

VACANCY NOTICE

THIS POST IS PURELY ON THE CONTRACT BASIS.

PROJECT TITLE:

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

POST	Office Attendant
NUMBER OF POST	01
DURATION	1 year (Can Be extended)
Salary Range	Rs 15000 - Rs 18,000 per month
Qualifications and Experience	<ul style="list-style-type: none">• Essential: 10+2 (Higher secondary) or equivalent in any stream from a recognized board <p>Eligibility and Experience:</p> <ul style="list-style-type: none">• Knowledge of filing and office management techniques.• Should be sincere, and trustworthy.• Candidate must have a minimum of 2-3 years of proven experience as Office/ Field attendant.• Candidate should be comfortable working at office or in rural field to assist the field staff in data collection.• Handle minor office chores, including delivery and pickup of documents, visiting to bank etc.• Serve refreshment like tea, coffee etc in the official meetings• Dusting, brooming and mopping at office• Set up and maintain office/lab furniture and equipment for daily use.

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 **Office Attendant** by 11th December 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, Distt – SAS Nagar with the possibility of remote work depending on project requirements.

Principle Signature