



NATIONAL HUB FOR HEALTHCARE INSTRUMENTATION DEVELOPMENT

Anna University, Chennai – 600 025

Kalanjiyam Building, 2nd Floor, Opp. to Mining Engineering,

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

Dr. S. Muttan

Co-Coordinator

Dr. S. Meenakshisundaram

Co-Coordinator

Dr. S. Shenbaga Devi

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 Special Officer and 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 19.02.2019** along with copies of education certificates to the Coordinator **through post only** to the below mentioned address.

Coordinator

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

E-Mail: au.nhhid@gmail.com

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.

Sl.No	Manpower	Essential and Desirable Qualification
1.	Special Officer – 1 Post (Rs. 40,000/- per month)	Essential: MBA with At least 5 years of Administrative Experience. Desirable: Experience in Office Administration, Human Relations, Finance and Accounts & Conduct of National Level Meetings.
2.	Accounts Officer – 1 Post (Rs. 30,000/- per month)	Essential: M.Com with at least 5 years of Experience in Accounts and Finance. Desirable: Experience in Office Administration, Payroll, Finance and Accounts, UC & SoE preparation.

Major Duties of Special Officer:

The candidate will support Administration, Finance & Accounts Activities of the **NHHID Project** titled: “**Medical Device Development & Commercialization**”. 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.

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 to:

- 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: Coordinator, NHHID, Anna University, Chennai - 600 025.

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