



**NATIONAL HUB FOR HEALTHCARE INSTRUMENTATION DEVELOPMENT**

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

**Anna University, Chennai – 600 025**

**Ph. +91-44-2235 7938 / 7953, E-mail: au.nhhid@gmail.com**

Dr. S. Meenakshisundaram  
Co-Coordinator

Dr. M. Sasikala  
Coordinator

The National Hub for Healthcare Instrumentation Development (NHHID) funded by the Department of Science and Technology for carrying out mission-oriented projects related to healthcare instrumentation development, invites application for **Accounts Officer** posts for the Project Titled “**Medical Device Development & Commercialization**”. Candidates who have passion for Administration & Coordination of indigenous development of healthcare instrumentation **should submit their CVs on or before 14.07.2021** along with copies of education certificates to the Coordinator **through post only** to the below mentioned address.

**Coordinator**

**NHHID, Kalanjiyam Building,  
2<sup>nd</sup> Floor, Opposite to Mining  
engineering, CEG Campus,  
Anna University,  
Chennai - 600 025.**

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

<b>Sl.No</b>	<b>Manpower</b>	<b>Essential and Desirable Qualification</b>
<b>1.</b>	<b>Accounts Officer – 1 Post</b> (Rs. 30,000/- to Rs. 34,000/- per month)	M.Com / MBA with at least 5 years of Experience in Accounts and Finance.  Experience in Office Administration, Payroll, Finance and Accounts, UC & SoE preparation, etc.

**Major Duties of Accounts Officer:**

The candidate will support Finance & Accounts Activities of the **NHHID Project** titled: “**Medical Device Development & Commercialization**”. Specifically he/she will be employed for:

- Maintenance of Finance & Accounts related activities related to the project.
- Purchase of Equipment & Preparation of Utilization Certificate (UC) and Statement of Expenditure (SoE) as per University & Funding Agency norms.
- Preparation and Transfer of Salary to NHHID Staff.
- Maintenance of Registers related to Admin, Finance & Accounts.

### **General Instructions**

- Candidates attending the 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 have to report for their duty within 2 weeks after the interview.
- The duration of the fellowship would be 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.

ph. +91-44-2235 7938 / 7953

*M. Sarikala*

**COORDINATOR**

**NHHID**

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**APPLICATION FORM**

**(To be filled by office)**

<b>Application number</b>		<b><u>Status</u></b>
<b>Date of receipt</b>		

**Personal Details**

<b>Full Name (In Capital)</b>				<b>Affix Recent Passport Size Photo</b>
<b>Date of Birth (DD/MM/YY)</b>		<b>Gender (Male/Female)</b>		
<b>Marital Status (Married/Unmarried)</b>		<b>Nationality</b>		
<b>Category (Gen/EWS/OBC/SC/ST)</b>				
<b>Address for Communication</b>		<b>Permanent Address</b>		
<b>Mobile/Phone no.</b>		<b>E-mail</b>		
<b>Name of the post applied for</b>				

**Education Background (From Matriculation Onwards; Enclose photo copies of the qualifying degree certificates and mark sheets)**

<b>S. No.</b>	<b>Degree</b>	<b>Board / University</b>	<b>Regular / Part time</b>	<b>Year of completion</b>	<b>Division</b>	<b>% Marks / CGPA</b>

**Professional Experience** (Enclose experience certificates if any)

S. No.	Designation	Name of Organization	Period		Nature of Work
			From	To	

**Any other relevant information which is not covered above :**

**DECLARATION**

I hereby declare that I have carefully read the instructions and particulars supplied to me and that the entries made in this application form are correct to the best of my knowledge and belief. If selected, I promise to abide by the rules and discipline of the Institute.

I note that the decision of the Institute is final in regard to selection. The Institute shall have the right to expel me from the Institute at any time after my selection, provided it is found that I was admitted on false particulars furnished by me or my antecedents prove that my continuance in the Institute is not desirable. I agree that I shall abide by the decision of the Institute, which shall be final.

**Place:**

**Date:**

**Signature of Applicant**