

ADVERTISEMENT

For implementation of various programmes under NHM in the State of Meghalaya, the office of the Mission Director, NHM, Meghalaya, Shillong invites application from eligible and interested candidates for the following posts on Contract Basis as per detailed below: -

Sl. No	Name of Post	No. of Post	Remuneration	Essential Qualification & Experience	Place of Posting
1	Data Management Executive	1	Rs. 18,000/-	<ul style="list-style-type: none"> • Qualification: Bachelor's Degree in BCA/PGDCA or any related discipline. Desired • Experience: Minimum 1-year experience in Data Management and management of Information System. Knowledge of digitisation equipment, software and applications and having experience in data processing software programs. • Skills: Good written and verbal communication skills. Computer literacy with general MS package, spreadsheet, data analysis, etc. 	Office of the District Medical & Health Officer, West Khasi Hills District.

Eligible and interested candidates can submit their applications on or before **5:00 pm of the 20th February 2022** by mandatorily filling the Google form as per link mentioned below:

➤ **Data Management Executive:** <https://forms.gle/qgKcqQMgnoW5Zo5R6>

Important Instructions:

1. Candidate should use only Gmail account for registration in the google form.
2. Candidates should apply only once using the google form and upload the supporting scanned documents in a **single PDF file (the PDF should be renamed by first and last name of the applicant and its total size should be less than 1 MB)**.
3. When uploading, select pdf file from your local device/drive.
4. All applications will be subjected to a screening process constituted for the purpose.
5. Shortlisted candidates will have to undergo personal interview.
6. All relevant Certificates Testimonials etc. (IN ORIGINAL) to be produced at the time of interview if shortlisted.
7. The undersigned reserves the right to reject any/all applications without assigning any reason thereof.
8. The schedule of personal interview to shortlisted candidates will be published in the website and in the office notice Board. All applicants are advised to visit the website or the office Notice Board accordingly. No separate individual call letter for personal interview will be sent.
9. No TA/DA will be paid to the applicants for attending the interview.

Sd/-

**Shri. Ram Kumar S, IAS,
Mission Director, NHM
Meghalaya, Shillong**