM

Time of Interview: 14th April, 2021 at 02.00 PM onwards

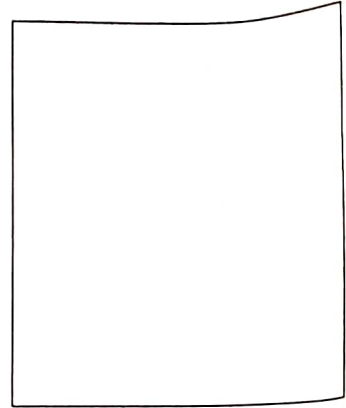
Parida
26/03/2021

(Principal Investigator)

**Dr. Swayam P Parida, Asso. Professor
Department of CM and FM,
AIIMS Bhubaneswar**

APPLICATION FORM

1. Name of the post Applied for:
2. Name of Candidate in Block Letter (Full Name):
3. Gender:
4. Date of Birth:
5. Father's Name:
6. Mother's Name:
7. Marital Status: Married/Unmarried
8. Present Address for correspondence:
9. Permanent Address:
10. Phone Number/Mobile Number:
11. Email Id:
12. Details of Qualification



Serial Number	Degree	% of Mark	Year of Passing	Board/University

13. Details of Experiences

Serial Number	Designation	Institute/ Name of the employer	Period	Reason for leaving

14. Have you ever been declared unfit by a medical board/court for appointment in any government service?Yes/No.....

If yes, details.....

15. If selected, within what period would you require for joining the post:

Declaration

I hereby declare that 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 Candidate