

**Institute of Liver & Biliary Sciences (ILBS)**

Walk In Interview for the following contractual post in Project  
**“Empowering People Against Hepatitis: The Empathy Campaign” (ILBS - AAI Initiative)**

The candidates who fulfil the mentioned qualifications/eligibility criteria are to report at 11:00 AM at **Multipurpose Hall, First Floor, Phase 2, (ILBS), D-1, Vasant Kunj, New Delhi on 6<sup>th</sup> Jul, 2021** with the documents mentioned in General Instructions.

**Job Location: Institute of Liver & Biliary Sciences (ILBS), D-1, Vasant Kunj, New Delhi - 110070**

S. No.	Title of the Post	Consolidated Remuneration range per month	Eligibility Criteria/Qualification and Experience	Age Limit
1	IT Engineer  No. of Post -1	Rs.75,000 - Rs. 100,000/-	<b>Essential:</b>  1. BE/B.Tech/MCA/MSC IT (Computer Science/Computer Engg./Information Tech) or equivalent qualification in computer networking from government recognized institute.  2. Min. 5 years’ experience in website development, testing and maintenance. <b>Skills:</b> 1. Technical support in managing mass media campaign, social media etc; 2. Development of mobile app as required for the project.  <b>Desirable:</b> 1. Experience in providing IT support for projects in health care industry.  <b>Brief Job Description:</b> Under the overall supervision and technical guidance of the ILBS nodal officer for the project, “Empowering People Against Hepatitis: The Empathy Campaign” the post shall be responsible to:  1. Manage the development of project website considering the projects needs, goals and audience in coordination with project team	40 Years

			<ol style="list-style-type: none"> <li>2. Provide technical support in managing mass media campaign, social media, etc:</li> <li>3. Uploading of project contents and its periodic updating on the various platforms</li> <li>4. Provide IT support for various surveys and creating forms and formats</li> <li>5. Uploading of relevant literature for online reading &amp; download</li> <li>6. IT support for creating mobile apps as required for the projects</li> <li>7. Managing media gallery on project website</li> <li>8. Periodic maintenance and updation of project website;</li> <li>9. Coordination with IT agencies for projects related issues;</li> <li>10. Provide overall IT support to the project team;</li> <li>11. Provide logistical support for the organization of project meeting, workshops, annual conferences, Call to Action meetings and Awareness Camps, etc;</li> <li>12. Assist the project team in project analytics and preparations of project reports;</li> <li>13. Performs other duties as assigned by the nodal officer;</li> </ol>	
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Note:

1. Interested candidates who fulfil the mentioned qualifications/eligibility criteria may report at 11:00 AM at **Multipurpose Hall, First Floor, Phase 2, (ILBS), D-1, Vasant Kunj, New Delhi on 6<sup>th</sup> Jul, 2021 with the following documents.**
  - a) Passport size photographs
  - b) Proof of date of birth
  - c) Self-attested copy of educational qualifications
  - d) Self-attested copy of working experience
  - e) Details of two references (name, address & mobile no)
  - f) Letter of two references
2. The appointment under the project shall be on “contract basis” initially for a period of one year, further extendable on the basis of individual performance and availability of project fund.
3. The effective date for reckoning the requisite qualification, experience and the upper age limit will be on 02.07.2021.
4. No TA/DA will be provided.
5. In case of any query the candidate may call on the telephone No. 011-46300000 Ext: 23380