

**Indian Institute of Public Health Gandhinagar  
(IIPHG)**

**(A University established under IIPHG Act, 2015 of Gujarat State)**

Indian Institute of Public Health Gandhinagar (IIPHG) invites Online application for positions.

6	Name of Post	Junior Assistant (Admin.)
	No. of Post	01
	Educational and other qualification required	Bachelor's Degree from recognized university / institute (full time course).
	Experience	1 to 2 years of work experience of handling general administration work
	Job Profile	Assist in all HR – Personnel related work. Assist in General Administrative work. Assist in Purchase.
	Type of Appointment	Contractual Appointment
	Salary Range	As per institutional norms.

General Information:

1. The last date of application is 31<sup>st</sup> January, 2024.
2. The candidates are required to share their application in prescribed format at [career@iiphg.org](mailto:career@iiphg.org)
3. Persons employed in Government / Semi-Government organizations should submit their application along with No Objection Certificate (NOC) from current employer.
4. Degree as referred above should have been awarded by a recognized University.
5. The IIPHG reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.
6. Mere eligibility will not vest any right on any candidate to being called for test and / or interview.
7. IIPHG will not be responsible in any manner if a candidate fails to visit / access the website in time.

8. Incomplete applications, shall be summarily rejected and no communication in this regard shall be entertained.
9. Canvassing in any manner would be entail disqualification of the candidature.
10. Call letters to the shortlisted applicant shall be sent by email. No postal communication shall be made.
11. The decision of the IIPHG in all matters will be final. No correspondence / interim inquiries will be entertained from the candidate in connection with the process of selection.
12. In case of any changes with regard to this advertisement, such changes will be uploaded on IIPHG website only.
13. Any dispute with regard to the selection process will be subject to the Courts / Tribunals having jurisdiction over Gandhinagar, Gujarat.
14. No TA / DA will be paid to attend the selection process, if called for.

**Director**