



GOVT OF ASSAM
OFFICE OF THE JOINT DIRECTOR OF HEALTH SERVICES::: NALBARI

No. JDHSN/DRA/01/2016-17/____

Dated Nalbari the 12th April, 2017

ADVERTISEMENT

Applications are invited in Standard Form published through "Assam Gazette IX" along with all supporting documents and the following details in an excel sheet from the candidates willing to work on Contractual Basis for the following posts in Nalbari District, Assam. Application along with one recent passport size photograph and other documents should be submitted to the Office of the Joint Director of Health Services, Nalbari.

Graduation details			
Course	University	Year of graduation	% of marks obtained

Office experience			
Organization	Position	Period of work	Duration of work (years & month)

Selection of eligible candidates will be based on performance in graduation examination and length of experience in office works.

The undersigned reserves the right to reject any or all applications without assigning any reasons thereof. Merely having the requisite qualification & experience will not render the applicant eligible for short listing.

1. Name of Post : District Coordinator for Assam Clinical Establishment
Number of post : 1 (one)

Eligibility:

Essential: MBBS or BDS/BAMS/BHMS provided there is significant presence of these in the district.

Desirable:

- Basic knowledge of computers and able to work on MS Office
- Experience of working in Government/National Health Programmed

Essential:

- Experience of developing/implementing hospital/health care standards
- Experience of working in an organization for developing and operating accreditation structure in the country e.g. NABH, NABL etc.
- Experience of handling legal issues

Age : Up to 63 years

Remuneration : Rs. 30,000/- per month

2. Name of Post : Administrative Assistant cum Data Entry Operator
Number of post : 1 (one)

Eligibility & Qualification:

Essential:

- Graduate in any field and should have English as subject in Intermediate (10+2) level.
- Diploma in Computer Application from government recognized institute.
- Adequate knowledge of MS-Word, Excel, Power Point Presentation (MS-Office)

Desirable :

- 'O' level certificate course in computer applications
- Minimum typing speed of 40 words per minute.
- Experience of office work

Age : Up to 43 years

Remuneration : Rs. 10,000/- per month

Last date of Submission: 21st April, 2017

Date of Interview: 28th April, 2017, Time : 10.30 AM onwards

Sd/-

Deputy Commissioner cum Chairperson,
District Registering Authority
for Clinical Establishment, Nalbari