

## **TECHNICAL ASSISTANT**

### **Qualification:**

- Graduate in any discipline from recognized university.
- Basic Knowledge of Computer (MS Office) and English is required.

### **Experience:**

- Post is exclusively of clerical nature with computer knowledge.
- Preference will be given for experience in Administration, HRD, Computer section and Accounts in Cardiac hospital / Multi Specialty hospital/parallel other Institute.
- Knowledge of working with Hospital Management Software is desired.

### **Remuneration:**

- Consolidated remuneration of **Rs. 10,500/-** per month. After 6 months of satisfactory work performance it may increase to **Rs.11,000/-** per month as per recommendation of the head of concerned department.
- 10 % yearly increment on consolidated remuneration.
- Leave, PF, Gratuity, Group Health Insurance and other benefits will be as per rules of the Institute.

### **Note:**

- Candidate must have to undergo test for English and Typing.
- Higher remuneration above consolidated remuneration per month can be considered in a well deserving candidate (on the basis of Seniority, Work Performance at previous Institute, Merit, and Feedback) after negotiation in the interview for selection.
- Selected candidate has to work also at satellite centres of the Institute, sub centres, mobile units and any other place/places on the same terms and conditions as per the sole discretion of Director / Institute.