

Vacancy Notice

Project title: "Comprehensive primary health care through HWCs: EQUIP HWCs Haryana."

Department: Department of Community Medicine & School of Public Health, PGIMER, Chandigarh

Following posts is required to be filled under above mentioned project on contract basis.

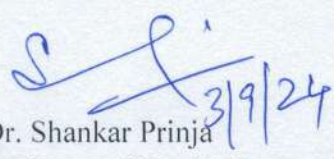
S. No	Post	Qualification	Emoluments
1.	Project Technical Support- III	Essential: <ul style="list-style-type: none">- M. Com with 1-year experience in accounts and administration field. Or B. Com with 2 years' experience in accounts and administration field.- Good working knowledge of computer application, such as MS office (MS Word, Excel etc.) Job profile & nature: <ul style="list-style-type: none">• Handle the preparation of Utilization Certificates, Statements of Expenditure (SoE), and budgets.• Oversee the procurement of goods, ensuring compliance with policies.• Maintain accurate records and files for financial transactions, procurement, and other administrative documents.• Be prepared to travel for work-related tasks, both within the same city and to other locations as needed.• Demonstrate good organizational and multitasking abilities to manage various tasks efficiently.• Work as office assistant to assist in all aspects of project administration and accounting tasks.	Rs 34,720

Date of Interview & Venue: 23rd September 2024 at 08.00 AM, Department of Community Medicine and School of Public Health, PGIMER, Chandigarh.

Application Instructions: Interested candidates should submit their curriculum vitae with supporting documents to Mr. Kamal Gupta, Room no 004, Department of Community Medicine & School of Public Health, PGIMER, Sector-12, Chandigarh.

Important Notes:

- The last date of applying the post is **18th September 2024, 05:00 PM**
- Applications received after the deadline will **not** be accepted or entertained.
- Only **short-listed candidates** will be contacted for an interview.
- A **written test** may be conducted depending on the number of applications received.
- You will be notified if there are any changes to the schedule or mode of the recruitment process.


Dr. Shankar Prinja
Professor of Health Economics
Department of Community Medicine
School of Public Health, PGIMER, Chandigarh

**Last Date extended up to 28.9.2024
(Corrigendum attached)**

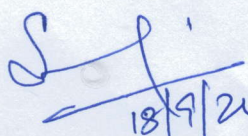
आचार्य
Professor
समुदायिक चिकित्सा विभाग
Department of Community Medicine
जन स्वास्थ्य स्कूल
School of Public Health
पी.जी.आई.एम.ई.आर., चण्डीगढ़
PGIMER, Chandigarh

DEPARTMENT OF COMMUNITY MEDICINE & SCHOOL OF PUBLIC HEALTH, PGIMER,
CHANDIGARH

CORRIGENDUM

The vacancy notice for the post of “**Project Technical Support III**” (Admin & Accounts) under the project “Comprehensive Primary Healthcare through HWCs: EQUIP HWCs Haryana” was originally published on 03.09.2024.

Please note that the last date for submission of applications has now been extended up to 28.09.2024 (Time 2:00 PM). The date of the interview or written test will be communicated via email. All other terms and conditions remain unchanged as per the original advertisement.


18/9/24
Dr. Shankar Prinja
Professor of Health Economics
(Principal Investigator)
Department of Community Medicine
& School of Public Health
PGIMER, Chandigarh

आचार्य
Professor
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