

## 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	<ul style="list-style-type: none"> <li>a. Maintain day to day accounts, periodically accounts related reports regularly as per govt. rules &amp; regulations</li> <li>b. Maintain all accounts books like cash book, bank book, ledger, stock register etc. as per Govt. rules &amp; regulations</li> <li>c. Maintain computerized accounting system in latest Tally ERP Version Software on accounting software</li> <li>d. Any other job assigned by concerned officers.</li> </ul>
2		Office Assistant	<ul style="list-style-type: none"> <li>a. Assisting AHA in scheduling organizing, coordinating and maintaining various departmental activities.</li> <li>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.</li> <li>c. Assisting AHA for maintenance of quality control, quality assurance and TQM of the medical college hospital.</li> <li>d. Assisting AHA to analyze utilization of various hospital services, financial outlays and its effective utilization.</li> <li>e. Assisting AHA to prepare yearly plan for expenditure after assessment.</li> <li>f. Assisting AHA to Carrying out exit interviews, satisfaction surveys (External &amp; Internal Customer). Time motion studies etc. to keep hospital services up to quality standards.</li> <li>g. Assisting AHA to manage human resource including contractual staff in the hospital and analyze further requirement for the same.</li> <li>h. Assisting AHA to manage support services, logistics and supply through RKS.</li> <li>i. Assisting AHA in prepare monthly, quarterly and early reports of hospital progress.</li> <li>j. Any other work assigned by AHA, RMO and Medical Superintendent.</li> </ul>

# 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 pathlology / BSC (speech and hearing ) from RCI recognised institute.	----	As Per Govt. Rules & Regulation	12,000/-	1	0	1

### JOB RESPONSIBILITIES

1	NPPCD	Audiologist	<ol style="list-style-type: none"> <li>1. Provision of audio logic services, speech – language assessment and rehabilitation prescribing hearing aids in collaboration with ENT surgeon.</li> <li>2. Assist training programmes</li> <li>3. Monitoring and evaluation of the programme</li> <li>4. Maintenance of Database</li> <li>5. Help DNO in quarterly submission of quarterly report</li> <li>6. Monthly visit to accompany DNO/ENT Surgeon to CHC/PHC</li> <li>7. Supervision of IEC activities/camps in collaboration with ENT surgeon/DNO</li> </ol>
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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	11	1

### **JOB RESPONSIBILITIES**

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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## National Programme for Prevention and Control of Cancer, Diabetes, CVD and Stroke (NPCDCS)

### Detail of sanctioned posts as per National Guideline

SR NO	PROGRAMME	POST	QUALIFICATION	EXPERIENCE	UPPER AGE LIMIT	FIXED SALARY	SANCTIONED	FILLED	VACANT
1	NPCDCS	Staff Nurse	GNM qualification as recognised by Nursing Council of India.	2 years' experience of working in a hospital(Desirable)	40 year	11,500/-	6	5	1

### **JOB RESPONSIBILITY**

1	NPCDCS	Staff Nurse	<ol style="list-style-type: none"> <li>1. To assist Medical Officers in Management and follow-up of patients attending the CCU.</li> <li>2. To assist Medical Officers in Management and follow-up of patients attending the NCD Clinic.</li> <li>3. To counsel patients and their family members about risk factors of NCDs.</li> <li>4. To provide home based care.</li> <li>5. Any other job assigned by concerned officers.</li> </ol>						
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## PROGRAMME WISE VACCANT POST

DATE : 12/07/2018

TIME : 10.30 TO 11.00

SR. NO.	NAME OF PROGRAMME	NAME OF POST	FIXED SALARY	SANCTIONED	FILLED	VACANT	REMARKS
1	OB-ICU	Staff Nurse	11,500/-	12	11	1	GMERS GENERAL HOSPITAL, GANDHINAGAR
2	NPCDCS	Staff Nurse	11,500/-	6	5	1	
3	NPPCD	Audiologist	12,000/-	1	0	1	
4	RKS	Accountant	7,500/-	1	0	1	
5	RKS	Office Assistant	8,000/-	1	0	1	

**ONLINE FORM Web : <http://www.gmersmchgandhinagar.com>**

**Registration Time : 10.30 To 11.00**