

International Institute for Population Sciences (IIPS)

Govandi Station Road, Deonar, Mumbai – 400 088.

The Longitudinal Ageing Study In India (LASI), Wave 2 (2024-26)

Recruitment on contractual basis


Sr. No	Designation	No. of Post	Qualification	Roles and responsibilities	Monthly emoluments
1)	Health Coordinator	1	<p>Essential:</p> <p>(i) M.D. with 2 years of experience or M.B.B.S. with 4 years of experience in Developing and implementing, monitoring and evaluation systems within the health sector.</p> <p>(ii) Demonstrated experience in public health/National health system/ Health Policy/Health Surveys</p> <p>(iii) Excellent oral and written communication skills in English.</p> <p>Desirable:</p> <p>(i) Understanding the health monitoring and evaluation (M&E), including the meaning and measurement of main indicators</p> <p>(ii) Experience in clinical diagnostics in field survey settings.</p> <p>(iii) Good data analysis, interpretation and report writing skills.</p>	<p>(i) Planning, operationalizing and coordinating the work of the Health and Biomarker component of the LASI project.</p> <p>(ii) Manage the technical aspects of data validation, and ensuring indicators are used, methodologies are acceptable and comparable data is being analyzed and validated.</p> <p>(iii) Responsible for coordination with Health, Research and IT team. And monitoring of the activities of LASI Project</p> <p>(iv) Capacity to undertake extensive travel through the country and prepare to handle work under pressure</p> <p>(v) Supporting in the arrangement of logistics for Training of Trainers (TOT)/ State level trainings/workshops</p> <p>(vi) Supporting the preparation of reports and necessary documentation.</p> <p>(vii) Any other responsibility relating to the survey that may be assigned from time to time.</p>	<p>Rs. 1,10,000/- to 1,25,000/-</p> <p>Per Month (Consolidated)</p>

2)	Sr. Project Officer – Accounts & Administration	1	<p>Essential: (i) M.Com with minimum 8 years' experience or CA/CS/ICWA inter cleared / MBA in Finance with 6 years' experience / B.Com with 15 years of experience.</p> <p>(ii) Experience in developing and managing RFPs, Project contract documents, financial management.</p> <p>(iii) Must be well versed with GFR and Audit matters.</p> <p>(iv) Tally ERP 9 knowledge and experience in GeM procurement procedures</p> <p>(v) Excellent oral & written communication skills in English.</p> <p>Desirable: (i) Retired Government servant (below 65 years of age) preferred.</p> <p>(ii) Knowledge of Government of India Rules pertaining to the Accounting standards, process and general financial management</p> <p>(iii) Excellent computer skills specially Excel and MS-Word</p>	<p>(i) Managing overall Administrative and Financial matters of LASI project.</p> <p>(ii) Preparation of RFPs for selection of survey agencies / other services. Technical & Financial evaluation of bids. Preparation of contract with field agencies.</p> <p>(iii) Managing all budget related matters.</p> <p>Any other responsibility relating to the survey that may be assigned from time to time.</p> <p>(iv) Handling E-office for day-to-day project requirement, following up with officials on various internal approvals, keeping track of all financial transactions.</p> <p>(v) The incumbent should be well versed with accounting process in GOI setups.</p>	<p>Rs. 70,000 to 85,000</p> <p>Per Month (Consolidated)</p>
----	--	---	---	--	---

3)	Project Officer – Accounts & Administration	1	<p>Essential: (i) M.Com with minimum 4 years' experience or CA/CS/ICWA inter appeared / MBA in Finance with 2 years' experience / B.Com with 8 years of experience.</p> <p>(ii) Experience in preparing Project contract documents and financial management.</p> <p>(iii) Must be well versed with GFR and Audit matters.</p> <p>(iv) Excellent in Tally ERP 9 handling, and excellency in Excel and MS-Word</p> <p>(v) Excellent oral & written communication skills in English.</p> <p>Desirable: (i) Experience in GeM procurement procedures, handling E-Office system of Govt. of India.</p> <p>(ii) Knowledge of Government of India Rules pertaining to the Accounting standards, process and general financial management</p>	<p>(i) Managing overall Administrative and Financial matters of LASI project.</p> <p>(ii) Preparation of contracts/MOU with different agencies.</p> <p>(iii) Managing all meeting related matters, documentation of various meetings.</p> <p>(iv) Handling E-office for day-to-day project requirement, following up with officials on various internal approvals, keeping track of all financial transactions.</p> <p>(v) Any other responsibility relating to the survey that may be assigned from time to time.</p> <p>(iv) The incumbent should be well versed with accounting process in GOI setups.</p>	<p>Rs. 45,000 to 65,000</p> <p>Per Month (Consolidated)</p>
----	--	---	---	---	---

These are purely temporary, project-based positions. The appointment will initially be for six months and may be extended. Educational qualifications or work experience requirements may be relaxed in deserving cases.

Candidates meeting the above criteria may send their CVs, along with a completed copy of the "**APPLICATION FORM**" provided with this advertisement, to IIPSLASI@IIPSINDIA.AC.IN. **The last date to submit the applications for the above-mentioned positions have been extended to 8th December 2024. Applications without a detailed CV and a completed application form will not be considered.** Shortlisted candidates will be informed and invited for an interview.


28/11/24

Assistant Registrar (Admin)

International Institute for Population Sciences (IIPS)

Govandi Station Road, Deonar, Mumbai-400 088

Phone: 022-42372401.

APPLICATION FORM

I am applying for the position of _____ on date _____

Name of the candidate	Educational Qualification (Highest to lowest order) with College/ Institute/University Name	Work Experience (Total in years and details with Employer Name)	Contact Number	Email	Current Location (Name of City/Town/ Village)	Ready to relocate (Yes/No)	How soon can join if selected? (Number of days to mentioned)