

Administrative Assistant		
Required academic qualifications and experience	Job responsibilities	Emoluments/ Remuneration
<ul style="list-style-type: none"> • Graduate in any discipline with at least 50% marks • Minimum 2 years' experience in Government/Semi Government/Public Sector undertaking in a similar position • Knowledge of Computer (MS Office) and candidates having drafting skills would be preferred • Typing speed of at least 30 WPM in English • Hindi/Sanskrit up to matric • Candidates having experience of working in health set up or NHM will be given additional weightage 	<ul style="list-style-type: none"> • To provide support to SQAC in its day to day working • To coordinate all activities related to SQAC like conducting SQAC meetings, circulation of agenda, minutes of meeting and action taken reports • Liaison with DQAC and DQAU • Facilitating the field visits including logistics and arrangements • Liaison with the External Assessors and maintenance of record related to State and National Assessments • Compilation of Utilization Certificates of the funds disbursed to districts • Upkeep of files, registers and books of accounts 	Rs. 12,500/- as per NHM Bye-laws