



CIBioD

**ICMR - Center for Innovation & Bio-Design
PGIMER, Sec-12, Chandigarh**

Letter No.: CIBioD/21/ 485

Date: 22/09/2021

Online applications are invited for the following post in ICMR funded project entitled "ICMR Centre for Innovation and Bio-Design (CIBioD)" under Dr. Varinder Garg, OSD to president PGIMER cum Principal Investigator, Room No. 2022, First Floor, Advanced Cardiac Center, Dept. of Cardiology PGIMER, Chandigarh as Per details given below:

Multi Task Staff – (01)

Qualifications:

- High school Certification or equivalent education required
- 1+ years of administrative assistant experience
- Knowledge of appropriate software including: Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat
- Valid driver's license and current automobile insurance

Salary: 17200/- p.m

Responsibilities:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Contributes to team effort by accomplishing related results as needed.
- Serving tea / water / snacks etc. to visitors or staff.
- To keep the premises of the center neat & clean.
- Any other work assigned by PI/Co-PIs



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The engagement in the ICMR project is purely on temporary basis, initially be offered for a period of six months and will be extended depending upon satisfactory performance and co-terminus with the project. The appointment can be terminated any point of time. If the requirement changes. Interested Candidates are required to submit their application along with detailed bio-data duly signed along with working phone number and email, enclosing photocopies of certificates/ testimonials in support of date of birth, qualification/ experience etc. to the Form link provided, latest by **September 30, 2021**. Only shortlisted listed candidates will be informed for the interview and list will displayed on PGIMER Website. No Separate letters will be sent for interview and no TA/ DA will be paid. This advertisement is subject to approval from ICMR.

Only online applications will be accepted

The candidate is required to fill up the application form available on the Link:
<https://forms.gle/DPjnsWDUM84hVELi8>

In case of any queries, email id: info@cibiod.in


Dr. Varinder Garg
Principal Investigator
Center for Innovation and BioDesign (CIBioD)
PGIMER, Chandigarh - 160012

Dr. Varinder Garg
Principal Investigator
ICMR Center for Innovation
and Bio-Design (CIBioD)