



WALK-IN INTERVIEW

Under the Project titled: “Find Time for Your Liver – Screen and Secure your Health”

ABOUT THE PROJECT

Walk-in-Interview applications are invited among the eligible candidates in the prescribed Performa for the following vacancies in the project titled " **Find Time For Your Liver - (Screen & Secure Your Health)**" at the Institute of Liver & Biliary Sciences, Vasant Kunj, New Delhi, to be filled on purely temporary basis till the completion of the project (January 2027) based on performance and/or availability of funds, whichever is earlier.

PROJECT OFFICER

Number of Posts	Salary	Age Limit	Project Duration
02 (Two)	₹55,000/- per month	Not exceeding 40years as on the last date of application	31/January/2027 First three months' probation

Essential Qualifications:

- Master's degree in Statistics/Epidemiology/Public Health/Data Analytics/Computer Applications or related fields.

Desirable Qualifications:

- 1 years of post-PG experience in Health or related fields.
- Experience in community-based research, data analysis, and report writing.

Key Responsibilities:

- Provide technical and operational support for program activities, ensuring compliance with project guidelines.
- Liaison with State NHM Directorates, NCD Cells, and MoHFW officials across multiple states
- Facilitate communication and collaboration among stakeholders, partners, and team members.
- Develop and disseminate educational materials, reports, and outreach content to promote public health awareness.
- Prepare and submit accurate and timely documentation, including budgets, financial reports, and deliverables.
- Social media handling and outreach activity of project.
- Perform other responsibilities as assigned to ensure the successful execution of the project.
- Any other work assigned by PI.

**PROJECT ASSISTANT**

Number of Posts	Salary	Age Limit	Project Duration
01 (One)	₹32,000/- per month	Not exceeding 40 years as on the last date of application	31/January/2027 First three months' probation

Essential Qualification:

- Graduate degree in any discipline with a minimum of one year of experience in project support roles.

Desirable Qualification:

- Proficiency in MS Office (Word, Excel, PowerPoint)
- Excellent written and verbal communication skills in English and Hindi

Key Responsibilities:

- Coordination of travel and logistics for National ToT workshops
- Maintenance of project documentation and filing systems
- Data entry support for MIS and project database
- Any other project work by PI

Walk-In Interview: -18/07/2026, (Saturday)

Reporting Time: Form submission 9:00 AM- 10:30 AM

Interview Starts: 11:00 AM

Mode: Walk-in Venue: MPH Phase-1, Upper Basement, ILBS

DOCUMENTS REQUIRED BY ALL APPLICANTS**Bring originals and one set of self-attested photocopies:**

- Completed application form (attached as Annexure)
- Class 10th & 12th certificates
- Degree certificates / Marksheets (Bachelor's/Master's)
- Experience certificates
- PAN Card & Aadhaar Card

Important Notes

- No TA/DA will be provided for attending the interview
- The institute reserves the right to cancel the post without assigning reasons
- Appointments may be extended until project completion based on performance/funds

Contact

Dr. Kanika Kaushal, Associate Professor, Dept. of Clinical Research & Epidemiology

Email: ilbs.epideptt@gmail.com

Project: Find Time for Your Liver - (Screen & Secure Your Health) Post applied for: _____	Paste your recent passport size photograph
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1. Name in block letters	Mr./Ms.	First	Middle	Last

2. Marital Status : Married / Unmarried / Widow / Divorcee

3. (a) Permanent address : _____

(City) _____ (State) _____ (Pin) _____

(b) Postal address : _____

(for correspondence) _____

(City) _____ (State) _____ (Pin) _____

4. Telephone and mobile number : _____

5. E-mail address : _____

6. Date of birth : _____ (Please annex documentary evidence)

7. Are you

A citizen of India by birth and or by domicile?	☐ Yes	☐ No
Person of Indian origin:	☐ Yes	☐ No
Holding dual citizenship:	☐ Yes	☐ No

8. Do you belong to any of the following categories (Please annex documentary evidence):

(i) SC/ST/OBC/Ex Servicemen : _____

(ii) PWD (having 40% or more disability) suffering from: _____

9. Father's/Husband's name	First	Middle	Last

10. Educational Qualification: (12th Class & Above)

S. No.	Month & Year From To		Name of Course	Name of College/Institution	Name of Board/University
1.					
2.					
3.					
4.					
5.					

11. Work Experience, if any (Start from the first job to the most recent appointment/Job)

S.No.	Name of Organization	Date of Joining	Date of Leaving	Name of the post held (Also state Temporary or Permanent)	Last drawn Salary Per Month
1.					
2.					
3.					
4.					
5.					

Total No of Experience: _____

References:

1. _____
2. _____

Declaration

I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the test/interview and joining, my candidature will stand cancelled and all my claims for the recruitment shall stand forfeited.

Date: _____	Signature of Applicant: _____
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