



Advertisement no: SO/HTAIn/BHU/03

Advertisement for the posts in project title "Health Technology Assessment in India" (HTAIn) Funded by Department of health research, Ministry of Health and family welfare. Applications from Indian Citizens are invited for HTAIn resource center, Institute of Medical Sciences, Banaras Hindu University, Varanasi 221005 for appointment to the following posts. The posts are purely temporary for the duration of the project (likely 3 years) on a yearly basis renewable based on the performance of the candidate and /or continuation of the project. Age relaxation will be given to candidates belonging to Female/SC/ST/OBC (non creamy layer)/EWS/physically handicapped as per GOI regulations.

Applications along with the latest curriculum vitae (bearing name, parent name, address, phone number, email address, educational qualification, research experience, experience, publications, presentations etc.) should be sent to **Prof. Manoj Pandey, Department of Surgical Oncology, Institute of Medical Sciences, Banaras Hindu University, Varanasi 221005** within 21 days of publication of this advertisement. Shortlisted candidates will be called in for interview with in 2-4 weeks of closing of the application process. For the post of Administrative assistant /Field officer/ Field investigator there could be a written test if the number of applicants is high. The date of interview or written test will be informed to the candidates by email.

A soft copy of the application should also be sent to htainbhu@gmail.com in a single PDF file.

Sl. No	Name of post	Number of post	Essential qualification and experience	Monthly consolidated emoluments	Upper age limit
4	Administrative Assistant	1	Essential <ul style="list-style-type: none">Graduate in any discipline Desirable <ul style="list-style-type: none">One year diploma course in computer applications from recognized institute2-year experience after graduation in office work-Experience in using Digital office DigiGov	Rs. 25000/-	40

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General Information / Instructions

The posts are purely temporary and co-terminus with the project. The appointments are terminable with one month notice from either side without assigning any reason. The selected candidates will have no claim for regular appointment under Govt. of India or under ICMR, DHR or continuation of his/ her services in any other project or under Central Govt. of Institute of Medical Sciences, Banaras Hindu University, Varanasi. Benefits of Provident Fund, CCA, Leave Travel Concession etc., medical claim are not admissible. No TA/DA will be paid for attending interview, joining or termination of the services.

Terms & Conditions

1. The candidate who are in service shall submit 'No Objection Certificate' from the present employer at the time of interview.
2. Canvassing of any kind will lead to disqualification.
3. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
4. He / She is expected to conform to the rules of conduct and discipline as applicable to the Institute employees.
5. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and action taken as deemed fit by the appointing authority.
6. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
7. Applications incomplete in any aspect will be summarily rejected.
8. The competent authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
9. Applicants are requested to visit the website www.bhu.ac.in

At the url "recruitment" for information / instruction issued from time to time.

All disputes will be subject to jurisdictions of court of law at Varanasi.

Selection Process : Candidates will be selected based on their performance in written examination/ personal discussion/ interview.

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