

## NPCDCS

### Detail of sanctioned posts ALL CHC as per National Guideline

SR NO	PROGRAMME	POST	QUALIFICATION	EXPERIENCE	UPPER AGE LIMIT	FIXED SALARY	SANCTIONED	FILLED	VACANT
1	NPCDCS	Counsellor (CHC-Sadara)	Bachelor's degree in social science or degree/diploma in counseling/health education/ mass communication	2 years' experience of working as a counselor in a health care facility(Desirable)	40 year	11,000/-	8	7	1
2		Data Entry Operator (CHC-Nardipur, Rakhiyal & Sadara)	Graduate in any discipline. one year diploma in computer application, Typing speed of 40 wpm in English	Minimum 1 year of relevant working experience preferably in health sector	As Per Govt. Rules & Regulation	7,000/-	8	5	3

### JOB RESPONSIBILITY

1	NPCDCS	Counsellor (CHC-Sadara)	<p>a. To provide counseling on life style diseases and their risk factors to patients and their family members.</p> <p>b. To plan IEC activities vis-à-vis Non Communicable Diseases or life style diseases.</p> <p>c. To make domiciliary visits for providing counseling to bed ridden cases and attendants</p>
2		Data Entry Operator (CHC-Nardipur, Rakhiyal & Sadara)	<p>a.Ensure regular entry of all relevant data in the computer pertaining to various aspects of NCD in a systematic manner to facilitate its analysis.</p> <p>b. Analysis data and compile reports.</p> <p>c. Maintenance and up keep of the computer and its accessories including virus defense.</p> <p>d. Any other job assigned by concerned officers</p>

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

### JOB RESPONSIBILITY

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>
---	-------	-------------	--

## 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). Knowledge of computer software (accounting software Tally, MS Office, etc.) Basic skills in office management and filling systems. Good typing and data entry skills English & Gujarati.	Relevant Exp.	As Per Govt. Rules & Regulation	7500/-	1	0	1
2	RKS	Asst. Accountant	Graduate in commerce (Account). Knowledge of computer software (accounting software Tally, MS Office, etc.) Basic skills in office management and filling systems. Good typing and data entry skills English & Gujarati.	---	As Per Govt. Rules & Regulation	7000/-	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	RKS	Asst. Accountant	<ul style="list-style-type: none"> <li>a. To assist in maintaining day to day accounts, periodically accounts related reports regularly as per govt. rules &amp; regulations</li> <li>b. To assist in maintaining all accounts books like cash book, bank book, ledger, stock register etc. as per Govt. rules &amp; regulations</li> <li>c. To assist Accountant in maintaining computerized accounting system in latest Tally ERP Version Software on accounting software</li> <li>d. Any other job assigned by concerned officers.</li> </ul>

## 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	Nurses	B.Sc. Nursing / GNM	-	As Per Govt. Rules & Regulation	11,500/-	12	11	1

### JOB RESPONSIBILITIES

1	OB ICU	Nurses	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.
---	--------	--------	--

## SEEK NEWBORN CARE UNIT (SNCU)

### Detail of sanctioned posts as per National Guideline

SR NO	PROGRAMME	POST	QUALIFICATION	EXPERIENCE	UPPER AGE LIMIT	FIXED SALARY	SANCTIONED	FILLED	VACANT
1	SNCU	Staff Nurse	B.Sc. Nursing / GNM	---	As Per Govt. Rules & Regulation	11,500/-	17	16	1

### JOB RESPONSIBILITY

1	SNCU	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.						
---	------	-------------	--	--	--	--	--	--	--