

INFORMATION ASSISTANT

SUMMARY OF JOB:

Collect the data/reports from the field and enter the data in the software like MS-word, MS-excel, MS Access and software made by the department or provided by Govt. of India.

QUALIFICATION:

Graduation with one year diploma in Computer Application from recognized institute of the State
or
BCA/B.Sc-IT

EXPERIENCE:

Nil

SPECIFIC DUTIES AND RESPONSIBILITIES WILL BE:

- To provide secretarial support in implementing Name based Pregnant woman and Child Immunization Tracking System
- To collect reports, feed collected data, compile and present this to Block SA, Block SMO and District MEO
- To enter the data in the software like MS-word, MS-excel, MS Access and software made by the department or provided by Govt. of India.
- To maintain proper filing system of reports and other papers received from fields
- To maintain records of availability of manpower in institutions
- To support BSA, MEOs and maintain proper registers and records of the same.
- To attend to any other duties / responsibilities assigned by the authorities and the reporting officer.

HONORARIUM:

Maximum consolidated honorarium @ Rs. 6000/- per month

Vacancy:

❖ 21 vacancies at each District Hospital

SN	District Hospital	No. of Vacancy
1	DH Amritsar	1
2	DH Barnala	1
3	DH Bathinda	1
4	Child Hospital, Bathinda	1
5	DH Faridkot	1
6	DH Fatehgarh Sahib	1
7	DH Ferozepur	1
8	DH Gurdaspur	1
9	DH Hoshiarpur	1
10	DH Jalandhar	1
11	DH Kapurthala	1

SN	District Hospital	No. of Vacancy
12	DH Ludhinaa	1
13	DH Mansa	1
14	DH Moga	1
15	DH Mohlai	1
16	DH Muktsar	1
17	DH Nawanshehar	1
18	MKH Patiala	1
19	DH Ropar	1
20	DH Sangrur	1
21	DH Tarn Taran	1

❖ 33 vacancies at each Sub-Divisional Hospital

District	SN	Institute	No. of Vacancy
Amritsar	1	CH Ajnala	1
Amritsar	2	CH Baba Bakala*	1
Bathinda	3	CH Rampura Phul	1
Bathinda	4	CH Talwandi Sabo*	1
Ferozepur	5	CH Fazilka	1
Ferozepur	6	CH Zira	1
Ferozepur	7	Nehru Hospital, Abohar (CH Abohar)	1
Gurdaspur	8	CH Batala	1
Gurdaspur	9	CH Pathankot	1
Hoshiarpur	10	SDH Garh Shankar	1
Hoshiarpur	11	SDH Mukerian	1
Hoshiarpur	12	SDH Dasuya	1
Jalandhar	13	CH Phillaur	1
Jalandhar	14	CH Nakodar	1
Kapurthala	15	CH Phagwara	1
Kapurthala	16	CH Sultanpur Lodhi	1
Ludhiana	17	CH Samrala	1
Ludhiana	18	CH Khanna	1

District	SN	Institute	No. of Vacancy
Ludhiana	19	CH Raikot	1
Ludhiana	20	CH Jagraon	1
Mansa	21	CH Sardulgarh *	1
Mohali	22	SDH Kharar	1
Muktsar	23	CH Malout	1
Muktsar	24	CH Gidder Baha	1
Nawanshehar	25	CH Balachaur *	1
Patiala	26	CH Rajpura	1
Patiala	27	CH Nabha	1
Patiala	28	CH Samana	1
Ropar	29	CH Anandpur Sahib	1
Sangrur	30	CH Malerkotla	1
Sangrur	31	CH Sunam	1
Sangrur	32	Dhuri	1
Tarn Taran	33	CH Patti	1

❖ **118 vacancies at each Block.**

District	SN	Name of the Block	No. of Vacancy	District	SN	Name of the Block	No. of Vacancy
Amritsar	1	Baba Bakala	1	Kapurthala	60	Kala Sangian	1
Amritsar	2	Lopoke	1	Kapurthala	61	Panchhat	1
Amritsar	3	Tarsika	1	Kapurthala	62	Tibba	1
Amritsar	4	Verka	1	Kapurthala	63	Dhilwan	1
Amritsar	5	Manawala (sanctioned at Jandiala)	1	Ludhiana	64	Payal	1
Amritsar	6	Threawal	1	Ludhiana	65	Sahnewal	1
Amritsar	7	Ramdass	1	Ludhiana	66	Malaud	1
Barnala	8	Dhanaula	1	Ludhiana	67	Pakhowal	1
Barnala	9	Tappa	1	Ludhiana	68	Manupur	1
Barnala	10	Mahel Kalan	1	Ludhiana	69	Machhiwara	1
Bathinda	11	Talwandi Sabo	1	Ludhiana	70	Sidhwan Bet	1
Bathinda	12	Goniana	1	Ludhiana	71	Gur Sar Sudhar	1
Bathinda	13	Sangat	1	Ludhiana	72	Kum Kalan	1
Bathinda	14	Nathana	1	Ludhiana	73	Hathur	1
Bathinda	15	Bhagta	1	Mansa	74	Khiala Kalan	1
Bathinda	16	Ballianwali	1	Mansa	75	Bhudlada	1
Faridkot	17	Jand Sahib	1	Mansa	76	Sardulgarh	1
Faridkot	18	Baja Khana	1	Moga	77	Dhudike	1
Fategarh Sahib	19	Nandpur Kalaur	1	Moga	78	Patto Hira Singh	1
Fategarh Sahib	20	Chanarthal Kalan	1	Moga	79	Kot Isse Khan	1
Ferozepur	21	Mamdot	1	Moga	80	Thathi Bhai	1
Ferozepur	22	Firozshah	1	Moga	81	Daroli Bhai	1
Ferozepur	23	Guru Harsahai	1	Mohali	82	Dera Bassi	1
Ferozepur	24	Dhabwala Kalan	1	Mohali	83	Gharuan	1
Ferozepur	25	Sito Gunno	1	Mohali	84	Boothgarh	1
Ferozepur	26	Kassoana	1	Muktsar	85	Chak Sherewala	1
Ferozepur	27	Khui Khera	1	Muktsar	86	Doda	1

