

Job Title - Database Administrator

Consolidated Salary - Rs. 40,000 per month

Based at (state/district, facility) - State HQ

No. of Vacant Positions - 01

Essential Qualification -

1. B-Tech in Computer Science/B.E/Bachelor degree in Computer Application from a recognized university in full time curriculum
2. M-tech in Computer Science/MCA/Master degree in Computer Science from a recognized university in full time curriculum.

(Correspondent degree is not acceptable)

Key Responsibilities and Accountabilities:-

General

1. As a part of State Nodal Agency Team, the incumbent shall be responsible for contributing towards overall implementation of RSBY and MSBY in the state.
2. As a team player the incumbent shall be responsible towards the cooperation with other team members for individual and organizational growth.
3. Coordination with other stakeholders at state level, central level and district level with respect to RSBY/MSBY and other public health programmes.
4. Any other task as assigned by the competent authority.

Specific

1. Analyzing and compiling of data.
2. Preparation of all related reports.
3. To provide IT support at any level, State /District.
4. Monitoring and analysis of data received from any level, Ins.co./TPA/District etc.
5. Monitoring and evaluation of data received via web portal, Mails etc.

Desirable:

1. Proficiency in computers in using MS-Office- MS word, Excel, Power point & Internet
2. Good Written and Oral Communication Skills in Hindi and English

Experience:

At least 03 Years of relevant work experience in Government health insurance schemes / similar public health programs or public projects

Q.A. Singh

The above position shall be purely contractual in nature and contract shall be valid a maximum for 11 month. Renewal of contract shall be depending on the satisfactory performance of the candidate.

Priso

Essential Qualification/ Requirements:

1. Graduate in any discipline from a recognized University in full-time curriculum. (Correspondence degree is not accepted.)
2. One year certificate course in Computer Application.

Key Responsibilities and Accountability:

1. Execute daily office-related activities of the scheme.
2. Typing in Hindi/English.
3. Drafting & preparation reports related to the scheme.
4. Maintain all the official records & other official activities.
5. As a part of State Nodal Agency Team, the incumbent shall be responsible for contributing towards overall implementation of RSBY and MSBY in the state.
6. As a team player the incumbent shall be responsible towards the cooperation with other team members for individual and organizational growth.
7. Any other relevant professional task required by State Nodal Agency.

Desirable:

1. Proficiency in computers (a using MS-Office- MS word, Excel, Power point & Internet)
2. Good Written and Oral Communication Skills in Hindi and English.

Experience:

At least 03 Years of relevant work experience in Govt. sector health insurance scheme department/ similar public health programs or public projects.

The above position shall be purely contractual in nature and contract shall be valid a maximum for 11 month. Renewal of contract shall be depending on the satisfactory performance of the candidate.

Priso

Job Title – Executive Assistant
Consolidated Salary - Rs. 20,000 per month
Based at (state/district, facility) – State HQ
No. of Vacant Positions – 01
<u>Essential Qualification/ Requirements –</u> <ol style="list-style-type: none">1. <u>Graduate</u> in any discipline from a recognized University in full time curriculum. (Correspondence degree is not accepted.)2. One year certificate course in Computer Application.

<u>Key Responsibilities and Accountabilities:-</u> <ol style="list-style-type: none">1. Execute daily office related activities of the scheme.2. Typing in Hindi/English3. Drafting & preparation reports related to the scheme.4. Maintain all the official records & other official activities.5. As a part of State Nodal Agency Team, the incumbent shall be responsible for contributing towards overall implementation of RSBY and MSBY in the state.6. As a team player the incumbent shall be responsible towards the cooperation with other team members for individual and organizational growth.7. Any other relevant professional task required by State Nodal Agency.

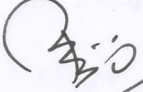
Desirable:

1. Proficiency in computers in using MS-Office- MS word, Excel, Power point & Internet
2. Good Written and Oral Communication Skills in Hindi and English

Experience:

At least 03 Years of relevant work experience in Govt. sector health insurance scheme /department/ similar public health programs or public projects.

The above position shall be purely contractual in nature and contract shall be valid a maximum for 11 month. Renewal of contract shall be depending on the satisfactory performance of the candidate.


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