



# NATIONAL HUB FOR HEALTHCARE INSTRUMENTATION DEVELOPMENT

Anna University, Chennai – 600 025

Kalanjiyam Building, 2<sup>nd</sup> Floor, Opp. to Mining Engineering,

E mail: au.nhhid@gmail.com

Dr. S. Meenakshisundaram  
Co-Coordinator

Dr. M. Sasikala  
Coordinator

The National Hub for Healthcare Instrumentation Development (NHHID) at Anna University is funded by the Department of Science and Technology, New Delhi for **Medical Device Development & Commercialization**. NHHID invites applications for **Special Officer & Business Liaison Officer** who have passion in Administration & Coordination for indigenous development of healthcare instrumentation & lead the Calibration Centre and Commercialization of newly developed products and services.

Candidates with passion for healthcare may **submit their CVs** along with education qualification and experience certificates **on or before 30.03.2023** to the following address through **POST ONLY**.

## The Coordinator

NHHID, Kalanjiyam Building,  
2<sup>nd</sup> Floor, Opposite to Mining engineering,  
CEG Campus, Anna University,  
Chennai - 600 025.  
E-Mail: [au.nhhid@gmail.com](mailto:au.nhhid@gmail.com)

The eligible candidates will be called for an **interview** after scrutinizing the applications. The actual date and time of the written test and interview will be intimated to the shortlisted candidates in due course **by email** only.

S. No.	Designation	Essential Qualification	Experience	No. of Post	Salary per month (Consolidated)
1.	Special Officer	UG any degree with MBA  (60% and above & Regular in UG & PG)	Minimum 3 years of experience in Admin and Finance.	1	Rs. 40,000/- to Rs. 50,000/-
2.	Business Liaison Officer	UG any degree with MBA  (60% and above & Regular in UG & PG)	Minimum 3 years of experience in Sales or Marketing preferably in Healthcare	1	Rs. 40,000/- to Rs. 50,000/-

## **JOB DESCRIPTION:**

### **1) For Special Officer:**

The candidate will support Administration, Finance & Accounts Activities of the NHHID project. Specifically, he/she will be employed:

- ✓ To coordinate among all the constituent institutions, agencies and stakeholders for the completion of the projects or undertaken task and commitments in a timely manner.
- ✓ To provide administrative, logistic and managerial support according to the regulations of the funding agencies, Anna University as well as constituent institutions for the smooth functioning of the programme.
- ✓ To liaise & network with hospitals, industries, national agencies, state & central government bodies for enabling bringing of products to the market and public use, and create awareness about the facilities and services offered.

### **2) For Business Liaison Officer:**

- ✓ To manage and run the Testing and Calibration Centre of NHHID and generate internal revenue.
- ✓ To liaise & network with hospitals, industries, national agencies, and state & central government bodies for enabling bringing of products to the market and public use, and create awareness about the facilities and services offered.
- ✓ Achieve short long-term revenue and profit goals with the team handling contract agreements & regulatory bodies.
- ✓ Organize promotional events and exhibitions for existing and new indigenous products.

### **General Instructions**

- Candidates attending the written test and interview will do so at their own expense.
- Candidates should mention % of UG & PG marks in the resume.
- These posts are purely temporary.
- Selected candidates must be able to join preferably within 2 weeks after the selection.
- The duration of the fellowship would be a co-terminus with the project.
- The selection criteria are as per the guidelines of Anna University, Chennai.

**For further details, please contact** Special Officer, NHHID, Anna University, Chennai - 600 025.

**E-mail:** au.nhhid@gmail.com & **Telephone:** 044-22357953

*M. Sanikala*  
20/3/23  
COORDINATOR  
NHHID  
COORDINATOR  
NHHID, ANNA UNIVERSITY  
CHENNAI 600 025



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Application for the post of \_\_\_\_\_

1	Name (in Block Letter) with initials at the end	:									Affix recent Passport size Photograph
2	Address for communication	:									
3	E-Mail id (valid and functional)	:									
4	Mobile Number (valid and functional)	:									
5	Nationality	:									
6	Community	:									
7	Gender	:									
8	Date of Birth	:	D	D	M	M	Y	Y	Y	Y	Age
9	Educational Qualification(s) :										
	Qualifications	Specialization	Name of Institution				Year of Passing	Percentage / CGPA		Class	
	SSLC										
	HSC										
	UG										
	PG										
10.	Additional Qualifications(if any)										

11	<b>Experience</b>						
	Name of the organization	Designation	Period		Total Experience		Nature of work
			From	To	Years	Month	

**Declaration:**

I declare that the information furnished above is true and correct to the best of my knowledge and belief and that no related information is concealed. If any discrepancy is found at any stage, the National Hub for Healthcare Instrumentation Development, Anna University, Chennai, shall cancel my selection/candidate.

Signature of the Applicant

Place:

Date: