

<b>Computer Assistant</b>		
<b>Required academic qualifications and experience</b>	<b>Job responsibilities</b>	<b>Emoluments/ Remuneration</b>
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• 10+2 with 50% marks &amp; 'O' level course from DOEACC/One year diploma in Computer Application/ NCVT certificate with at least 50% marks <b>OR</b> Graduate &amp; 'O' level course from DOEACC/One year diploma in Computer Application/NCVT certificate with minimum 50% marks <b>OR</b> Three years diploma in modern office practices/office management &amp; Computer Application/Computer Engg./Electronics &amp; Communication/B.Sc (IT/Computer Science)/BCA with 50% marks <b>OR</b> Two years diploma in office management &amp; Computer Application with 50% marks or Post matric one year ITI course/NCVT in stenography with 60% marks</li> <li>• Hindi or Sanskrit up to matric</li> <li>• Post qualification work experience minimum 2 years</li> <li>• Excellent knowledge and experience of working with MS Office (Word, Excel and PowerPoint), Internet &amp; e-mail etc</li> <li>• Typing speed of at least 30 WPM in English</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Typing speed of at least 15 WPM in Hindi</li> <li>• Knowledge of filing, indexing and document management</li> <li>• Excellent writing and verbal communication skills</li> <li>• Proficient in drafting notes and letters in English</li> </ul>	<ul style="list-style-type: none"> <li>• Typing work of Hindi/English</li> <li>• Maintain and upkeep of all the office records</li> <li>• Maintenance of official communications made through e-mails etc</li> <li>• Preventive maintenance of computers/printers etc. being used in the office</li> <li>• Receiving telephone calls or managing the visitors in the office</li> <li>• Dispatch, diary and receipt of official communications</li> </ul>	<p>Rs. 7,580/- as per NHM Bye-laws</p>