

VACANCY NOTICE

THIS POST IS PURELY ON THE CONTRACT BASIS.

PROJECT TITLE:

Applications are invited for the position of **Admin cum Accountant** in the project titled “**Effectiveness of an mHealth Interactive Education and Social Support Intervention for Improving Postnatal Health.**”

POST	Admin cum Accountant
NUMBER OF POST	01
DURATION	6 Months (Can Be extended)
Salary Range	Rs.20000/-- 25000/-
Qualifications and Experience	Essential: B. Com and Post Graduation in commerce (M. Com) Eligibility and Experience: <ul style="list-style-type: none">• Minimum 1 years of proven working experience of handling accounts and administrative work.• Strong finance and accounting knowledge, budgeting, taxation, analytical and documentation skills.• Proficiency in all applications of MS Office (Word, Excel, Powerpoint)• Excellent written and verbal communication skills
EMOLUMNETS	Commensurate with qualification and experience

How to apply: Interested candidates should email their CV's (detailed) along with total experience to mhealthro1pgi@gmail.com having subject titled “Application for the post of **Admin cum Accountant** by 9th November by 5 pm.

TERMS AND CONDITIONS:

- This position is temporary only. Employment will terminate immediately upon completion/termination of the project, and neither IIT Delhi nor the Principal Investigator nor the funding agency is obligated to offer permanent employment.
- Only interview candidates will be contacted or notified. Date, time, and location of the interview will be communicated via email exclusively.
- Under no circumstances will applications received after the vacancy notification deadline be considered.
- There will be no TA/DA given attending the interview.
- This will be a full time Job employment.

Working Place

The work location will be in Punjab, with the possibility of remote work depending on project requirements.

Principle Signature