

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.

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.

Expected Salary

The salary will Commensurate with the abilities, experience and the post offered to the candidate.

How to Apply

Interest candidates should apply with their latest colour photograph and identity proof with all supporting documents_by 10 Aug 16 either through post or email as per following address:-

The Director General

Airforce and Naval Housing Board

Race Course New Delhi-110003

Email- directorgeneral@afnhb.org

The envelop should be clearly marked" FOR THE POST OF Assistant EDP". Similarly the applications through email should contain these lines in the subject field.

Instruction for Selected Candidates

Selected candidates will be required to join within one month of the issue of appointment letter.

The appointee will be on probation for a period of 6 months.

The appointee will have to submit a medical fitness certificate from IMA registered doctor.

The AFNHB is a society registered under Societies Act 1860. It is a private Organisation and not a govt body.

Appointment will be governed by the Terms and Conditions of Service as stipulated in the appointment letter which would be handed over to you on confirmation of selection.

Point to Note

The Director General has right to select any candidate and/or reject all candidates without assigning any reason.