



NATIONAL HUB FOR HEALTHCARE INSTRUMENTATION DEVELOPMENT

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

Anna University, Chennai – 600 025

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

Dr. S. Meenakshisundaram

Co-Coordinator

Dr. M. Sasikala

Deputy Coordinator

Dr. S. Muttan

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 post 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 28.12.2019** 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.

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 **by email** only.

Sl.No	Manpower	Essential and Desirable Qualification
1.	Accounts Officer – 1 Post (Rs. 30,000/- per month)	Essential: M.Com / MBA Finance with at least 4 to 6 years of Experience in Accounts and Finance. Desirable: Prior Experience in Managing Government funded projects, Office Administration, Payroll management, Finance and Accounts, UC & SoE preparation.

Roles and Responsibilities:

1. Maintenance of Payroll, Finance & Accounts related activities related to the project.
2. Purchase of Equipment & Preparation of Utilization Certificate (UC) and Statement of Expenditure (SoE) as per University & Funding Agency norms (in PFMS Portal).
3. Maintenance of Registers related to Admin, Finance & Accounts.

General Instructions:

1. Candidates attending the interview will do so at their own expense.
2. Candidates should mention % of UG & PG marks in the resume.
3. Selected candidates have to report for their duty within 2 weeks after the interview.
4. The duration of the fellowship would be co-terminus with the project and purely temporary.
5. The selection criteria are as per the guidelines of Anna University, Chennai.


COORDINATOR
NHHID