



अखिल भारतीय आयुर्विज्ञान संस्थान, ऋषिकेश, उत्तराखण्ड-249203
All India Institute of Medical Sciences, Rishikesh, Uttarakhand-249203
हृदय रोग विभाग
Department of Cardiology

#

Advertisement for the post of Jr.Accounts cum Administrative Officer

Applications are invited for the position of **Jr. Accounts cum Administrative Officer** in a research project.

Principal Investigator: Dr. Bhanu Duggal, Head, Department of Cardiology, 5th Floor, Medical college Building, AIIMS Rishikesh, Virbhadra Road, Rishikesh Uttarakhand- 249203; Email id: researchcardiology00@gmail.com

Name of the position: Jr. Accounts cum Administrative Officer (01 No's)

Essential qualifications: Graduation in commerce (B.Com), having 3-5 years of proven working experience of handling accounts and administrative work. The candidate should have strong background in finance, accounting, budgeting, taxation, analytical and documentation skills, along with proven proficiency in financial software (Tally/Busy) and, MS Office (Word, Excel, Powerpoint). Together with the above qualifications, excellent writing and verbal communication skills (English and Hindi) are required for the said position.

Salary: According to guidelines of project sanctioning agency and experience and qualification.

Duration: 01 years (can be extendable for another 01 year based on satisfactory performance)

How to apply: Interested candidates should send their updated resume with total experience in years and months via **email** to the PI (Email id: researchcardiology00@gmail.com) **with Subject: Advertisement for the Jr. Accounts cum Administrative Officer** so as to reach by 02:00 PM on 10th **January, 2022**. Only shortlisted candidates will be called for the written exam/interview. The dates of the interview/exam will be informed only to the shortlisted candidates by email/SMS.

Terms and Conditions:

1. **The post is purely temporary.** Employment will automatically terminate upon completion/termination of project and there is no liability for permanent employment on AIIMS Rishikesh or Principal Investigator or funding agency.
2. No TA/DA will be paid for attending the written exam/interview.
3. Any application received after the expiry of vacancy notice will not be entertained.

डा० भानु दुग्गल / Dr. Bhanu Duggal
प्राचार्य एवं विभागाध्यक्ष / Professor & HOD
हृदय रोग विभाग / Dept. of Cardiology
एम्स ऋषिकेश / AIIMS Rishikesh
Dr. Bhanu Duggal
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