

Notice for recruitment

Government of Assam has joined hands to establish a cutting-edge multispecialty hospital for cutting-edge R&D in frontier areas of medicine - Assam Advanced Healthcare Innovation Institute (AAHII), which is to be implemented at IIT Guwahati through a Special Purpose Vehicle (SPV) in the form of a Section 8 not-for-profit company "**ASSAM GOVERNMENT-IITG HEALTHCARE FOUNDATION** (AGIHF, CIN: U85300AS2022NPL023684, Reg. Office: Centre for Nanotechnology, IIT Guwahati, North Guwahati, Guwahati-781039, Kamrup, Assam, India). The super-speciality hospital will have 300-400 beds with advanced medical, surgical and other clinical specialities within the premises of IIT Guwahati. The project work is expected to begin in early 2023, becoming an aspirational centre of excellence in Assam and the North-east of India.

Following personnel are required on immediate basis. Please apply, with Bio-data and self-attested certificates (academic qualification, professional qualification, work experience, last drawn salary slip), through e-mail: assamgovt.iitg@gmail.com

Last date for application is:

Sl.	Designation	Job role	Qualification	Experience
1.	HR & Admin Manager- Project Office	General office administration, Sourcing, Recruitment, Interview scheduling, Onboarding, Statutory compliances, Payroll processing, Performance management	MBA/Similar PG qualification in HR	7-10 yrs experience, at least 5 yrs of which should be in health/hospital sector in a similar role
4.	Procurement Manager	Vendor development, Vendor negotiation, Regular vendor list updation, Purchase order processing and approvals, Issue of PO, Stock & Inventory management, Quality control, Post-procurement follow-up in case of short/defective supply	Suitable PG qualification in a relevant subject; Commerce stream preferred	10-15 yrs of experience in a role involving procurement ; at least 5-7 must be in projects related to healthcare (implementation/operational stage)
6.	Finance & Accounts- Manager	Day-to-day accounts operation, Ledger, Banking operation, Bank reconciliation, Statutory compliance (GST, TDS, PF, ESI), Liaison with Auditor, Vendor payment, Payroll processing, Account reconciliation with Form 26AS, TIS & AIS, Submission of returns, Completion of Stat Audit, Tax Audit & GST Audit	CA/M. Com/Cost accountant	10-15 yrs experience in a similar role; 2-5 yrs of healthcare experience will be preferred

Please note these positions are project based and therefore will be contractual in nature.

These positions are for a separate Section 8 company in which GoA and IITG are partners and therefore no way connected to any regular or contractual position of IIT Guwahati.