

# Vacancy Notice

**Project title: "Study of Multiply-Fortified Salt among Women of Reproductive Age in India"**

The following post is required to be filled under above mentioned project on a contract basis.

Hemat No. Hemet/20/281  
Dated: 3-2-2020

Sr. No.	Post	Qualification	Key Responsibilities	Duration	Emoluments
1	<b>Sr. Accounts and Finance Officer-(1 post)</b>	<p><b>Qualification skill and experience</b></p> <ul style="list-style-type: none"> <li>- Post Graduation in commerce (M.Com).</li> <li>- More than 5 years of proven working experience of handling accounts and administrative work;</li> <li>- Strong finance and accounting knowledge, budgeting, taxation, analytical and documentation skills;</li> <li>- Experience in handling International grants and preparing financial reports to international partners;</li> <li>- Knowledge of financial software (Tally/Busy);</li> <li>- Proficiency in all applications of MS Office (Word, Excel, Powerpoint);</li> <li>- Excellent written and verbal communication skills (English and Hindi);</li> <li>- Ability to meet multiple demands according to schedule.</li> </ul>	<ul style="list-style-type: none"> <li>- Maintaining accounts, statement of expenditure, balance sheets, vouchers of expenditure, purchase and payments and other financial transactions and assign entries to proper accounts</li> <li>- Responsible for all types of procurement (consumables and non consumables)</li> <li>- Prepare and review documents e.g. invoices, bills, purchase orders, vouchers</li> <li>- Develop, maintain, and analyze budgets, financial transactions, and journal entries</li> <li>- Prepare and review periodic reports that compare budgeted costs to actual costs</li> <li>- Maintaining consumables and non consumables stock register.</li> <li>- Ensure that the payments, and records are correct by auditing documents</li> <li>- Maintains supplies by checking stock; anticipating requirements; placing and expediting orders; verifying receipt.</li> <li>- Provide basic technical support to team members as and when required.</li> <li>- Organizing interviews, conferences/workshops/seminars etc</li> <li>- Responsible for auditing of books of accounts.</li> </ul>	01 Year Can be extended based on satisfactory performance.	USD 662 per month

**Venue of Interview: 12th February, 2020 at 12:00 Noon in Room No. 545, Fifth Floor, Department of Hematology, Research A Block, PGIMER.**

**How to apply: Interested candidates should submit their CV's (detailed) along with total experience on email- mfspgichori2019@gmail.com or send their CV and experience certificates by hand/by post (Xerox and self- attested) to Hematology office (5th Floor, Research Block- A, PGIMER, Chandigarh) by 11.02.2020 at 04:00 pm.**

**Note: Any application received after the expiry of vacancy notice will not be entertained. No TA/DA will be provided.**

Principal Investigator-  
Dr. Reena Das  
Dept. of Hematology, PGIMER, Chandigarh