

Advst. No.NHM/PKL/2022/ 210

Dated: 23-05-2022

District Health and Family Welfare Society
O/o Civil Surgeon, A- Block, 5th Floor
Sector-6, Panchkula
Ph. No. 0172-2573907

Advertisement

Eligible candidates may appear for Walk-in-Interview in the office of Civil Surgeon, A-Block, 5th Floor, premises of Civil Hospital, Sector-6, Panchkula for the below mentioned posts under National Health Mission. Posts are purely on contractual basis till the District ROP is issued for the F.Y. 2022-23 or may be extended upto 31.03.2023 subject to further administrative approval. Application forms for the post will be accepted only between 10:00 A.M to 11:00 A.M as mentioned below.

Sr. No.	Name of the Post & Category	No of post & Place of Posting	Qualification Eligibility	Age Limit	Entry Level Pay as per Service Bye Laws-2018 (per month)	Date of Walk-in-Interview
1.	Account Assistant (SC-1)	01 post for PHC Surajpur, Urban Polyclinic Pinjore and CHC Nanakpur	ESSENTIAL: (i) B.Com with at least 55% marks. (ii) Hindi/Sanskrit upto matric. (iii) Knowledge of Tally ERP.9 Software (Certificate for the same is required) (iv) One year post qualification experience related to accounts.	Up to 42 Years	Rs.12500/-	30.05.2022
2.	Information Assistant Cum Account Assistant (NUHM) (BC B-1)	01 post for O/o, Civil Surgeon, Panchkula	ESSENTIAL: (i) B.Com from a recognized institute with at least 45% marks. (ii) Knowledge of Tally ERP.9 Software (Certificate for the same is required). (iii) Minimum 1 year post qualification work experience. (iv) Preference will be given to the candidate with experience in public health program/project/health project. (v) Hindi/Sanskrit up to Matric DESIRABLE: (i) Computer proficiency with	Up to 42 Years	Rs.12500/-	30.05.2022

			familiarity of Data management and commonly used packages like MS word, Power Point and Excel etc. (ii) Knowledge of Hindi up to Matric standard.			
3.	Refrigerator Mechanics (Child Health) (Gen-1)	01 post for O/o, Civil Surgeon, Panchkula	(i) Certificate course in Refrigeration & Air condition/ Motor Mechanic/Electrical passed from recognized ITI institution with having working minimum 3 years working experience in repairing cold chain equipment. (ii) Hindi /Sanskrit up to Matric.	Up to 42 Years	Rs.7580/-	30.05.2022

Important Instructions for candidates:-

- Candidates applying for a post must ensure that they fulfill all the eligibility conditions.
- Candidates are instructed to bring **any three original** and attach attested/ self attested copies of residence proof with application form out of below mentioned documents i.e.
(I)Passport
(II)Election Card ID card
(III)Ration Card with Address
(IV)Bank Passbook/Post Office Passbook
(V) Caste and Domicile Certificate with address and the photo issued by State Govt.
(VI)Parivar Pehchan Patra.
(VII)Electricity Bill (not older than last three months).
- No TA/DA will be paid for attending Written Test.
- Written test will be conducted for screening of the candidates and those candidates who are unable to get 40% in screening/proficiency test will **not be** shortlisted for further process of recruitment. Written test/Screening test/proficiency test is a test to check IQ, General knowledge and information of the candidate about concerned subject. Minimum 40% marks are mandatory to qualify the written examination & Computer Skill Test each. The candidate who will qualify the written test will only be eligible for Computer Skill Test.
- Candidates are required to bring Blue Ball Pen for attempting of the written test. Mobile Phone or any other Electronic Item(s) will not be allowed to carry during the screening Test.
- Reservation criteria will be as per Haryana Govt. policy. Candidates claiming reservation should submit the copy of caste certificate issued by the competent authority.
- Candidates are instructed to visit web site nhmharyana.gov.in regularly for any update/change/corrigendum (If any), as no separate communication will be sent for this.

8. Number of posts can be increased or decreased.
9. Civil Surgeon / Concerned Incharge can assign duty at any other place besides place of posting within the district in public interest.
10. Selection criteria will be follow as per NHM norms issued vide memo no.NHM/Admn/HRC-1/2021-22/7591-7620 dated 20.09.2021.
11. If it is found that any Candidate has furnished false information/document(s) at any stage of the selection process, her/his appointment/ recruitment will be cancelled/ terminated immediately.
12. This office reserves the right to cancel the whole recruitment process at any time at any stage without assigning any reason(s) to the candidates.
13. Service Bye-Laws 2018 governing the conditions of contractual employees will be applicable on above said posts.

Note: The candidates are also instructed to bring their own complete original documents, one set of attested/self attested documents of Qualification on the date of Walk-In-Interview for document verification like (Basic Qualification Certificate, Additional Qualification Certificate such as higher degree in the same discipline, Detail Mark sheet of each year/Semester, Relevant Post Qualification Experience Certificate (any State Govt./Semi Govt./UT/any Govt. Board/Corporation) residence proof (any three as per Sr. No.2), Caste Certificate, two latest color passport size photographs and other relevant documents as per qualification eligibility.

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20/5/21
Civil Surgeon
Panchkula