



NATIONAL HUB FOR HEALTHCARE INSTRUMENTATION DEVELOPMENT

Anna University, Chennai – 600 025

Kalanjiyam Building, 2nd Floor, Opp. to Mining Engineering,

E mail: au.nhhid@gmail.com

Dr. S. Meenakshisundaram
Co-Coordinator

Dr. M. Sasikala
Coordinator

The National Hub for Healthcare Instrumentation Development (NHHID) at Anna University is funded by the Department of Science and Technology, New Delhi for **Medical Device Development & Commercialization**. It invites applications for a **Special Officer** who have passion in Administration & Coordination for indigenous development of healthcare instrumentation & lead the Calibration Centre and Commercialization of newly developed products and services.

Candidates with passion for Calibration & Commercialization **should submit their CVs** along with education qualification and experience certificates **on or before 12.07.2023** to the following address through **POST ONLY**.

The Coordinator

**NHHID, Kalanjiyam Building,
2nd Floor, Opposite to Mining engineering,
CEG Campus, Anna University,
Chennai - 600 025.**

E-Mail: au.nhhid@gmail.com

The eligible candidates will be called for an **interview** after scrutinizing the applications. The actual date and time of the written test and interview will be intimated to the shortlisted candidates in due course **by email** only.

S. No.	Designation	Essential Qualification	Experience	No. of Post	Salary per month (Consolidated)
1.	Special Officer	UG/PG Degree in Science / Engineering Full Time with MBA (Full Time/ Part Time) (60% and above in UG & PG)	Minimum 2 years of experience in Administration & Finance	1	Rs. 40,000/-

JOB DESCRIPTION:

1) For Special Officer:

The candidate will support Administration, Finance & Accounts Activities of the NHHID project.

Specifically, he/she will be employed:

- ✓ To coordinate among all the constituent institutions, agencies and stakeholders for the completion of the projects or undertaken task and commitments in a timely manner.
- ✓ To provide administrative, logistic and managerial support according to the regulations of the funding agencies, Anna University as well as constituent institutions for the smooth functioning of the programme.
- ✓ To liaise & network with hospitals, industries, national agencies, state & central government bodies for enabling bringing of products to the market and public use, and create awareness about the facilities and services offered.

General Instructions

- Candidates attending the written test and interview will do so at their own expense.
- Candidates should mention % of UG & PG marks in the resume.
- These posts are purely temporary.
- Selected candidates must be able to join preferably within 2 weeks after the selection.
- The duration of the fellowship would be a co-terminus with the project.
- The selection criteria are as per the guidelines of Anna University, Chennai.

For further details, please contact Special Officer, NHHID, Anna University, Chennai - 600 025.

E-mail: au.nhhid@gmail.com & **Telephone:** 044-22357953

M. Sarinikala
COORDINATOR *27/6/23*
NHHID



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Application for the post of _____

1	Name (in Block Letter) with initials at the end	:								Affix recent Passport size Photograph	
2	Address for communication	:									
3	E-Mail id (valid and functional)	:									
4	Mobile Number (valid and functional)	:									
5	Nationality	:									
6	Community	:									
7	Gender	:									
8	Date of Birth	:	D	D	M	M	Y	Y	Y	Y	Age
9	Educational Qualification(s) :										
	Qualifications	Specialization	Name of Institution				Year of Passing	Percentage / CGPA	Class		
	SSLC										
	HSC										
	UG										
	PG										
10.	Additional Qualifications(if any)										

11	Experience						
	Name of the organization	Designation	Period		Total Experience		Nature of work
			From	To	Years	Month	

Declaration:

I declare that the information furnished above is true and correct to the best of my knowledge and belief and that no related information is concealed. If any discrepancy is found at any stage, the National Hub for Healthcare Instrumentation Development, Anna University, Chennai, shall cancel my selection/candidate.

Signature of the Applicant

Place:

Date: