



**MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES,  
VANI DINDORI ROAD, MHASRUL, NASHIK- 422 004**

**Advt. No. MUHS RC Pune /02/ 2015**

**Walk in Interview**

Following posts are required to be filled temporarily on consolidated salary from the eligible candidates for Obama-Singh 21<sup>st</sup> Century Knowledge Initiative Project in the Institute of Medical Education Technology & Teachers Training, Pune .

**1. Project Co-ordinator – 01 post**

**2. Administrative Assistant – 01 post**

For this purpose walk in interviews are organized on 25/06/2015 at 11.00 am. hrs at the Institute of Medical Education Technology & Teachers' Training, 3<sup>rd</sup> Floor, Civil Hospital Building, MUHS Regional Centre, Aundh, Pune-27.

For more details please visit to the University website : [www.muhs.ac.in](http://www.muhs.ac.in)

Date : 17/06/2015

Place : Pune

sd/-

**Registrar**

## **Advt. No.02/2015**

### **General conditions and important instructions for applicants**

1. The post is purely temporary basis for the purpose of project.
2. Being temporary post, he/she carry no retirement or other such benefits.
3. The nature of duties / job of the temporary post is not of permanent nature.
4. The selected candidate shall be initially given appointment on the post for the period of 6 months. However, can be given further extension, subject to satisfactory performance as per requirement of project
5. An Outstanding professional with established reputation in the field, who has made significant contribution to the discipline to be substantiated by credentials.
6. Attested photocopies of following documents should be attached along with the applications:
  - a) Date of Birth / Proof of Age (School Leaving Certificate / S.S.C. Certificate)
  - b) Educational qualification ( s ) documents
  - c) Computer literacy Certificate (MS-CIT or any other equivalent Certificate)
  - d) Experience Certificate
7. A Recent passport size photograph duly self attested should be affixed on the application.
8. Applicants should bring all original documents with one set of attested photo copies at the time of Interview.
9. The University reserves the right to fill or not to fill the post.
10. Applicants who are not eligible will not be informed independently/ individually. Applicants are not allowed to make enquiry in this behalf.
11. Applicants should attend Examination / Screening test / interview on his / her own expenses.
12. On verification, if it is found that the information received from an applicant is faulty / misleading and / or is based on faulty / forged certification shall be liable for action and the selection / appointment shall be immediately cancelled / discontinued.
13. Age relaxation shall be applicable to the candidates having exceptionally excellent academic & Research background.
14. Relaxation to Age limit for Reserve Category, Ex-servicemen candidates, Project affected / Earthquake affected, Ward of freedom fighters & the candidates already in service of University/State Govt./Semi Govt./Govt. recognized institutes and Local Self Govt. shall be considered as per prevailing Govt. rules.
15. The selected candidates will be posted to the Dept of IMETTT, Pune.
16. Any sort of canvassing directly or indirectly will be treated as disqualification and the application of such candidate shall be rejected at any stage.
17. Candidate must be present one hour before at the venue of interview.
18. In case any issue in this respect arises, it shall be fully and finally decided by the Hon'ble Vice-Chancellor.

**Place : Nashik**  
**Date : 17/06/2015**

**Sd/-**  
**Registrar**  
**MUHS, Nashik**

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<b>Name of the Post</b>	<b>No of Posts</b>	<b>Qualification / Experience</b>	<b>Monthly Remuneration</b>
Project Coordinator	01	<b>Essential</b> 1) Graduate in Science / Health Sciences of any statutory University with not less than 3 years experience relevant to the project OR 2) Post Graduate in Science / Health Sciences of any statutory University with 1 year experience relevant to the project 3) Computer literate; well versed with MS-Office 4) Proficiency in written and spoken English 5) <b>Age:</b> Not more than 40 years <b>Desirable</b> 6) Having work experience in national/ international project management (Planning, Co-ordination, Financial and Administrative)	Rs.40 000/-
Administrative Assistant	01	<b>Essential</b> 1) Graduate of any statutory University 2) Proficiency in English is essential 3) Administrative experience of not less than 1 year in University, affiliated college/recognized institute, organization 4) Computer literate (MS-CIT or equivalent) and well versed with MS office 5) <b>Age :</b> Not more than 40 years	Rs.15,000/-