



VSPM Academy of Higher Education's
N.K.P. Salve Institute of Medical Sciences & Research Centre and Lata Mangeshkar Hospital
Digdoh Hills, Hingna Road, Nagpur

Applications are invited from the eligible, experienced & interested candidates for the posts mentioned below.
The application alongwith the updated CV should be sent to : nkpsimshrd@gmail.com/deanofficekpsims@gmail.com within 15 days of this advertisement.

Sr. No.	Positions	Qualification	Experience	No. of Posts	Particulars
1	Research Associates	Masters degree in Health Sciences (MD,MDS,MPH,MSc, MPTH etc.)	Minimum 2-5 years of experience in Research	2	Should have sound knowledge of publications, copyright, patents; should have a minimum of 5 publications in journals and should have good communication skills
2	Biostatistician	Masters degree in Statistics/Biostatistics	2-5 years of experience (Freshers can also apply)	1	Candidate should have sound knowledge of statistical softwares and those having experience of Healthcare projects will be preferred.
3	Placement Officer	Post Graduate Degree in Management (MBA)	3-5 years of experience	1	Managing the training and placement activities of students and supporting them. Networking and creating a rapport with potential employers. Coordinating pre-placement activities and trainings for students. Generating employment opportunities for students. Ensuring maximum placements for students. Should have good networking and communication skills
4	Accounts/Audit Officer	CA	Minimum 2 years of experience	1	The candidates should have Audit Experience of healthcare and educational institutes.Internal & statutory audit of Trust/ Various Entities. Knowledge of Direct & Indirect taxes.Should have good communication skills.
5	Soft skill Trainers	Post Graduate / Graduate Degree	2-3 years of experience	2	The candidate should be a trained and experienced trainer in the area of life skills, communication, soft skills and English.Previous experience in educational institutions will be preferred.The candidate should be able to tailor the content to the specific needs of the target audience and should have excellent command over the English language
6	Administrative Officer (Hostels)	Post Graduate Degree	5-7 years of experience	1	The candidate should have good administrative experience; knowledge of hostel rules; good communication skills; capability to maintain discipline; handling various agencies in the hostel and student's grievance redressal
7	Tutors (Anatomy, Biochemistry, Physiology, Microbiology, Pharmacology)	MD/MSc (Medical) degree in respective subjects	Freshers can also apply		The post-graduate must be below 45 years of age at the time of appointment. These are Tenure based positions for durations not exceeding 3 years.
8	Data Co-ordinator	BCA/BBA	Freshers can also apply	1	Experience with databases, data procedures, and data administration is required,1-2 years of experience is referred,Proficient in Microsoft Excel and Google Sheets,Good time-management skills

Sd/-

Dean
N.K.P. SIMS & RC and LMH,

Chairman
VSPM Academy of Higher Education, Nagpur