

**NOTIFICATION**  
**WALK IN INTERVIEW**

Applications are invited for the following project based position through the prescribed application form (appended below) at the Institute of Liver & Biliary Sciences, D – 1, Vasant Kunj, Delhi – 110070 along with supporting education and experience certificates.

S. No.	Nomenclatures	Details
1.	Position & No. of Vacancies	Project Assistant - 1 (One)
2.	Age Limit	50 Years
3.	Educational Qualification	<b>Essential:</b> B.Sc. from a recognized university. <b>Desired:</b> Work experience/knowledge of working with statistical analysis packages viz. SPSS, Stata etc. with good knowledge of MS excel.
4.	Job Description	Data Entry, Data Cleaning and Preparation for analysis, Administrative Support and any other task as assigned by the PI.
5.	Monthly Salary/Remuneration	Rs. 20,000/- + 5,400/- i.e. HRA @27%= 25,400/- [Fixed] per month

**Project title:** “Cirrhosis and HCC”.

**Project Coordinator:** Dr. Satender Pal Singh, Assistant Professor (Hepatology), Institute of Liver and Biliary Sciences (ILBS), D-1, Vasant Kunj, New Delhi – 110070

**Funding agency:** M/s Roche Products (India) Pvt. Ltd. (“Roche”)

**Project duration:** 1 Year

**Location:** Department of Hepatology, ILBS, New Delhi

**Email:** [departmentaloffice.ilbs@gmail.com](mailto:departmentaloffice.ilbs@gmail.com)

**Note:**

- Prospective applicants are encouraged to review the provided recruitment guidelines and acquaint themselves with the rules prior to applying.
- Individuals meeting the specified criteria are invited to print the application form (attached below), complete it, and bring along self-attested photocopies of relevant documents on the day of the walk-in interview.
- Please be aware that applications submitted in a format other than the prescribed one and/or incomplete forms will not be considered.

The walk in interview for above post shall be held on **27<sup>th</sup> Apr 2024 (Saturday) at 3 PM in MPH-I, Upper Basement, Phase-I (Old Building), ILBS, D-1, Vasant Kunj, New Delhi 110070**

**Nearest Metro Station:** Chhatarpur (Yellow Line- DMRC)

**Map:** <https://maps.app.goo.gl/cyR7ArWgrEPM44rQ6>

**Application for the post of "Project Assistant".**

Paste your  
recent  
passport size  
photograph

1. Name in block letters :Dr./Mr./Ms./Mrs. \_\_\_\_\_

First

Middle

Last

2. Gender :  (Write 'M' for Male; 'F' for Female)

3. Marital Status : Married / Unmarried / Widow / Divorcee

4. (a) Permanent address :

\_\_\_\_\_

\_\_\_\_\_

City/District: \_\_\_\_\_ State: \_\_\_\_\_

Pin: \_\_\_\_\_ Phone/Mob.: \_\_\_\_\_

(b) Postal address : \_\_\_\_\_

(For correspondence) \_\_\_\_\_

City/District: \_\_\_\_\_ State: \_\_\_\_\_

Pin: \_\_\_\_\_ Phone/Mob.: \_\_\_\_\_

Email: \_\_\_\_\_

5. Date of birth : \_\_\_\_\_

(Please annex documentary evidence)

6. Are you

(a) A citizen of India by birth and or by domicile: Yes ( ) No ( )

(b) Person of Indian origin : Yes ( ) No ( )

(c) Holding dual citizenship : Yes ( ) No ( )

7. Do you belong to any of the following categories :

(Please annex documentary evidence)

(i) UR / SC / ST / OBC / Ex Service men: \_\_\_\_\_

(ii) PWD (having 40% or more disability) suffering from: \_\_\_\_\_

8. Father's/ Husband's name : \_\_\_\_\_

First

Middle

Last

187255/2024/Hepato

9. Educational Qualifications (matriculation onwards) (if required, attach extra sheet):

S. No.	Month & Year		Name of Degree /Diploma/Certificate	Name of Institution and Location	Name of University
	From	To			

10. Work Experience (Start from most recent appointment/job) (if require, attach extra sheet):

S. No.	Organization Name	Date of Joining	Date of Leaving	Position Held	Nature of Job (Temporary/ Permanent /contractual)	Scale of Pay/ Total Emoluments

11. References (Name, designation, address and telephone/mobile number):

- i. \_\_\_\_\_  
 \_\_\_\_\_
- ii. \_\_\_\_\_  
 \_\_\_\_\_

### **Declaration**

I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the test, interview, and joining, my candidature will stand cancelled and all my claims of the recruitment will stand forfeited.

Date:

SIGNATURE OF THE APPLICANT