

Walk-in interview for the **Project staff** on **contractual basis** under the project titled, **“Costing of Health Care System under Health Technology Assessment”**, funded by the DHR, MoFHW, New Delhi on the **9th November 2021** at the Department of Community Medicine (Hospital Building Ground floor) NEIGRIHMS, Mawdiangdiang, Shillong at 9:00 am to 10:30 am (registration) and interview from 11 Am onwards.

Details	Requirements/Information
Name of the Post	Admin Assistant
No of Vacancies	1 post (one)
Essential Qualification	MBBS/Certificate (or Diploma) in Hospital Administrative/ Master Degree (Nursing or Public Health)
Desirable	Good knowledge of computer skills
Age	Up to 35 years
Consolidated salary	27,563/- fixed

A). Role and Responsibility of the project staff: To man the office, maintain and upkeep the relevant office and project records, maintaining the correspondence and extension of Secretarial assistance apart from undertaking data entry work.

B). Important information:

- I. The period of appointment will be for a period of 3 (three) months, which may be extended based on satisfactory work, performance and requirement for the project work upto 31st March 2022 only.
- II. Only eligible candidate are allowed to appear for the interview. TA/DA will not be given for attending the interview.
- III. Kindly bring all the documents and one set of photocopy and brief CV
- IV. For any query kindly call 0364-2538114.
- V. Candidates currently working I any government organization/ Institute need to have a No Objection Certificate from the concern organisation/ Institute.

Dated: 29th October 2021

Principal Investigator, NEIGRIHMS,

Shillong-18