

**DIRECTORATE GENERAL OF HEALTH SERVICES
(NCD DIVISION)**

Sub.: APW on “Development of Information System for Non-communicable Diseases”; Engagement of Technical Assistant

NCD Division of Dte.GHS with support from WHO has initiated development of Information System for NCD related programs. Applications are invited from eligible candidates for contractual engagement as Technical Assistant from 1st July to 31st December 2011.

Qualifications & Experience:

- Graduate
- Knowledge of Windows-based packages/ applications and Management Information System (MIS) and internet use
- Minimum 3 years of working experience

Job Responsibilities:

- Assist in implementation of the Project
- Data compilation and processing
- Word processing: Preparation of Tools, Reports and Communications
- Preparation of Power Point Presentations
- Any other job assigned by DDG (NCD).

Remuneration: Rs,. 22,355 per month (consolidated).

Candidates may apply giving brief about their personal information, qualifications and experience and submit only by email to ddgncd@gmail.com by 22nd June 2011. Eligible shortlisted candidates will be called for skills test and interview on Saturday, 25th June 2011.