

**ICMR-NATIONAL AIDS RESEARCH INSTITUTE**  
Indian Council of Medical Research, Department of Health Research (DHR)  
Ministry of Health and Family Welfare  
PlotNo.73, G – Block, Bhosari, Pune – 411026  
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Ref: NARI/Estt/STI/2022-23/

Date: 01/03/2023

Walk in interview for the post of Admin Assistant under project “Prevalence of select sexually transmitted infections/reproductive tract infections among subpopulations at high risk of HIV in India”. The post is purely temporary basis. In case of OBC, Non-creamy layer certificate from the competent authority empowered to issue such certificate.

Name of the post	No. of post	Age	Duration	Essential Qualification	Desirable Qualification	Job Requirement	Consolidated Salary per month
Admin Assistant	1	30 Years	3 Months	Graduate in any discipline with 5 years' experience of administration work and accounts work.	<ul style="list-style-type: none"><li>Post-graduation in any discipline.</li><li>Knowledge of computer.</li><li>English typing 30wpm/40wpm</li></ul>	<ul style="list-style-type: none"><li>Preparing salary bills of project staff, Travel bills, bidding/tendering documents, medical bills.</li><li>Outsourcing contract services works.</li><li>Noting and drafting of all office work</li><li>All administrative and Establishment related work.</li></ul>	Rs. 32,000/-

**It is mandatory:**

**Age Concession: Age concession to the extent of service rendered in other research projects will also be admissible for experienced and skilled persons.**

Interested candidates are invited to appear for **walk-in-interview for the post of Admin Assistant** in ICMR-NARI Bhosari Pune regions along with full bio-data and copies of proof of age, qualifications, experience and other documents related with SC/ST candidates etc. Candidates belonging to OBC should produce Non-creamy layer certificate from the competent authority empowered to issue such certificate at the time of walk-in-interview. Age and experience is relaxable in deserving cases. Government servants should apply through proper channel or enclose ‘No Objection Certificate’ from the present office/employer along with the application. Director, ICMR- NARI reserves the right to shortlist the candidates to be interviewed. Any canvassing by or on behalf of the candidates or bringing political or other influence with regards to the selection shall be considered as a disqualification.

Place	Date and Time
ICMR-NARI Bhosari Pune.	08-March-2023, 09:00 AM

Sd/-  
Principal Investigator

sd/-  
Administrative Officer

sd/-  
Director