

## VACANCY NOTICE

### *Important Dates*

***Date of submission of Application:*** ***02.09.2024***

***Last Date of receipt of Application:*** ***23.09.2024***

National Academy Of Medical Sciences (NAMS) an autonomous organization under the department of health Research, Ministry of health & family welfare, Government of India invites application from eligible regular NAMS employee to fill up the vacant position of Administrative Officer .

<b>S.No.</b>	<b>Name of post &amp; pay level</b>	<b>Tentative position</b>
1	Administrative officer Pay level -9 (Rs. 15600-39100)	01

### **Eligibility: Condition for the post of Administrative Officer:**

Educational Qualification	Graduate
AGE	UPTO 57 YRS
Experience	10 yrs. in general administration/finance in supervising capacity.

### **Working knowledge of:**

- Rules & Regulation of NAMS.
- Functioning of autonomous organisation.
- Establishment matters (recruitment, promotions, MACP, APAR, resignation, conduct rules, leave, maintenance of service record etc).
- Correspondence with Ministry and other agencies.
- Organising meeting, preparation of agenda and minutes.
- Compilation and preparation of Annual Report.

Hard copy of the application as per format enclosed should be submitted in close envelope address to Secretary NAMS before the last date i.e. 23.09.2024.

If needed the candidate will be called by the selection committee for interview.

Secretary, NAMS

Dr. Umesh Kapil