

ROGI KALAYAN SAMITI (RKS)

Detail of sanctioned posts as per National Guideline

SR NO	PROGRAMME	POST	QUALIFICATION	EXPERIENCE	UPPER AGE LIMIT	FIXED SALARY	SANCTIONED	FILLED	VACANT
1	RKS	Accountant	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.	Relevant Exp. of Min. 1 Year	As Per Govt. Rules & Regulation	7,500/-	1	0	1
2		Office Assistant	Graduate in any discipline. one year diploma in computer application, Typing speed of 40 wpm in English	Relevant Exp. of Min. 1 Year	As Per Govt. Rules & Regulation	8,000/-	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		Office Assistant	<p>a. Assisting AHA in scheduling organizing, coordinating and maintaining various departmental activities.</p> <p>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.</p> <p>c. Assisting AHA for maintenance of quality control, quality assurance and TQM of the medical college hospital.</p> <p>d. Assisting AHA to analyze utilization of various hospital services, financial outlays and its effective utilization.</p> <p>e. Assisting AHA to prepare yearly plan for expenditure after assessment.</p> <p>f. Assisting AHA to Carrying out exit interviews, satisfaction surveys (External & Internal Customer). Time motion studies etc. to keep hospital services up to quality standards.</p> <p>g. Assisting AHA to manage human resource including contractual staff in the hospital and analyze further requirement for the same.</p> <p>h. Assisting AHA to manage support services, logistics and supply through RKS.</p> <p>i. Assisting AHA in prepare monthly, quarterly and early reports of hospital progress.</p> <p>j. Any other work assigned by AHA, RMO and Medical Superintendent.</p>

National Programme for Prevention & Control of Deafness (NPPCD)

Detail of sanctioned posts as per National Guideline

SR NO	PROGRAMME	POST	QUALIFICATION	EXPERIENCE	UPPER AGE LIMIT	FIXED SALARY	SANCTIONED	FILLED	VACANT
1	NPPCD	Audiologist	A bachelor in Audiology & Speech language pathology / BSC (speech and hearing) from RCI recognised institute.	----	As Per Govt. Rules & Regulation	12,000/-	1	0	1

JOB RESPONSIBILITY

1	NPPCD	Audiologist	<ol style="list-style-type: none"> 1. Provision of audio logic services, speech – language assessment and rehabilitation prescribing hearing aids in collaboration with ENT surgeon. 2. Assist training programmes 3. Monitoring and evaluation of the programme 4. Maintenance of Database 5. Help DNO in quarterly submission of quarterly report 6. Monthly visit to accompany DNO/ENT Surgeon to CHC/PHC 7. Supervision of IEC activities/camps in collaboration with ENT surgeon/DNO
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OBSTETRIC INTENSIVE CARE UNIT (OB-ICU)

Detail of sanctioned posts as per National Guideline

SR NO	PROGRAME	POST	QUALIFICATION	EXPERIENCE	UPPER AGE LIMIT	FIXED SALARY	SANCTIONED	FILLED	VACANT
1	OB ICU	STAFF NURSE	B.Sc. Nursing / GNM	-	As Per Govt. Rules & Regulation	11,500/-	12	10	2

JOB RESPONSIBILIY

1	OB ICU	STAFF NURSE	a. To assist Medical Officers in Management and follow-up of patients attending the Department. b. To counsel patients and their family members about risk factors. c. Any other job assigned by concerned officers.						
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SEEK NEWBORN CARE UNIT (SNCU)

Detail of sanctioned posts as per National Guideline

SR NO	PROGRAMME	POST	QUALIFICATION	EXPERIENCE	UPPER AGE LIMIT	FIXED SALARY	SANCTIONED	FILLED	VACANT
1	SNCU	STAFF NURSE	B.Sc. Nursing / GNM	---	As Per Govt. Rules & Regulation	11,500/-	17	16	1

JOB RESPONSIBILITY

1	SNCU	STAFF NURSE	a. To assist Medical Officers in Management and follow-up of patients attending the Department. b. To counsel patients and their family members about risk factors. c. Any other job assigned by concerned officers.						
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