Ferozepur	28	Jandwala Bhimeshah	1	Muktsar	87	Lambi	1
Gurdaspur	29	Khanuwan	1	Muktsar	88	Alamwala	1
Gurdaspur	30	Kalanaur	1	Nawanshehar	89	Balachaur	1
Gurdaspur	31	Fatehgarh Churian	1	Nawanshehar	90	Mukandpur	1
Gurdaspur	32	Bham	1	Nawanshehar	91	Saroya	1
Gurdaspur	33	Gharota	1	Nawanshehar	92	Muzaffarpur	1
Gurdaspur	34	Bungal Badhani	1	Nawanshehar	93	Sujjon	1
Gurdaspur	35	Narot Jaimal Singh	1	Patiala	94	Dudhan Sadhan	1
Gurdaspur	36	Naushera Majha Singh	1	Patiala	95	Kalo Majra	1
Gurdaspur	37	Ranjit Bagh	1	Patiala	96	Bhadson	1
Gurdaspur	38	Behrampur	1	Patiala	97	Shurtrana	1
Gurdaspur	39	Dorangla	1	Patiala	98	Kauli	1
Gurdaspur	40	Bhular	1	Patiala	99	Harpalpur	1
Gurdaspur	41	Dhyanpur	1	Ropar	100	Chamkaur Sahib	1
Hoshiarpur	42	Bhunga	1	Ropar	101	Nurpur Bedi	1
Hoshiarpur	43	Mand Mandher	1	Ropar	102	Bhartgarh	1
Hoshiarpur	44	Budha Bar	1	Ropar	103	Kiratpur Sahib	1
Hoshiarpur	45	Hajipur	1	Sangrur	104	Moonak	1
Hoshiarpur	46	Tanda	1	Sangrur	105	Longowal	1
Hoshiarpur	47	Chaukowal	1	Sangrur	106	Bhawanigarh	1
Hoshiarpur	48	Harta Badla	1	Sangrur	107	Amargarh	1
Hoshiarpur	49	Paldi	1	Sangrur	108	Kauhrian	1
Hoshiarpur	50	Possi	1	Sangrur	109	Sherpur	1
Jalandhar	51	Kala Bakra	1	Sangrur	110	Fatehgarh Panj Garian	1
Jalandhar	52	Kartar Pur	1	Tarn Taran	111	Ghariaala	1
Jalandhar	53	Shakot	1	Tarn Taran	112	Khem Karan	1
Jalandhar	54	Bara Pind	1	Tarn Taran	113	Sur Singh Wala	1
Jalandhar	55	Adampur	1	Tarn Taran	114	Sirhali	1
Jalandhar	56	Bilga	1	Tarn Taran	115	Mianwind	1
Jalandhar	57	Jamsher	1	Tarn Taran	116	Kairon	1
Jalandhar	58	Jandiala	1	Tarn Taran	117	Chhabhal	1
Jalandhar	59	Mehatpur	1	Tarn Taran	118	Kasel	1

NOTE:

- (1) Last date for receipt of applications is 15-06-2010. Applications received after closing date and applications incomplete in any respect will not be entertained.
- (2) Posts may increase/decrease. These posts may be discontinued at any time depending upon the work load, requirement or validity of the project.
- (3) Reservation policy of the Govt. of Punjab will be followed in the recruitment of above categories of staff.

- (4) Knowledge of Punjabi upto Matric standard would be essential.
- (5) Applicants should clearly note that NRHM will not be responsible for non receipt of their applications or any delay in receipt thereof on any account whatsoever.
- (6) The posts will be place specific and non-transferable.
- (7) Written test will be conducted for the post of Information Assistant. The date, venue syllabus and other details regarding the test will be communicated to the applicants through newspapers and NRHM website www.pbnrhm.org
- (8) Candidates should submit their applications complete in all respects alongwith attested photocopies of all testimonials to the concerned O/o **Civil Surgeon of the District** where they desire to serve.

The candidates are advised to check the Department's website from time to time to update themselves about the changes in number. of vacancies, stations of posting and change of schedule of interview etc.