

# NATIONAL INSTITUTE OF OCCUPATIONAL HEALTH

**MEGHANI NAGAR, AHMEDABAD- 380016**

## WALK IN INTERVIEW

The following post is to be filled up under the ENVIS Centre at Ahmedabad on “Environmental & Occupational Health” sponsored by the Ministry of Environments and Forests, Government of India, New Delhi. The post is purely temporary, ad-hoc & contractual basis and co-terminus with the project.

S. No.	Post	Pay (Rs)	Qualifications & Experience	Job Requirement	Age Limit	Date & Time
1.	Programme Officer (One)	16,000/- P.M.	<p><b>Essential:</b> M. Sc. (Life Science/Zoology/Environmental Science or Equivalent) from States/UT University along with computer knowledge; 3 years experience</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Scientific work experience in Occupational and Environmental Health</li> <li>• Diploma/Certification in Computer Applications from a recognized institute</li> <li>• Research publications in indexed journals</li> <li>• Strong writing, publishing and documentation skills</li> </ul>	<ol style="list-style-type: none"> <li>1. To assist the coordinator in overall coordination of the ENVIS project/Centre</li> <li>2. Collection and dissemination the data and information regarding environmental and occupational health.</li> <li>3. Publish the newsletters and abstracts</li> <li>4. Support and promotion to national and international cooperation and liaison for exchange of environmental and occupational health related information</li> <li>5. Identify the data gaps and knowledge gaps in environmental and occupational health and prepare a report to enable policy decision</li> <li>6. Supporting and promoting research, development and innovation in environmental and occupational health</li> </ol>	45 Years	07.11.13 11.00 AM
2.	Information Officer (One)	16,000/- P.M.	<p><b>Essential:</b> Graduate in Science or Equivalent; Good Knowledge of Computers; One years Working experience in relevant areas.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Post Graduation in Science and Diploma/Certification in Computer Applications from a recognized institute.</li> </ul> <p><b>OR</b></p> <p>M. Sc. (Computer Science / IT).</p> <ul style="list-style-type: none"> <li>• Knowledge of database creation and management</li> <li>• Knowledge of information gathering from various online/offline resources</li> <li>• Research publications in indexed journals</li> </ul>	<ol style="list-style-type: none"> <li>1. To assist the coordinator in overall coordination of the ENVIS project/Centre</li> <li>2. Web site maintenance</li> <li>3. Support for the publication of newsletters and abstracts.</li> <li>4. Reply to subject specific queries.</li> <li>5. Collection of books, reports and journals for retrieval, dissemination and database creation.</li> <li>6. Building up an inventory of authentic and reliable information material.</li> </ol>	35 Years	07.11.13 11.00 AM
3.	IT Assistant (One)	15,000/- P.M.	<p><b>Essential:</b> B. Sc.(C.Sc./IT/Maths) /BCA, good knowledge of computer technology (Website development, design, internet, publication etc.); one years experience.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• M. Sc. (Computer Science/ IT) /M. Tech. / MCA</li> <li>• Research publications in indexed journals</li> </ul>	<ol style="list-style-type: none"> <li>1. To assist the coordinator in overall coordination of the ENVIS project/Centre</li> <li>2. Web site design, development and maintenance</li> <li>3. Database creation and management</li> <li>4. Bibliography maintenance</li> <li>5. Support for the publication of newsletters and abstracts.</li> </ol>	35 Years	08.11.13 11.00 AM

The interested candidates meeting the above mentioned conditions of eligibility may appear for the walk-in-interview at the Institute. The candidates are requested to submit their detailed bio-data along with the copies of certificates and testimonials at the time of reporting for interview. The original certificates may be submitted for verification on demand. No TA/DA will be paid for attending the interview.

**DIRECTOR-IN-CHARGE**