

NATIONAL AIDS RESEARCH INSTITUTE
73, 'G' BLOCK, MIDC, BHOSARI, PUNE – 411026
Advt No- NARI/Proj/13-14/June/01
Walk – In – Interview

Project:- HIV Sentinel Surveillance

Sr. No.	Name of the Post	No of Posts	Consolidated Salary/ Per Month in Rs.	Essential Qualification (s) and Experience	Essential Experience	Desirable Qualification (s) and Experience	Job Responsibilities	Age Limit	Date and Time
1.	Project Secretary/ Personal Assistant	01	22,120/-	Commerce / Arts Graduate. Diploma/ Certificate Course in Computer Application. Fluency in written and oral English.	1 year experience of secretarial work, electronic & paper correspondence, experience in handling budgets, finance reports.	PGDCM, Diploma in financial services.	<ul style="list-style-type: none"> • To provide secretarial assistance to NARI - HSS Focal persons and Project Coordinator • Correspondence by e-mail, letters & fax with all States. • To help and manage prepare Budget: - Preparation, updating and sending UC and SOE to NACO on regular basis • To help study coordinator for regulatory documentation. • To prepare minutes of the meetings and circulating them to all the concerned members • To make arrangements for meetings, trainings, site/ field visits, including budgetary activities. 	Below 28 years	20 th June 2013 at 9.00a.m.

Walk in with your application on plain paper, full bio data and attested xerox copies of proof of age, educational qualifications, work experience, degree certificates & original certificates etc. along with a cross Demand Draft for Rs.100/- drawn in favor of Director, National AIDS Research Institute, Pune. Government servants should apply through proper channel. Director, NARI reserves the right to shortlist the candidates to be interviewed. Any canvassing by or on behalf of the candidates or bringing political or other influence with regards to the selection shall be considered as a disqualification. Age and experience is relaxable in deserving cases.

Note:- Additional Roles and Responsibilities will not be restricted to those mentioned above

Nodal Officer