

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

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

Dr. YSRAHCT/Admin/265/2017-18

Date: 01.07.2019

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 is responsible for overall Administration of the Trust.
- He / she should coordinate with all the HOD's for smooth running of the Trust.
- He / she should take necessary steps to provide Human Resources requirements of the Trust from time to time.
- He / she should make necessary arrangements with Outsourcing Agencies for Outsourcing Manpower requirement.
- He / she should submit the proposals from Trust to government, & all kinds of correspondence to the government
- He / she should arrange to furnish Replies of LAQ's, LCQ's, LSQ's, RSQ's after obtaining from concerned departments & furnishing to government
- 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 Director/ Additional Director, of State / Central Government or Public Sector Undertaking; or

Contract: Officers retired in the cadre of Director / Additional Director of State / Central Government or Public Sector Undertaking;

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

Remuneration:

The remuneration for a contract appointee shall be Rs. 87,130/- (Rs. Eighty-Seven Thousand One Hundred and Thirty only) + Pick up and dropping facility.

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

Date of interview: 09 /07 / 2019. At 10:30 Am

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

for 
Chief Executive Officer