

**Sanctioned Designation: MEDIA SCANNING ASSISTANTS**

**Eligibility Criteria:** Graduate with at least One year Diploma in Computer Applications (Software) from a recognized Institute.

**Additional Requirement:**

- Excellent analytical, oral and written communication skills
- Proficient in computer applications (MS Word, Excel, Power Point), email and internet etc.

**Required Experience:**

Minimum three years of post qualification experience in the health or development sector

**Age:** 45 years or below.

**Consolidated Remuneration:** Rs. 35000/- (Rs. Thirty five thousand) per month.

**Job Description (Terms of Reference):**

1. Daily scanning of all national and regional print media, online newspapers, news through internet from other sites, rumour scan and sharing the same with concerned DSO / SSO and other stakeholders.
2. Regular periodic analysis and reporting of the media alerts.
3. Maintaining a database of media 'Health Alerts' detected, with information on State/District, newspaper, date of report and other related reports (e.g., other newspapers; follow-up on initial report etc). Health Alerts to be characterized as outbreak report, with record of disease or syndrome, or other health alert. Documentation of notice to CSU, SSO or DSO as appropriate; and official correspondence/communication and record keeping.
4. Monthly performance report to be prepared for appraisal
5. Performing other duties as required in the interest of the program