

VACANCY NOTICE

THIS POST IS PURELY ON THE CONTRACT BASIS.

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	35000-40000/- per month
Qualifications and Experience	Essential Qualification: <ul style="list-style-type: none">• Master’s degree in Commerce / Finance / Accounting / Business Administration from a recognized institution Experience: <ul style="list-style-type: none">• Minimum 1 year of experience in administrative and accounting work, preferably in a research project, academic institution, or healthcare program Desirable <ul style="list-style-type: none">• Working knowledge of research project financial management, including budgeting, grant utilization, and reporting• Familiarity with government or institutional financial procedures, audit processes, and taxation norms• Proficiency in MS Office (Word, Excel, PowerPoint), especially advanced Excel for financial tracking• Experience in handling procurement and vendor management processes• Strong organizational, documentation, and multitasking abilities• Good written and verbal communication skills

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 10th May 2026 by 5 pm.

TERMS AND CONDITIONS:

- This position is temporary only. Employment will terminate immediately upon completion/termination of the project, and neither IIIT 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 Delhi and Chandigarh.

Principal Investigator