

Vacancy Notice

No- Hemat/25/1650
Dt- 01/08/25

Project: Learning initiative for Vitamin A and D fortification programming

Project Title: Applications are invited for filling the post **Admin and Accounts Officer** for the research project "Learning initiative for Vitamin A and D fortification programming".

POST	Admin and Accounts Officer
NUMBER OF POST	1
DURATION	1 Year (can be extended upon satisfactory performance)
Essential Qualification and skill	<ul style="list-style-type: none">• Post Graduation in commerce M. Com /MBA in Finance.• Strong finance and accounting knowledge, budgeting, taxation, analytical and documentation skills.• Experience in handling international grants and preparing financial reports for international partners.• Knowledge of financial software.• Proficiency in all applications of MS Office (Word, Excel, Powerpoint).• Excellent written and verbal communication skills (English and Hindi).
Experience	<ul style="list-style-type: none">• Minimum 5-7 years of proven working experience of handling accounts and administrative work.
Key Responsibilities	<ul style="list-style-type: none">• Maintaining accounts, statement of expenditure, Income and Expenditure, vouchers of expenditure, purchase and payments and other financial transactions and assign entries to proper accounts.• Responsible for all types of procurement (consumable and non-consumable)• Prepare and review documents e.g. invoices, bills, purchase orders, vouchers.• Develop, maintain, and analyze budgets, financial transactions, and journal entries.• Prepare and review periodic reports that compare budgeted costs to actual costs.• Maintaining consumables and non-consumables stock register.• Ensure that the payments and records are correct by auditing documents.• Maintain supplies by checking stock; anticipating requirements; placing and expediting orders; verifying receipt.• Provide basic technical support to team members as and when required.• Organizing interviews, conferences/workshops/seminars etc.

How to apply: Interested candidates should email their CV's (detailed) along with total experience to vitaminadfortification@gmail.com having subject titled "Application for the post of: **Admin and Accounts Officer**" by 07/08/2025 by 5:00PM

Terms and Conditions:

1. **The post is purely temporary.** Employment will automatically terminate upon completion/termination of project and there is no liability for permanent employment on PGIMER Chandigarh or Principal Investigator or funding agency.
2. Only shortlisted candidates will be call/informed for interview. The date, time and the venue of the interview will be informed to the candidate by E-mail/SMS.
3. Any application received after the expiry of vacancy notice will not be entertained.
4. No TA/DA will be provided.


Dr. Reena Das

**Professor, Department of Hematology
PGIMER, Chandigarh**
CC:

डॉ. रीना दास / Dr. Reena Das
प्राचार्य एवं प्रमुख / Professor & Head
रक्त विज्ञान विभाग
Ht. of Hematology
पी.जी.आई.एम.ई.आर., चण्डीगढ़
P.G.I.M.E.R., Chandigarh

1. Department of Hematology, PGIMER, Chandigarh
2. PGIMER, website In-charge for display of this advertisement on institute website.