GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE

National Institute of Public Health Training & Research
Mumbai Campus: 332 SVP Road, Khetwadi, Mumbai-400004
Panvel Campus: Plot No 6 & 6 A, Sector-18, New Panvel, Navi Mumbai-410218

The **National Institute of Public Health Training & Research along with** SAATHII, a Principal Recipient (PR) of the Global Fund grant, is implementing phase - VII of the GFATM program that includes components of capacity building for HIV prevention, testing-treatment, and care service providers, HIV interventions among incarcerated populations, and the Elimination of Mother-To-Child Transmission.

For this programme NIPHTR is inviting applications for recruitment against following post for "Kshmata Kendra' purely on contract basis for a period of 6 Months or up to the completion of the project.

Sr No	Name and Number of the Post	Tenure	Essential Qualification and Experience	Consolidated per month salary in Rs
1	Admin and Finance Officer	6 months from date of appointment	B. Com with working knowledge of accounting software, especially Tally with 2 years of working experience	30,000/- (Rupees Thirty Thousand only)

1. Applicants should be conversant with the use of computers in work processing, Excel & Google worksheets for data compilation, Knowledge of Tally, basic analysis, internet use and presentations.
2. The applicants should be able to tour extensively for monitoring and supervision of training as NIPHTR KK Cadres Mumbai & Goa.
3. Applicants should be well versed in Hindi, English and Marathi.
4. Tenure: for a period of 6 months or till completion of the project
5. Place of Posting: The place of posting will be at the NIPHTR Panvel Campus. The person may also be required to visit the Khetwadi Campus occasionally.
6. The remuneration offered is consolidated and fixed. No allowance is admissible.
7. Selection of candidates will be done by a 'Selection Committee' of NIPHTR, Mumbai.
8. Selected candidates have to be approved by SAATHII.

Job responsibility:

a. Admin and Finance Officer:

1. Administration of Kshamta Kendra
2. Managing database
3. Logistics arrangement during training

4. Communication and follow up with NGOs/CBOs
5. Communication and follow up with trainees 6. Training Classroom/Hall arrangements and others.
7. Accounts keeping and submission of monthly accounts reports 8. Travel and logistics arrangement for Kshamta Kendra staff
9. Any other work allotted by Programme Manager.

Walk-in interview will be conducted on 20th November 2026 at NIPHTR Panvel Campus. Candidates are requested to reach by sharp 11:00 AM. Eligible and interested candidates should bring original documents for verification along with a set of photocopies of the same, including educational qualification and experience certificates.
No TA/DA will be given to attend the interview.

Important Instructions:

- Candidates are requested to report at the venue by sharp 11:00 AM.
- Please bring your updated resume, original educational qualification certificates and experience certificates along with one set of photocopies for verification.
- Candidates are advised to be present on time to complete the documentation and written examination process.

Note - Late Entry on the day of Interview will not be entertained.

Venue: National Institute of Public Health Training & Research (NIPHTR), Panvel Campus
Address:
Plot No. 6 & 6A, Sector 18,
Khanda Colony, Panvel, Navi Mumbai,
Maharashtra – 410206, India.

Contact Person – Mr Abid Khan
Mobile Number - 9022229063

Sd/-

Director, NIPHTR,
Mumbai-04