



OFFICE OF THE MISSION DIRECTOR
NATIONAL RURAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G.S. Road, Christianbasti, Guwahati-781005
Website : www.nrhmassam.in E mail : misnrhm.assam@gmail.com

No. NRHM/Esstt/Adv/115/08-09/ 8547

Date: 13/07/2012

ADVERTISEMENT

Applications in the Prescribed form of application which can be downloaded from the website: www.nrhmassam.in along with all attested copies of Certificates, Mark sheets etc. are invited for engagement on Contractual Basis for the following positions in National Programme for Prevention & Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke (NPCDCS) under NRHM, Assam.

The applicants may have to appear for an interview for which no TA/DA shall be paid for the purpose. The undersigned reserves the right to reject any or all applications without assigning any reasons thereof. Only the short listed candidates will be called for interview.

(A) Name of the Position : Finance cum Logistic Officer

Eligibility and Qualification:

1. M.Com / CA-Inter or equivalent qualification with a minimum of 3-5 years of post qualification work experience, preferably in an organization involved in the field of community health / community development / social work or related fields.
2. Well versed with all the accounting procedures, book keeping practices, external and internal audits and other necessary accounting norms.
3. Computer Proficiency with high level of familiarity with commonly used packages like MS-Word, MS-Excel, MS-Power Point.
4. Working experience in popular accounting software package.
5. Excellent oral and written communication skills.

Remuneration: Rs. 20, 000/- per month.

Age : Upto 40 years as on 01/07/2012

(B) Name of the Position : Programme Assistant

Eligibility and Qualification:

Essential:

1. Must have passed Graduation in any Discipline.
2. One year Post Graduate Diploma in Computer Application (PGDCA) / DOEACC 'O' level or equivalent/above.
3. Minimum 2 years experience in relevant field.

Desirable:

1. Basic knowledge of Software and Hardware and able to attend to trouble shooting in computers, printers and connectivity.
2. Working experience in popular accounting software package like Tally.
3. Ability to compile various health related reports.
4. Typing skill minimum 40 w.p.m.

Remuneration: Rs. 13,000/- per month.

Age : Upto 40 years as on 01/07/2012

The applications along with testimonials are to be submitted on or before **30-07-2012** to the Mission Director, National Rural Health Mission, Assam, Saikia Commercial Complex, G.S. Road, Christianbasti, Guwahati-781005. Envelopes containing application should be super marked: Application for the Contractual Position of Finance cum Logistic Officer / Programme Assistant.

The earlier advertisement No. NRHM/ Esstt/Adv/115/08-09/15339 dated 11/11/2011 is hereby cancelled


Mission Director, NRHM, Assam cum
Comm. & Secy., H & FW Deptt., Govt. of Assam

APPLICATION FORM

For Finance cum Logistic Officer / Programme Assistant, NCD
UNDER NRHM, ASSAM

Photo

Name of position applied for :

Name of candidate (in block letters) :

Father's name :

Address for communication:

C/o :

Vill./Town :

P.O. : P.S. :

Dist. :

Pin code :

Phone no. :

E_mail address :

Date of birth :

(According to H.S.L.C. Examination, copy of which should be enclosed)

Age (as on 01-07-2012) : Years..... MonthsDays

Language Known :

Educational qualification :

Academic	Name of College	Board/ University	Subjects	Year of Passing	Grade/ Percentage
H.S.L.C.					
H.S.					
Graduation					
Post Graduation					
Any Others					

Work Experience :

Sl. No.	Designation	Organization	Duration			Nature of Duties
			From	To	Total Exp.	

I hereby declare that all the statements made by me in the application form and information sheet are true and complete to the best of my knowledge and belief. I also understand that in case, any of my statements is found untrue during any stage of recruitment and thereafter, I shall be disqualified for the post applied for and I shall be liable for any penal action.

Date :

Place :

Signature of candidate