

Dr. YSR Aarogyasri Health Care Trust
Chuttugunta, Guntur, AP

**Interview for the post of Joint Executive Officer (Admin – Non
Technical)**

Dr. YSRAHCT/Admin/364/2019

Date: 21.08.2019

Location: Dr. YSR Aarogyasri Health Care Trust, Chuttugunta, Guntur, AP.

No. of posts - 01

Dr. YSR Aarogyasri Health Care Trust: Dr. YSR Aarogyasri Health Care Trust is implementing various State sponsored Health Schemes for achievement of universal health coverage of all the sections of the Society in the State of Andhra Pradesh.

The Trust is looking for a person of high competence in dealing with the needs of the Trust with a pragmatic approach.

Roles & Responsibilities in brief:

- He / she has to supervise the works of HR & Administration departments of the Trust.
- He / she should coordinate with all other departments for smooth running of the Trust.
- He / she should coordinate with Outsourcing Agencies for Outsourcing Manpower requirement.
- He / she should arrange to process all kinds of correspondence to the government pertains to HR & Administration departments.
- He / she should arrange to furnish Replies of LAQ's, LCQ's, LSQ's, RSQ's after obtaining from concerned departments & furnishing to government.
- He / she should act as Public Information Officer (PIO) under RTI Act to the Trust.
- Any other duty, as may be assigned by the Trust from time to time.

Essential qualifications & Experience:

01. **Foreign Service Deputation:** Inservice Government employees in the cadre of Assistant Director / Administrative Officer of State / Central Government or Public Sector Undertaking; **or**

Contract: Officers retired in the cadre of Assistant Director / Administrative Officer of State / Central Government or Public Sector Undertaking; **or**

Others with MBA (HR) & MBA (Hospital Admin) with not less than 6 years of experience in reputed establishment / institution.

Preference will be given to candidates with good drafting's, typing & other computing skills.

02. The maximum age limit of the candidates should be below 65 years.

Remuneration:

The remuneration for a contract appointee shall be Rs. 50,050/- (Rs. Fifty thousand fifty only)

(The applicant can send their resume by mail to drysrahct@gmail.com)

Date of interview: 30 /08 / 2019. At 10:30 Am

At Dr. YSR Aarogyasri Health Care Trust, Chuttugunta, Guntur, Behind Goutam's Hero Showroom.


Chief Executive Officer
21/8/19

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