

Date: 21-03-2014

Advertisement for Post of “Programme Manager” under DBT funded Project

Name of the post	:	Programme Manager
Number of Vacancies	:	One
Pay Scale:	:	Rs.50,000/- per month
Method of Recruitment	:	Direct Recruitment (on contract)/On Deputation
Nature of employment:	:	Under a DBT funded research project at AIIMS.
Principal Investigator of the project	:	Prof. Kameshwar Prasad Head, Department of Neurology, AIIMS, New Delhi
Essential Qualifications	:	MBBS/BVSC/BDS/B.Tech/BE in Biochemical Engineering or Bioprocess Engineering or Chemical Engineering/MBA(Finance/HRM)/PG Diploma in Business Management (min.2 years)/PGDSM/Degree or Diploma in Clinical Research with 3 year experience. Knowledge of MS Office, MS Word, MS Power Point, MS Excel is a must.
Expected Nature of Duties	:	Programme Manager would be a facilitator for the project and be responsible for all kinds of management required to run the project efficiently which include but not limited to maintaining the records, internal auditing, staff recruitment, liaison with international researchers/organizations, handling of project related procurements and supervising the Para Medical and other allied staff, preparing project documents and reports, coordinating project staffs and related activities etc.. He/She is supposed to work as per the guidelines of AIIMS/DBT and duties given to him time to time by the P.I. of the project. He/she must have good written and verbal communication skills in English and Hindi languages.
Age Limit	:	45 Years as on 31 st March 2014

General Conditions: -

- The position is initially for a period of one year which is further extendable on annual performance review.
- The primary location for the position will be AIIMS, New Delhi.
- Canvassing in any form will be a disqualification.
- Competent authority in exceptional cases may relax requirements of age/educational qualification/experience.
- The posts advertised shall be need based without any commitment for its filling.

- The applicants in Government/Semi-government organizations/ public sector undertaking autonomous organizations must send their applications “Through Proper Channel”.
- Merely fulfilling the minimum prescribed qualification and experience will not vest any right on a candidate for being called for interview. The applications will be short listed and the decision of the duly constituted Selection Committee will be final. The P.I. will not entertain any correspondence in this respect and interim enquiries will not be attended to.
- Applications received after due date will not be considered.
- The job will be regulated as per the terms of the project and the prevailing rules and procedure followed at AIIMS/DBT etc. from time to time.
- No TA/DA will be provided for attending interview
- Candidates who are desirous of being considered for the above post may submit their CV to :
Prof. Kameshwar Prasad, CEU-Director, Room No. 91, Clinical Epidemiology Unit, AIIMS, New Delhi latest by 31st March 2014.
