

**University Institute of Engineering and Technology
Panjab University, Sector-25, Chandigarh 160014**

Project Staff Requirement

Applications are invited for the appointment of **Project Assistant- 01** in DST funded project entitled “**Science Technology and Innovation Hub in Tele-Healthcare for Preventive Health**” for a period of 1 year OR coterminous with project depending upon the satisfactory performance of the candidate at University Institute of Engineering and Technology (UIET), Sector-25, Panjab University, Chandigarh.

Sr. No.	Name of Posts	No. of Post	Qualification	Salary
1	Project Assistant	01	Graduate / 3 Year Diploma in Engineering & Technology	Rs. 20000/- +20% HRA

Responsibilities:

- Assist in day-to-day implementation and coordination of project activities.
- Support data collection, data entry, validation, and maintenance of project records.
- Ensure proper functioning and basic troubleshooting of telemedicine equipment and IT systems.
- Coordinate with healthcare providers, lab technicians, and field staff for seamless service delivery.
- Prepare reports, documentation, and presentations as required by the project team.
- Provide logistical and administrative support for meetings, trainings, and field visits.
- Assist in procurement, inventory management, and financial documentation.
- Responsible for maintaining accounting records, checking the financial documents.
- Providing support to administrative related tasks in the accounts department.
- Assisting in administrative activities.
- Working at project implementation site in various states depending on the location of deployment.
- Perform any other tasks assigned by the PI/Co-PIs

The incumbent is expected to work on Saturdays/Sundays and maybe on holidays also for any project exigency. Date, time and venue of the interview will be conveyed to the eligible/ shortlisted candidates through email or phone. No separate call letters will be issued for the interview. No TA/DA will be paid to the candidates for attending the interview.

Candidates can apply within 7-days from date of advertisement through Google form Link <https://forms.gle/ope7e3doqVCjqow58>

Dr. Harish Kumar
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