



Office of the Maa Sarada Trust
(Registered vide No IV- 00103 dated 04/05/2016)

Address:- Jail Road, Dharmanagar, North Tripura; Phone:- +91 94369 42922

F7-MST-D/2022/ 77

Date:- 27/06/2022

ADVERTISEMENT

Applications are invited from Indian Nationals for filling up of following posts of various responsibilities of various sub organs of Maa Sarada Trust on total contractual basis:-

Sl No	Name of Posts and Vacancies	Pay Structure	Eligibility
01	Bachelor of Optometry (Three)	According to market standard but negotiable depending on skill and performance as decided by the Authority.	Qualification:- B.OPTM/B.Sc Optm or equivalent. Age: 21-35 years.
02	Diploma in Optometry (Four)	Do	Qualification: - Diploma from any recognized University. Age: 21-35 years. Note: 3 posts out of 4 will be for candidates from Kumarghat, Kadamtala and Panisagar area.
03	Front line Health Assistant Fellow (Seven)	Honorarium as per standard protocol.	Qualification: - Minimum 10 th passed or more with good communication skill and with mindset of social service & knowledge development. Age:-17 to 30 years. Note: 3 posts are reserved for candidates from Kumarghat, Kadamtala and Panisagar area. After training an interview will be taken and 3 successful candidates can be recruited as Patient relation executive (Pay 7k-13K).
04	IT assistant (Two)	According to market standard but negotiable depending on skill and performance as decided by the Authority.	Qualification: - IT skill development course/IT degree with basic knowledge of coding, social media, Video editing. Age:- Under 35 years. Note: People having marketing experience will be preferred.
05	Programme Manager (One)	Do	Qualification: - Graduate with experience/Skill in management & good marketing skills. Age: 21-35 years.
06	Patient Relation Executive /Counselor (Two)	Do	Qualification: - Minimum 10 th passed or more with good communication skill and with mindset of social service & knowledge development. Reasonable command over English language is expected. Age: 21-28 years.
07	Nursing-cum-OT Assistant (Three)	Do	Qualification: - ANM/GNM/BSC Nursing/ Bachelor of OT technology. Age: 21-35 years.

How to apply

1. Applications addressed to the Director, Human resource Dept, Maa Sarada Trust along with Bio-data/CV, self attested copies of Identity & address proof, certificates of educational qualification(s), recent passport size colored photographs & with fees of Rs.150/-in the nature of Indian DD payable at Dharmanagar, in favor of the Maa Sarada Trust (except for Front line Health Assistant Fellow) must be submitted on or before 15th July, 2022, by post or by hand in the office of the undersigned on all working days (except Wednesday) between 10:00 am & 5:30 pm.
2. Candidates already in service must apply through proper channel or attach "No Objection Certificate" from his/her employer along with the application.

General Instructions

1. Candidates will have to appear interview of 100 marks followed by practical/personality/hands on test of 100 marks.
2. The venue, date & time of interview etc shall be notified in due course over phone and e-mail.
3. Candidates will be selected strictly on the basis of Merit and have to submit Medical fitness certificate from empanelled laboratory and Doctors for getting the engagement.
4. Initial 3 months of engagement will be probationary & half salary will be paid. Those who will complete the period of probation successfully will be reimbursed of the full salary.

Sd/-

Director, Human resource Dept, Maa Sarada Trust
Shrestha Eye Hospital Complex, Jail Road, Dharmanagar, North Tripura Pin 799250