

**ROGI KALYAN SAMITI (RKS)**  
**QUALIFICATION AND JOB RESPONSIBILITY**

No.	Name of Post	Total Vacant post	Qualification	Fixed Salary Rs.	Upper Age Limit
1	Accountant	1	Graduate in commerce (Account) with Diploma/ Certificate in computer applications. Knowledge of computer software (accounting software Tally, MS Office/GIS Software etc.) Basic skills in office management and filing systems. Good typing and data entry skills English & Gujarati.	7,500/-	As Per Govt. Rules and Regulation

Post Name	Responsibility
Accountant	<ol style="list-style-type: none"><li>a. Maintain day to day accounts, periodically accounts related reports regularly as per govt. rules &amp; regulations</li><li>b. Maintain all accounts books like cash book, bank book, ledger, stock register etc. as per Govt. rules &amp; regulations</li><li>c. Maintain computerized accounting system in latest Tally ERP Version Software on accounting software</li><li>d. Any other job assigned by concerned officers.</li></ol>

## ROGI KALAYAN SAMITI (RKS)

### QUALIFICATION AND JOB RESPONSIBILITY

No.	Name of Post	Total Vacant post	Qualification	Fixed Salary Rs.	Upper Age Limit
1	Office Assistant	1	Graduate in any discipline. one year diploma in computer application, Typing speed of 40 wpm in English	8,000/-	As Per Govt. Rules and Regulation

Post Name	Responsibility
Office Assistant	<ul style="list-style-type: none"><li>a. Assisting AHA in scheduling organizing, coordinating and maintaining various departmental activities.</li><li>b. Assisting AHA in supervising punctuality, day to day working, supervision of other staff members, work output and channel the work input to improve overall efficiency and keep unit's morale up.</li><li>c. Assisting AHA for maintenance of quality control, quality assurance and TQM of the medical college hospital.</li><li>d. Assisting AHA to analyze utilization of various hospital services, financial outlays and its effective utilization.</li><li>e. Assisting AHA to prepare yearly plan for expenditure after assessment.</li><li>f. Assisting AHA to Carrying out exit interviews, satisfaction surveys (External &amp; Internal Customer). Time motion studies etc. to keep hospital services up to quality standards.</li><li>g. Assisting AHA to manage human resource including contractual staff in the hospital and analyze further requirement for the same.</li><li>h. Assisting AHA to manage support services, logistics and supply through RKS.</li><li>i. Assisting AHA in prepare monthly, quarterly and early reports of hospital progress.</li><li>j. Any other work assigned by AHA, RMO and Medical Superintendent.</li></ul>