



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) RISHIKESH**

Virbhadrta Road, Rishikesh Uttarakhand- 249203

Website : [www.aiimsrishikesh.edu.in](http://www.aiimsrishikesh.edu.in)

**Department of Cardiology, AIIMS Rishikesh**

**Subject: Advertisement for the Post of Senior Research officer**

Applications are invited for the position of Senior Research officer in a research project

**Principal Investigator: Dr. Bhanu Duggal**, HOD Department of Cardiology, 5<sup>th</sup> Floor, Medical college Building, AIIMS Rishikesh, Virbhadrta Road, Rishikesh Uttarakhand- 249203; Email id: researchcardiology00@gmail.com

**Name of the position:** Senior Research officer (01 No)

**Essential qualifications:**

- 1 MD Community Medicine OR Masters in Public Health
- 2 Minimum 1 year of research experience involving community based household survey.

**Desirable:**

- 1 Experience of writing project reports.
- 2 Experience in use of statistical software such as SPSS, Epi-info, Spreadsheet programming

**Salary:** Rs. 60,000 to 65,000 per month (consolidated)

**Duration:** 01 Year

**How to apply:** Interested candidates must apply on the application form attached with this advertisement. Duly completed application form along with candidate's resume must be **emailed** to the PI (Email id: researchcardiology00@gmail.com ) **with subject: Advertisement for the Post of Senior Research officer** so as to reach by **30 November 2019** Only shortlisted candidates will be called for the written exam/interview (to be held on **02-04 December 2019** and no TA/DA will be paid for attending the written exam/interview. **The position is available immediately**

**Terms and Conditions:**

**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



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**Department of Cardiology, AIIMS Rishikesh**

**Subject: Advertisement for the 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**, HOD Department of Cardiology, 5<sup>rd</sup> 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)**

**Essential qualifications:** Post Graduation in commerce (M.Com).

With 3 years of proven working experience of handling accounts and administrative work. Strong Finance and accounting knowledge, budgeting, taxation, analytical and documentation skills, Knowledge of financial software (Tally/Busy), Proficiency in all applications of MS Office (Word, Excel, Powerpoint), Excellent written and verbal communication skills (English and Hindi)

**Salary:** Rs. 35,000/- per month (consolidated)

**Duration:** 01 year

**How to apply:** Interested candidates must apply on the application form attached with this advertisement. Duly completed application form along with candidate's resume must be **emailed** to the PI (Email id: researchcardiology00@gmail.com) **with Subject: Advertisement for the Jr.Accounts cum Administrative Officer** so as to reach by **30 November 2019** Only shortlisted candidates will be called for the written exam/interview (to be held on **02-04 December 2019** and no TA/DA will be paid for attending the written exam/interview. **The position is available immediately**

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