ADVERTISEMENT

Name of the post: Project Technical Officer (Social Work)

Number of post: 01 (One) (Unreserved)

Essential Qualification: Graduate in Social Sciences/ Social Work from a recognized university with 5 years working experience from a recognized institution. OR Master’s degree in Social Sciences/ Social Work

Desirable Qualification and Experience: 1) MSW from a recognized university/ institute 2) Experience in conducting interviews in field based health research projects 3) Experience of working as part of a research project team 4) Proficient to write, speak and read in Marathi & English 5) Experience should be supported by experience certificates/ testimonials/ publications etc. from public sector/ private medical research institutes/ universities.

Nature of Duties: 1) Documentation and maintenance of all project records 2) Collect baseline demographic information 3) Collect baseline healthcare utilization information 4) Collect anthropometric values 5) Perform any other work assigned by the Dean/ PI/ CoPI/ Superior officer

Duration: 6 months (Renewable for the project duration subject to performance and project requirement)

Age Limit: UR - 38 years  Emoluments: Rs.32000/- per month

Time & Place of Walk-In-Interview: 3rd February 2020 at 11.00 am in Dean’s office

Name of the post: Project Data Entry Operator Grade B No. of pots: 1 (Unreserved)

Qualification: (1) Any graduate with one year work experience (2) A speed of not less than 30 wpm (3) MSCIT certificate

Desirable: 1) B.Sc. Computer degree 2) Two years experience of working in the field of data entry, office management and other administrative work 3) Knowledge of data entry software packages.

Nature of Duties: 1) Daily entry into the software of project data 2) Maintenance of project correspondence 3) Any other job as entrusted by the Principal Investigator and or the Head of the Institute

Duration: 6 months (Renewable for the project duration subject to performance and project requirement)

Age Limit: 35 years  Emoluments: Rs.18,000/- per month

How to Apply: Mail your resume mentioning the name of the post applied for and your contact phone number to: muralidhartambe@gmail.com

Time & Place of Walk-In-Interview: 3rd February 2020 at 11.00 am in Dean’s office

Sd/-
Dean, BJGM, Pune