

NPCDCS

Detail of sanctioned posts ALL CHC as per National Guideline

SR NO	PROGRAMME	POST	QUALIFICATION	EXPERIENCE	UPPER AGE LIMIT	FIXED SALARY	SANCTIONED	FILLED	VACANT
1	NPCDCS	Counsellor (CHC)	Bachelor's degree in social science or degree/diploma in counseling/health education/ mass communication	2 years' experience of working as a counselor in a health care facility(Desirable)	40 year	11,000/-	8	7	1

JOB RESPONSIBILITY

1	NPCDCS	Counsellor (CHC)	a. To provide counseling on life style diseases and their risk factors to patients and their family members. b. To plan IEC activities vis-à-vis Non Communicable Diseases or life style diseases. c. To make domiciliary visits for providing counseling to bed ridden cases and attendants						
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ROGI KALAYAN SAMITI (RKS)

Detail of sanctioned posts as per National Guideline

SR NO	PROGRAME	POST	QUALIFICATION	EXPERIENCE	UPPER AGE LIMIT	FIXED SALARY	SANCTIONED	FILLED	VACANT
1	RKS	Accountant	Graduate in any discipline. one year diploma in computer application, Typing speed of 40 wpm in English	---	As Per Govt. Rules & Regulation	7500/-	1	0	1
2	RKS	Asst. Accountant	Graduate in any discipline. one year diploma in computer application, Typing speed of 40 wpm in English	---	As Per Govt. Rules & Regulation	7000/-	1	0	1

JOB RESPONSIBILITY

1	RKS	Accountant	<p>a. Maintain day to day accounts, periodically accounts related reports regularly as per govt. rules & regulations</p> <p>b. Maintain all accounts books like cash book, bank book, ledger, stock register etc. as per Govt. rules & regulations</p> <p>c. Maintain computerized accounting system in latest Tally ERP Version Software on accounting software</p> <p>d. Any other job assigned by concerned officers.</p>
2	RKS	Asst. Accountant	<p>a. Maintain day to day accounts, periodically accounts related reports regularly as per govt. rules & regulations</p> <p>b. Maintain all accounts books like cash book, bank book, ledger, stock register etc. as per Govt. rules & regulations</p> <p>c. Maintain computerized accounting system in latest Tally ERP Version Software on accounting software</p> <p>d. Any other job assigned by concerned officers.</p>

OBSTETRIC INTENSIVE CARE UNIT (OB-ICU)

Detail of sanctioned posts as per National Guideline

SR NO	PROGRAMME	POST	QUALIFICATION	EXPERIENCE	UPPER AGE LIMIT	FIXED SALARY	SANCTIONED	FILLED	VACANT
1	OB ICU	Data Entry Operator	XII standard, Knowledge of MS office Gujarati Typing	---	As Per Govt. Rules & Regulation	8,000/-	1	0	1

JOB RESPONSIBILITY

1	OB ICU	Data Entry Operator	<p>a. Ensure regular entry of all relevant data in the computer pertaining to various aspects of program in a systematic manner to facilitate its analysis.</p> <p>b. Analysis data and compile reports.</p> <p>c. Maintenance and up keep of the computer and its accessories including virus defense.</p> <p>d. Any other job assigned by concerned officers</p>
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