

THALASSEMIA CENTRE
JAWAHARLAL NEHRU MEDICAL COLLEGE HOSPITAL
ALIGARH MUSLIM UNIVERSITY, ALIGARH (U.P.)
ADVERTISEMENT NO. 1/2019/NT/ THALASSEMIA Dated: 11.09.2019

Applications on the prescribed form are invited for the following Non-Teaching posts purely on contractual basis under NHM Scheme for Financial year 2019-2020. Initial contract upto March 31, 2020 and likely to be extended. The contract may, however, be terminated at any time, in case, the work and conduct is found to be unsatisfactory.

1. COMPUTER OPERATOR CUM DATA ENTRY MANAGER:

Number of Vacancies: 01

Monthly Remuneration: Rs. 15,000/-PM

Qualification and experience:

ESSENTIAL:

1. Graduate degree / Intermediate (10+2) in Science stream from a recognized Institution.
2. Good Communication and drafting skills in both English as well as Hindi/Urdu.
3. Good knowledge of MS Office (MS Word, MS Excel, MS Power Point) and internet including data entry and data management.
4. A speed test of not less than 15000 key depressions per hour through speed test on computer.

DESIRABLE:

1 (a) Bachelor of Computer Applications. Or

1 (b) Diploma in Computer Engineering /IT/Computer Applications/ Software Technologies and System Management/Hardware and Networking from reputed institution with Minimum 55% marks. Or

1 (c) DOEACC from recognized institute.



2. One-2years experience in 'EDP' (electronic data processing)/'IS' (information services or systems)/'MIS' (management information services or systems), work in Govt./ Autonomous / PSU or any other recognized institute.

Terms of Reference (Job description):

1. Maintain a good working relationship with team members and the Nodal Officer.
2. Entry and management of data pertaining to patients seeking treatment at Thalassemia and Hemophilia Centre.
3. Maintain Computer, printer, fax machine and other office equipment in working and safe condition.
4. Neatly and properly file all office documents.
5. Maintain updated account of stocks of medicines, disposables, permanent items etc. related to thalassemia & Hemophilia Centre.
6. Assist in distribution of medicines and disposables to patients.
7. Willing to perform any other work related to Thalassemia and/or Hemophilia assigned by the Nodal Officer.

2. SOCIAL WORKER/COUNSELOR:

Number of Vacancies: 01

Monthly Remuneration: Rs. 20,000/-PM

Qualification and experience:

ESSENTIAL:

1. Bachelors/Master degree in Social Work (MSW)/Labour& Social Welfare/Sociology/Psychology/Public Health or equivalent from a University/ Institute recognized by Central or State Government with a minimum of 55% marks.
2. Good communication skills in both English and Hindi/Urdu.



