

**NATIONAL HUB FOR HEALTHCARE INSTRUMENTATION DEVELOPMENT**

Anna University, Chennai – 600 025

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

E mail: au.nhhid@gmail.com

Dr. S. Meenakshisundaram
Co-CoordinatorDr. 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**. It invites applications for **Accounts Officer** with experience in financial management and **Data Entry Operator** with experience in documents compilation and having good knowledge in Microsoft office.

Candidates with desirable knowledge **should submit their CVs** along with educational qualification and experience certificates **on or before 05.09.2024** to the following address through **POST ONLY**.

The Coordinator
NHHID, Kalanjiyam Building,
2nd Floor, Opposite to Mining engineering,
CEG Campus, Anna University,
Chennai - 600 025.
E-Mail: 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.	Accounts Officer – 1 Post	M.COM/MBA in Finance. (60% and above in UG/PG)	Minimum 1 year of experience in accounts and finance. Experience in Office Payroll, Finance and Accounts, UC & SoE preparation, etc.	1	Rs. 25,000-30,000/-
2.	Data Entry Operator -1 Post	Any Bachelor degree with computer knowledge. (60% and above in UG)	Minimum 2 years of experience in documents compilation and having good knowledge in Microsoft Office.	1	Rs. 15,000 - 17,000

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.

Major Duties of Data Entry Operator:

The candidate will support data entry works of the **NHHID Project** titled: “**Medical Device Development & Commercialization**”. Specifically he/she will be employed to:

- Prepare source data for entry by opening and sorting mail; verifying and logging data and obtaining missing data.
- Documents compilation.
- Generate reports, categorize and securely store completed work and perform backup operations.
- Scan documents and print files when needed & maintain confidentiality of information.
- Respond to queries for information accessing relevant files.

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 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

U. Sarikala
19/8/24
COORDINATOR
NHHID



Dr. S. Meenakshisundaram
Co-Coordinator

Dr. M. Sasikala
Coordinator

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	Experience						
	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: