

EXTENSION OF DATE – RECRUITMENT NOTICE

Under the Project titled: “Healthy Liver - Healthy India”

About the Project

Applications are invited from eligible candidates, in the prescribed proforma, for the following vacancies under the project “Healthy Liver - Healthy India” at the Institute of Liver and Biliary Sciences (ILBS), Vasant Kunj, New Delhi. The positions are purely temporary and will be filled for the duration of the project, which is scheduled to end in March 2027. The engagement may be extended beyond this date, subject to satisfactory performance and availability of funds.

Post-wise Overview

S. No.	Post	No. of Posts	Salary	Age Limit (In Years)	Duration
1	Project Officer cum Nutritionist	01 (One)	₹80,000/- per month (Consolidated)	50	31/March/2027 (45-day probation period)
2	Lab Technician	01 (One)	₹30,000/- per month (Consolidated)	40	31/March/2027 (45-day probation period)
3	FibroScan Technician	01 (One)	₹30,000/- per month (Consolidated)	40	31/March/2027 (45-day probation period)
4	Nurse	01 (One)	₹30,000/- per month (Consolidated)	40	31/March/2027 (45-day probation period)
5	Administrative Officer	01 (One)	₹45,000/- per month (Consolidated)	40	31/March/2027 (45-day probation period)

Qualifications – Post Wise

1. Project Officer cum Nutritionist

Essential Qualifications

- Master’s degree in Food & Nutrition, Public Health Nutrition, Dietetics, or a related discipline from a recognized University/Institution.
- Minimum 3 years’ post-qualification experience in Food & Nutrition, public health nutrition, dietetics, or relevant project work

OR

- Ph.D. in Food & Nutrition, Public Health Nutrition, Dietetics, or a related discipline from a recognized University/Institution.

Desirable Qualifications / Skills

- Proficiency in computer applications, data collection, documentation, data entry, cleaning and analysis.
- Experience in nutrition counselling, dietary assessment, community health and research projects will be preferred.

2. Lab Technician

Essential Qualifications

- B.Sc. MLT/DMLT from a recognized university with at least one year of experience post qualification in related field.

Desirable Qualifications / Skills

- Experience in working in a research project.

3. FibroScan Technician

Essential Qualifications

- Diploma in Medical Laboratory Technology (MLT/DMLT) from a recognized institution.
- Minimum 2 years experience in FibroScan operation and Liver Elastography.

Desirable Qualifications / Skills

- Experience in working in a research project.

4. Nurse

Essential Qualifications

- B.Sc. Nursing/Diploma in General Nursing and Midwifery (GNM) from a recognized College/University with an experience of one year in a similar profile from a recognized organization/Hospital after attaining qualification.

Desirable Qualifications / Skills

- Experience in working in a research project.

5. Administrative Officer

Essential Qualifications

- Graduate in any discipline from a recognized University/Institution, with a minimum of 2 years of post-qualification experience in administration.

Desirable Qualifications / Skills

- Proficiency in MS Office, e-Office, and basic computer applications.
- Experience in working in a research project.

Key Responsibilities – Post Wise

1. Project Officer cum Nutritionist

- Coordinate and support community-based liver health screening and nutrition activities under the project.
- Conduct dietary assessment and nutrition screening of participants at health camps.
- Provide individualized dietary counselling and practical nutrition guidance for participants at risk of liver disease.
- Develop and deliver health and nutrition education sessions focusing on liver health, healthy diet, obesity, NAFLD/MASLD, viral hepatitis and alcohol-related liver disease.
- Coordinate with nodal officers, healthcare facilities and other stakeholders for smooth conduct of project activities.
- Supervise and coordinate the project team during field screening camps and community outreach activities.
- Ensure proper registration, documentation and maintenance of participant and screening records.
- Assist in patient counselling, referral and follow-up based on screening and assessment findings.
- Collect, maintain and assist in data entry, data cleaning and analysis of project-related information.
- Prepare monthly progress reports, field activity reports and project-related documentation.
- Assist in developing IEC/nutrition education materials and other project communication resources.
- Participate in community awareness and outreach programmes related to liver health and healthy lifestyle.
- Assist the Principal Investigator in research activities, data interpretation, presentations and preparation of reports/manuscripts.
- Any other work assigned by the Principal Investigator.

2. Lab Technician

- Travel to various clinic locations across Delhi for daily screening operations at health camps.
- Collect blood samples for comprehensive testing.
- Conduct laboratory analyses following standard protocols for liver disease screening.
- Operate and maintain FibroScan equipment for liver stiffness measurement (LSM) and CAP scoring.
- Record and document test results accurately for diabetes, dyslipidemia, hepatitis and liver conditions.
- Set up temporary laboratory stations at mobile medical unit locations.
- Follow strict safety and hygiene protocols during sample handling and testing.
- Maintain proper storage and transportation of biological samples.
- Compile monthly testing statistics and outcomes data.
- Manage laboratory supplies inventory and request consumables.
- Perform quality control tests and maintain essential laboratory records.
- Support the overall smooth functioning of health camps alongside the project officer.
- Ensure adherence to safety regulations for handling chemicals and biohazards.
- Any other work assigned by the Principal Investigator.

3. FibroScan Technician

- Travel to various clinic locations across Delhi for daily screening operations at health camps.
- Perform FibroScan/Liver Elastography and ensure accurate scan acquisition.
- Prepare patients, explain the procedure and maintain patient records.
- Maintain FibroScan equipment and procedure logs.
- Prepare and maintain Excel sheets for patient/data records and periodic reporting.
- Follow safety, hygiene and infection-control protocols.
- Coordinate with the clinical team during screening activities.
- Any other work assigned by the Principal Investigator.

