



Date: 20th February, 2025



QUESS CORPORATION LIMITED

(Leading Business Services Provider)

Head Office: Quess House,

3/3/2 Bellandur Gate, Sarjapur Road, Bengaluru 560103,
Karnataka, India,

Corporate Office: B-1/I-1, 1st Floor, Mohan Industrial Estate,
Near Badarpur Border, New Delhi – 110044, India

Phone: +91 8700698504 / 8527052218 Website: www.quescorp.com

VACANCY ADVERTISEMENT NO. 447

Applications are invited for recruitment of following manpower purely on contract basis for deployment in office of All India Institute of Ayurveda (AIIA), New Delhi vide Ref. Email dated 14.02.2025.

Sr. No.	Name of Post	Number of Post required	Education Qualification	Age Limit	Monthly Remuneration
1.	Assistant Course Coordinator (Hospital Management)	1	*Bachelor's Degree in life sciences with Post Graduate Degree / Diploma in Hospital and / or Health Care Management from a recognized university * Experience: At least 1 Year of experience in Hospital after acquisition of the aforementioned qualifications Please apply link https://forms.gle/ZzxYFZoEq5wzE6Nv7	40 years	Rs. 45,000/- per month

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Quess House, 3/3/2, Bellandur Gate, Sarjapur Road, Bengaluru-560103, Karnataka, India
Tel: +91 80 6105 6001 | connect@quescorp.com | CIN No.L74140KA2007PLC043909

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Sr. No.	Name of Post	Number of Post required	Education Qualification	Age Limit	Monthly Remuneration
2.	Data Entry Operator	1	*Graduate form a recognized university. *Minimum-6-month diploma/ certificate course in computer application *Minimum-1-year experience in relevant field preferably in insurance sector *Good communication skill in Hindi and English language. Please apply link https://forms.gle/ZzxYFZoEq5wzE6Nv7	30 years	Minimum wages as per Labour Department NCT Delhi (Skilled Category)
3.	Project Assistant	1	*Graduate form a recognized university. *Experience of minimum 3 years in call center preferably in insurance sector. *Good communication skill in Hindi and English language. Please apply via link https://forms.gle/ZzxYFZoEq5wzE6Nv7	30 years	Rs. 30,000/- per month
4	Patient care Manager cum Admin Executive	1	*Bachelor's Degree in life sciences with Full Time Post Graduate degree in Hospital or health care from a recognized university *Experience: At least 1 Year of experience in Hospital after acquisition of the aforementioned qualifications Please apply link https://forms.gle/ZzxYFZoEq5wzE6Nv7	40 years	Rs. 40,000/- per month

1. Selection will be made as per the prescribed norms and requirement of the job.
2. Preference will be given to local candidates and who are already working in the same/similar department.
3. No TA/DA will be paid for attending the test/ document verification / personal interaction /joining the duty on selection etc.
4. Application must be submitted ONLINE only for the above post.
5. For applying, please visit the Quess Corp Ltd's website <https://staffing.quescorp.com/> or you can visit the office located in Delhi location.

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6. Candidates will be informed via email / telephone for their Skill Tests/Interview/Interaction.
7. Candidates must review their application forms carefully before final submission. Quess Corp Ltd will not accept any request for changes to be made in the information submitted by the candidates wrongfully.
8. Only shortlisted candidates as per above eligibility criteria will be called for skill test / selection process. So please mention your complete educational qualification and work experience details in online application form. Mere filling the registration form will not confirm your suitability/selection for the post.
9. Candidates are requested to upload all the documents in support of their claim regarding educational qualification & experience etc. Incomplete applications shall be rejected.

Disclaimer: Terms and conditions given in the advertisement are guidelines only. In case of any ambiguity, decision of Quess Corp Ltd will be final and binding on candidates.

Last date for submission of application forms is 02.03.2025.

Sd/-
GM (Project-III)

QUESTS CORP LTD REGISTRATION PORTAL

HOW TO APPLY:

1. Candidates are required to apply online through website www.quescorp.com. No other means/ mode of application will be accepted. (Before applying for registration candidates are advised to have their Photo, Signature, Birth Certificate/ 10th Certificate, Caste Certificate scanned images for upload the file size should be not more than 100kb.) if you want to apply for more than one post against the same advertisement, you need to register once only. The fee chargeable will vary according to the number of posts applied for.
2. Candidates are required to have a valid personal e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new E-mail ID before applying online
3. Candidates required to go to the website Quess Corp Ltd i.e. <https://staffing.quescorp.com/> or you can register yourself on Above mentioned link against the post and enrol yourself
4. Candidates are required to follow below process for registration.
5. Registration to be completed in few steps:
Step1: Select the link mentioned against the position

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- Step2: Enter Basic Details
- Step3: Name / Contact details / Enter Education Details/ Work Experience/Etc
- Step4: Upload details

6. Candidates will have to bring Original & scanned copy of educational marksheet & passing certificate, Experience letter or employment proof with salary slip photo ID, colour photo, signature scan copy, size of these scanned copies should be within 100kb and in jpg/ pdf files only.

7. Qess Corp Ltd will not be responsible for any network problems in submission of online application.

8. All the communications be made either on registered email or registered mobile number.

9. In case of submission of any false information or false documents, action, as per rules in addition to complaint with local authorities be made, on the desecration of Qess Corp Ltd.

10. No candidate shall make any communication with our client.

11. Candidates are requested to enter the details in the online application format carefully. Before final submission of application, there will be a preview available to the candidates in case of modification required. After submission of the application, no modification will be permitted and fees once paid will not be re-funded.

* Candidates are advised to apply through abovementioned website only, candidates will be solely responsible for submitting their through any other website.

The candidates are requested to check their email & messages regularly. Qess Corp Ltd will inform the selected candidates through email & SMS. Qess Corp Ltd will not be responsible for any delay on candidate's

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