

Sr. 3 & 6 DISTRICT/BLOCK STATISTICAL ASSISTANT

SUMMARY OF JOB:

To compile and present data, basic analysis of reports, assist in information management and report preparation for program monitoring. Also maintain all records and reports relevant to the program.

QUALIFICATION:

Commerce Graduate or Graduate in any discipline having statistics or economics as one of the subject. Diploma / Certificate in computer applications, Pass in subject of Punjabi upto Matric Standard

EXPERIENCE:

Desirable - 2 years work experience

AGE:

18-35 years. Relaxable in the case of candidates belonging to the reserved categories as per the instruction of the State Government

SPECIFIC DUTIES AND RESPONSIBILITIES WILL BE:

- To feed collected data, compile, analyze of the block and present this to SMO/ DME.
- To assist in preparation of reports and budget documents related to NRHM Programme
- To prepare feed back reports / queries on the reports received in the block from district / State level and other partner agencies.
- To handle primary issues related to MIS and computers.
- To maintain proper filing system of reports and other papers.
- To provide secretarial assistance to SMO/ DME and maintain proper registers and records of the same.
- To attend to any other duties / responsibilities assigned by the authorities and the reporting officer.
- Monitoring of recording / reporting system through field visits and submit visit note with appropriate suggestions / actions for improvement
- Assist the SMO/ DME in all the matters relating to monitoring & evaluation of NRHM programme.

SALARY:

- Maximum consolidated salary Rs. 9200/- per month for District Statistical Assistant
- Maximum consolidated salary Rs. 9200/- per month for Block Statistical Assistant

VACANCIES

District/Block Statistical Assistant					
Sr No.	District	No. of Post- Vacancy			Total
		Place	General	SC/ PH/ ESM/ BC/ Sports	
1.	Ludhiana	DHQ,	General		1
2.	Mansa	Khiala Kalan, Budhlada	2- General		2
3.	Mohali	Dera Bassi	General		1
4.	Moga	Patto Hira Singh		SC	1
5.	Ropar	Bhartgarh	General		1
6.	Sangrur	Moonak		SC	1

- Note:**
- (1) Posts may increase/decrease.
 - (2) 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) The posts will be place specific and non-transferable
 - (5) **Application should be submitted at O/o Concerned Civil Surgeon of the District where candidate prefers to serve**
 - (6) The appointing authority will be the Civil Surgeon of the District.