



ASSAM GOVERNMENT – IIT GUWAHATI FOUNDATION

Assam Government – IITG Healthcare Foundation is a Section 8 not-for-profit company. Government of Assam has joined hands with IIT Guwahati to establish a cutting-edge R&D institution in health sciences and technology – **Assam Advanced Healthcare Innovation Institute (AAHII)**. AAHII, located within IIT Guwahati campus comprises of an R&D Block, Academic block and a Super-specialty hospital (500 beds) with ancillary facilities invites applications for the following vacancies:

Sl. No.	Name of the Position	No. of posts
1	Senior Project Engineer	1
2	Project Engineer	1
3	Senior Executive - Secretarial and Legal	1
4	Senior Manager - Finance & Accounts	1
5	Executive - Finance & Accounts	1

Candidates having requisite qualification and experience will be shortlisted and called for interview at a date, time and venue to be intimated to the shortlisted eligible candidates over E-Mail. The candidates have to attend the interview accordingly with all relevant educational, identity and work experience testimonials in original and also 1 set of self-attested photocopy. No TA/DA will be paid for the purpose. If any candidate is found providing false certificates or documents, the candidature of such candidates will be summarily rejected at any stage of the selection process. Details relating to job role, qualification, eligibility, salary, etc. for the aforesaid position are accessible at: <https://www.agihf.org/adv1>. Online applications will be received from 22nd April 2023 to 6th May 2023 at recagihf@gmail.com.

Sd/-
Director - AAHII
Assam Government – IITG Healthcare Foundation

Notice for Recruitment

AGIHF/HR/Recruitment/2023-24/02/Adv 2

Website: <https://www.gihf.org/adv2>

Government of Assam has joined hands with IIT Guwahati to establish a cutting-edge R&D institution in health sciences and technology – Assam Advanced Healthcare Innovation Institute (AAHII). AAHII will comprise of an R&D Block, Academic block and a Super-speciality hospital (500 beds) with ancillary facilities. This will be located within campus of IIT Guwahati. A Special Purpose Vehicle (SPV) in form of Section 8 not-for-profit company Assam Government – IITG Healthcare Foundation (AGIHF, Reg. Office: IIT Guwahati, North Guwahati, Guwahati – 781039, Kamrup, Assam, India) has been constituted for this purpose. 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 by the Section 8 company mentioned above:

Please note that these positions are initially contractual in nature, with a period of appointment if one (1) year; these may be considered for further extension on regular payroll, subject to company's requirement/policy and performance. Please apply with bio-data and relevant certificates (academic qualification, professional qualification and work experience) to recagihf@gmail.com

Last date of Application: *May 6th, 2023*

Sl.	Designation	Job role	Qualification	Experience	CTC/yr.
1	Senior Project Engineer	<ul style="list-style-type: none"> • Overall responsibility for Project execution through co-ordination with Architect, PMC, Contractors and Vendor. • Setting of short- and long-term goals for successful completion of project in time. • Evaluate all costs associated with the project including cost of material, equipment, labor and time expended. • Review projects at regular intervals. • Perform effective negotiation with vendors. • Materials management 	Bachelor's degree in Civil engineering from recognized University / Institution. Candidates with additional professional / post - graduate qualification desirable.	Min. 15 years of experience in executing green field project, at least 5 years of which should be in healthcare industry. Should have implemented at least 2 projects of over 4.0 lacs sqft. Must have experience in leading teams of individuals from variety of different background and disciplines.	18 - 24 L
2	Project Engineer	<ul style="list-style-type: none"> • Day to day monitoring of project activities with engineers and executives of various disciplines. • Approval of drawings, design and documents of the project. Making budgets for financial approval. • Ensure safety of worksite during course of execution. Support in materials management. • Adherence to proposed time line of the project set by BoD. 	Bachelor's degree in electrical or mechanical engineering from recognized University / Institution	Min. 10 years of experience in execution of green field project, as MEP specialist at least 3 of which should be in preferably in healthcare industry. Must be able to bridge the communication gap between engineering teams. Must have superior budgeting and cost management ability.	10 - 15 L
3	Senior Executive - Secretarial and Legal	<ul style="list-style-type: none"> • To document the minutes of Board meeting and obtain Directors approvals for filing and records. 	CS preferred with LL.B.	5-7 years of experience in a similar role; 2-3 years of experience in healthcare sector	10 - 15 L

		<ul style="list-style-type: none"> To advise to the Management wrt compliances to the Company's act and accordingly constitution and functioning of committees and governance issues, maintaining of secretarial and legal records, filing of returns, compliance under other relevant rules and regulations, in liaison with Company Secretary firm appointed by management and legal advisors. 			
Sl.	Designation	Job role	Qualification	Experience	CTC/yr.
4.	Senior Manager - Finance & Accounts	<ul style="list-style-type: none"> Establish systems and processes for F&A operation, Statutory compliances (GST, TDS, PF, ESI), Banking operation, Bank reconciliation, Liaison with Auditor, Vendor payment, Payroll processing, Maintenance of Accounting standards as applicable. Account reconciliation with Form 26AS, TIS & AIS, Submission of returns, Completion of Stat Audit, Tax Audit & GST Audit, Experience in cost analysis/input-output analysis. Experience with Tally and other accounting software is desirable. To Support the management with necessary documentation for funds utilization, submission of UCs / SoEs and banking issues. 	CA / Cost Accountant	10-15 years of experience in a similar role; 3-5 years of healthcare experience	15 - 20 L
5.	Executive - Finance & Accounts	<ul style="list-style-type: none"> Supports "Finance & Accounts Manager" in areas designated – Day-to-day accounts operation. Ledger, Cash entry, Petty cash, Invoice management, Follow-up with Vendors. Experience with Tally and other accounting software is a must. 	B. Com / M. Com	3-4 years of experience in a similar role in an organization of repute and TO above 5.0 cr.	5 - 8 L

Sd/-

Director - AAHII

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