

REVISED HR REQUIREMENT

S. No	Name of Post	Age (years)	BFS or Equivalent	Qualifications / Requirement	Experience
1.	Director Licensing & Registration	40-55	MP-II	Master Degree in Management /Health Sciences, preferable MPH, with 15 years of progressive experience, 5years of Post Degree relevant experience & minimum 5 years of experience as Director /HoD/ Dy.Director	Hands on experience with excellent Management & Communication skills, team building, experience in formulation of Policy, Procedures & Regulations preferably in Health Care. Good working knowledge of MS Office is mandatory.
2.	Manager Licensing & Registration	30-45	18	Master Degree in Management /Health Sciences, preferably MPH, with 7 years of progressive experience, 3 years of Post Degree relevant experience as Managerial Level	Hands on experience with excellent Management & Communication/team building skills preferably in Health Care. Good working knowledge of MS Office is mandatory.
3.	Manager Complaints	30-45	18	Master Degree in Management /Health Sciences, preferably MPH, with 7 years of progressive experience, 3 years of Post Degree relevant experience as m Managerial Level	Hands on experience with excellent Management/ Communication/Conflict/Complaints Management skills preferably in Health Care. Good working knowledge of MS Office is mandatory.
4.	Manager Finance	30-45	18	a) 18 Years of Education MS/M.Phil Finance/Accounts with 3 years of Post Degree relevant experience as senior level. b) MBA(Finance) with BBA/B.Com (Hons) having 3 years of Post Degree relevant experience as senior level. OR c) 16 years of education Majors in Finance(MBA, BBA(Hons)/M.Com, B.Com (Hons)) with 7 years of progressive experience with 3 years of Post Degree relevant experience & minimum 3 years of experience as Managerial Level	Hand on experience and good knowledge of Financial accounting, Cost accounting, Reporting, Budgeting reconciliation statements, Balance sheets, Third party audit, Financial rules and procedures. Annual Financial plan, Forecasting, Asset management, depreciation analysis, well versed in major accounting software IT tool and techniques in Accounting and Finance. Member of an Accounting Body will be given Preference Good Working knowledge of MS office is mandatory.
5.	Senior Inspector	25-40	17	Master Degree in Management /Health Sciences/ Computer Sciences/Engineering (Bio-Medical/Electro-Medical)/Electronics etc.), with 2 years of relevant experience	Field experience preferably implementation of Health Care standards. Hands on experience in equipment Calibration and Standards, Good working knowledge of MS office is mandatory.
6.	Legal/Investigative Officer	25-40	17	Law Graduate with minimum of 03 years of progressive experience in corporate legal matters preferably in health sector/ human rights Acts. Valid License from the Bar Council (Lower Court and/or High Court). Good working knowledge of MS Office is mandatory.	With progressive experience in investigation and legal matters in public/ private sectors and national and international NGO's, good working knowledge of MS Office is mandatory.
7.	Network /System Administrator	25-35	17	16 years of education with Master in IT/MCS or BS(Hons) IT with degree in Management and minimum 5 years of experience.	Hands on experience on Technical positions in establishing LAN/WAN/Wi-Fi, Server Management, Active Directory with Roaming Profile, HW/SW Firewalls, Server/ Client OS, Bandwidth Management, Linux CLI Mode and configuration/backup etc.
8.	Inspector 02 post for females 02 posts for Engineers 15 posts are General	25-35	16	Master Degree in Management /Health Sciences/ Computer Sciences/Engineering ((Bio-Medical/Electro-Medical)/Electronics etc.).	Field experience preferably implementation of Health Care standards and/or hands on experience in equipment Calibration and Standards, good working knowledge of MS Office is mandatory.
9.	Web/Graphic Designer	25-35	16	16 years of education with Master in MIT/MCS or B.Sc. (Hons.) in Computer Science/IT with minimum 3 years of experience. Advance diploma in designing tools such as adobe Photoshop/MS Visio etc. will be preferable	Progressive relevant experience in web development/designing, in depth knowledge of HTML-5/CSS3/PhP/PhP Frame work, jQuery, JavaScript, SQL, Ajax and API's. A solid understanding of web applications security, Session Management and best development practices in public/ private sectors and national and international NGO's
10.	P.S to CEO	25-35	16	16 years of education with excellent computer skills having good command in office Automation and 05 years of experience in public/ private Sector	Relevant experience in Drafting, Record keeping and data entry etc. Must possess excellent written/verbal & communication skills.
11.	Senior Clerk	25-35	14	14 years of education with good computer skills having 05	With progressive relevant experience in drafting, file handling, record

				years office work experience in public/ private organization.	keeping etc. Good working knowledge of MS Office is mandatory.
12.	Junior Clerk	25-35	11	12 years of education with Computer Literacy having 01 years office work experience in public/ private organization	With progressive relevant experience in drafting, file handling, record keeping etc. Good working knowledge of MS Office is mandatory.