



Centre for North East Studies and Policy Research (C-NES) (North-east Office)

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FOR WEBSITE

C-NES, Guwahati Office invites online applications for appointment on contractual basis for the following positions for Boat Clinic Program in Darrang District. Candidates can apply at officeasstguwahati@c-nes.org on or before **10 May 2024**. For educational qualification, experience, salary etc. and other information visit official website www.c-nes.org. Candidates not having the requisite qualification and other criteria need not apply.

1) (A) Key Responsibilities - Medical Officer (MBBS) – 1 Post

- a) You are to work in close coordination and assist the **District Program Officer (DPO)** for liaising and coordination with the district authorities and the communities in the chars / saporis.
- b) You may at times have to coordinate any work of the district including management and coordination of the camps along with other staffs when the responsibility is handed over by **DPO** when he/she is away on other duties / leave.
- c) Your major role will be to provide health services and other health related activities including intensive awareness campaigns, organizing national health programs and allied research activities (when detailed for) to communities residing in the chars / saporis of the district. This job will require travelling by boat, road or walking to provide health services in chars / saporis of the district assigned as per the approved annual micro plan.
- d) The **Managing Trustee, Program Manager** through the **District Program Officer (DPO)** will assign other related work relevant to / associated with the project to you from time to time.
- e) You will be assisted in your responsibilities by a health team consisting of ANMs, Lab Technician, Pharmacist, Community Workers, Boat crew and other supporting staff.
- f) Implementation of Health Programs - NCD, RCH II, NLEP, NBCP, IDDCP, RNTCP, NCCP & IDSP as per Guidelines and any other work related to the health program assigned by C-NES

(B) Required qualification, experience and remuneration : Medical Officer (MBBS) - MBBS Degree from a recognized Medical College and registered with Assam Medical Council/ Medical Council of India. Remuneration - Rs. 45,000/-per month.

2) **(A) Key Responsibilities – Accounts Assistant – 1 Post**

- a) The Accounts Assistant will be directly under the supervision of the **Program Manager and Accountant, C-NES Regional Office, Guwahati**.
- b) Maintain day to day cash book entry and enter data in the Tally computer program under the allotted expenditure head and take a printout, which has to be signed by the **Program Manager and Accountant**.
- c) Maintain pending bill file after duly recording the suppliers/party's bill/invoice number, date of bill and amount with mention of order number and date on the bill register.
- d) Maintain cheque issue register with date, cheque number, to whom issued/paid, purpose, amount, signature for payment approval and remarks if any.
- e) Maintain salary register of all staff under the **Programs**.
- f) Maintain file of PF, TDS, PT and deposit the deducted amount in time.
- g) Prepare individual PF statement.
- h) Maintain data of individual employees with up to date status of place of posting, joining date, PF, TDS and PT deductions, PAN number, date of leaving etc.
- i) Maintain proper and safe filing system. Files should be immediately available when asked for.
- j) The Accounts Assistant will also attend to jobs related to banks and any other assignment which may be given by immediate superiors. On instruction of your superior you may have to travel to the **Boat Clinic Districts** for assisting internal audit related activities.

(B) Required qualification and experience: Accounts Assistant

- a) B. Com (Full Time) having knowledge of MS Office, Tally ERP 9, cash book, stock book, BRS, file management etc.
- b) Minimum 2 years preferably in a reputed NGO/government sector missions engaged in community health/education or livelihood program.
- c) High level of integrity.
- d) Strong interpersonal skills, ability to communicate and manage well at all levels of the organization.
- e) Remuneration = Rs. 12,000 /- per month