4. Nurse

- Travel to various clinic locations across Delhi for daily screening operations at health camps.
 - Conduct comprehensive physical examinations including:
 - Blood pressure measurement
 - Height and weight assessment
 - Waist and hip circumference measurements
 - BMI calculations and obesity screening
 - Operate and maintain FibroScan equipment for liver stiffness measurement (LSM) and CAP scoring.
 - Assist in patient registration and medical history documentation.
 - Support health education sessions on liver disease prevention and management.
 - Coordinate patient flow through the 5-station screening process.
 - Provide nursing support during blood sample collection procedures.
 - Assist with FibroScan procedures and patient positioning.
 - Document screening results and identify patients requiring referral.
 - Support awareness sessions on viral hepatitis, fatty liver diseases and preventive measures.
 - Maintain patient records and ensure proper documentation of screening activities.
 - Coordinate scheduling and logistics for health camp operations.
 - Provide administrative support for project activities and monthly reporting.
 - Facilitate communication between patients and medical team.
 - Any other work assigned by the Principal Investigator.
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5. Administrative Officer

- Manage official correspondence, schedules, project documentation and records.
- Process e-files and administrative documentation, including preparation and submission of indents.
- Organize meetings, workshops and events, including preparation of Minutes of Meetings (MoM).
- Support financial activities, including invoice processing and project budget/expenditure tracking.
- Liaise with stakeholders, community organizations and project partners.
- Assist in preparing reports, educational materials, grant applications and project documents.
- Support recruitment activities, including drafting advertisements, assist in screening of applications, scheduling interviews, onboarding/joining formalities, and preparation of work-conduct reports for service extension and exit formalities.
- Any other work assigned by the Principal Investigator.

Application Submission and Interview Details

Date & Time for Submission of Applications	26th October 2026 (Monday), on or before 5:00 PM
Mode of Submission	Offline only (hard copy)
Place of Submission	Multi-Purpose Hall (MPH), Phase-I, Upper Basement, Institute of Liver and Biliary Sciences (ILBS), New Delhi
Date of Interview	30th October 2026 (Friday): Project Officer cum Nutritionist; 31st October 2026 (Saturday): all other posts
Venue of Interview	Multi-Purpose Hall (MPH), Phase-I, Upper Basement, ILBS, New Delhi

Instructions to Candidates

1. Applications must be submitted in offline mode only, in person at the Multi-Purpose Hall (MPH), Phase-I, Upper Basement, ILBS, on or before 5:00 PM on 26th October 2026. Applications received after the stipulated date and time will not be entertained.
2. Candidates must submit self-attested photocopies of the following documents with the application, and carry the originals for verification at the time of interview:
 - Duly completed application form (attached as Annexure)
 - Class X and Class XII certificates/mark sheets
 - Degree/Diploma/Ph.D. certificates and mark sheets (as applicable)
 - Experience certificates
 - Category/disability certificate, if applicable
 - PAN Card and Aadhaar Card
 - Recent passport-size photograph
 - Updated Curriculum Vitae (CV)
3. Candidates must also carry a valid photo identity proof.
4. All applications will be screened by the Institute, and only shortlisted candidates will be informed by email. The interviews are scheduled for **30th October 2026 (Project Officer cum Nutritionist) and 31st October 2026 (all other posts)**. Candidates must therefore provide a valid email address in their application.

Important Notes

- No TA/DA will be provided for attending the interview.
- The age of the candidate should not exceed the prescribed limit as on the last date of application.
- Appointments may be extended until project completion, subject to performance and availability of funds.
- The Institute reserves the right to cancel the post, to fill or not fill any or all of the advertised posts (including where candidates are not found suitable), and to reject any or all applications, without assigning any reason.

Contact

Dr. Kanica Kaushal

Associate Professor, Department of Clinical Research & Epidemiology

Email: ilbs.epideptt@gmail.com

Project: Healthy Liver - Healthy India Post applied for: _____			Paste your recent passport size photograph	
1. Name in block letters	<i>Mr./Ms.</i>	<i>First</i>	<i>Middle</i>	<i>Last</i>

2. Marital Status : Married / Unmarried / Widow / Divorcee

3. (a) Permanent address : _____

(City) _____ (State) _____ (Pin) ____

(b) Postal address : _____

(for correspondence) _____

(City) _____ (State) _____ (Pin) ____

4. Telephone and mobile number : _____

5. E-mail address : _____

6. Date of birth : _____ (Please annex documentary evidence)

7. Are you

A citizen of India by birth and or by domicile?	☐ Yes	☐ No
Person of Indian origin:	☐ Yes	☐ No
Holding dual citizenship:	☐ Yes	☐ No

8. Do you belong to any of the following categories (Please annex documentary evidence):

(i) SC/ST/OBC/Ex Servicemen : _____

(ii) PWD (having 40% or more disability) suffering from: _____

9. Father's/Husband's name	<i>First</i>	<i>Middle</i>	<i>Last</i>

10. Educational Qualification: (12th Class & Above)

S.No.	Month & Year From – To	Name of Course	Name of College/Institution	Name of Board/University
1.				
2.				
3.				
4.				
5.				

11. Work Experience, if any (Start from the first job to the most recent appointment/Job)

S.No.	Name of Organization	Date of Joining	Date of Leaving	Name of the post held (Also state Temporary or Permanent)	Last drawn Salary Per Month
1.					
2.					
3.					
4.					
5.					

Total No of Experience: _____

References:

1. _____
2. _____

Declaration

I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the test/interview and joining, my candidature will stand cancelled and all my claims for the recruitment shall stand forfeited.

Date: _____	Signature of Applicant: _____
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