

DETAILS OF THE JOB VACANCY

Assistant EDP

Reporting to the General Manager Finance

Requirement

There is an urgent requirement of an Assistant EDP at AFNHB, HQ at New Delhi on a contractual basis. Initial contract would be for duration of two years with probation period of six months extendable to one year. The contract may be renewed subject to existence of the requirement and will be decided based on the assessment of performance, honesty, capability of the individual to shoulder responsibilities and ability in completing the tasks assigned from time to time. Renewal of contract cannot be claimed as a matter of right.

Job Content

Assistant EDP would be responsible to the General Manager Finance for the following:-

- (a) Updation of programs, triggers and procedures on requirement basis.
- (b) Supervision of complete database and its working.
- (c) Assistance in implementation of new computerization system as per the requirement.
- (d) Modification and updation of Forms, Reports and other programmes on requirement basis.
- (e) Updation of installment schedule in the package.
- (f) Processing of refund on account of final costing.
- (g) Generation of final call-up letter and final costing letter through System Programming.
- (h) Maintenance of Website.

Desired Qualification

The candidate should be BCA from a recognized university. Candidate who have attained these qualification (s) through regular courses would be given preference. The position viz. Assistant EDP will be decided based on qualification and experience.

Desired Skills, Interests and Qualities

The candidates should have

An organized approach and excellent time management skills.

The ability to work well as part of a team.

Be proficient in various computer software packages, including Microsoft Word.

PowerPoint, Outlook and Excel.

A good command over English language both spoken and written.

Accuracy and attention to detail.

The ability to use your own initiative.

Should have handled similar jobs in earlier assignment.

Should possess strong written and oral communication skills.

Should possess good man management skills.

Should have pleasant mannerism and desire to complete jobs on time.

Punctuality and respect for the rules and regulation.

Desired Experience

The candidates should have an experience of 03-05years in similar job.

Salary

The salary will commensurate with the abilities, experience and the post offered to the candidate. No relation with Govt scales.

How to Apply

Interested candidates may apply on A4 size paper alongwith following documents:-

- (a) Latest CV
- (b) Educational Qualification Certificate
- (c) Experience Certificate
- (d) A coloured passport size photograph

Application must be forwarded by post at following address by **15 Sep 17**. No TA/DA will be admissible.

The Director General
Air Force Naval Housing Board
Race Course, New Delhi – 110003
Email : directorgeneral@afnhb.org