

Project-“EMPATHY”, ILBS

WALK-IN INTERVIEW

Job Advertisement for filling up 02 (Two) posts on short term contract basis in Project-Empathy (<https://theempathycampaign.com/>) operational at ILBS, New Delhi since 2018*.

Name of Post, No. of vacancies & Reservation	Maximum Age as on 31st December, 2023	Contract Duration	Monthly Remuneration	Place of Posting
Project Assistant (02 Posts, UR)	35 years	Till 31 st March, 2024 (Extendable based on performance & renewal of the project)*	Rs 20,000	ILBS, New Delhi

* The project is running since 2018 and expected to be renewed in the next financial year

Brief Job Description

- Co-ordination for implementation of project related activities.
- Helping Project Management Team.
- Participating in awareness campaigns or initiatives
- Maintenance of official records
- Field Travel
- Data collection /Entry & Working with MS Word/Excel on Computer/Laptop.
- Any other work assigned by the Nodal Officer.

Essential Minimum Educational Qualifications:

Graduate in Life Sciences from a recognized institute /university.

Minimum Experience Required for the Post:

At least one year experience with a reputed organisation.

Note: Candidates must possess their diploma/degree certificate or provisional certificate or final year marksheet in order to apply for this above mentioned post.

Note:

- The effective date for reckoning the requisite qualification and experience and the upper age limit is 31.12.2023.
- Interested candidates who fulfil the mentioned qualifications/eligibility criteria should report to the venue: MPH-1, Upper Basement Floor, Phase- 1, ILBS at **03:00 PM on 19th January 2024** with copy of your date of birth proof (Class-10th Certificate/Mark sheet), 1 Passport size photo, Degree/diploma passing certificates/provisional certificate/s and experience certificate/s, if any.
- No TA/DA shall be paid for attending walk-in interview/skill test at ILBS, New Delhi.

*Those attending the interview are required to send an email prior to the interview date regarding their willingness to attend the interview at ilbs.epideptt@gmail.com.