

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

Walk-in-Interview

Eligible candidates may appear in the O/o Civil Surgeon, A-Block, 5th Floor, Civil Hospital, Sector-6, Panchkula for the below mentioned posts under various scheme of National Health Mission. Posts are purely on contractual basis for fixed contract period initially up to 31.03.2023 strictly on performance basis and may or may not be extended which is 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 per schedule mentioned below.

Sr. No.	Name of the Post/ Category	No of post & Place of Posting	Qualification Eligibility	Age Limit	Salary (per month)	Date of Walk-in-Interview
1.	Account Assistant (NUHM) SC	01 post for UPHC Kalka	ESSENTIAL: (i) B.Com with at least 55% marks. Knowledge of Tally ERP.9 Software (Certificate for the same is required) (ii) One year post qualification experience related to accounts. (iii) Hindi/Sanskrit upto Matric.	18- 42 Years	Rs.12,500/-	27.09.2022
2.	Account Assistant (PHC) BC-B	01 post for PHC Surajpur, Urban Polyclinic Pinjore and CHC Nanakpur (BC-B Category)	ESSENTIAL: (i) B.Com with at least 55% marks. Knowledge of Tally ERP.9 Software (Certificate for the same is required) (ii) One year post qualification experience related to accounts. (iii) Hindi/Sanskrit upto Matric.	18- 42 Years	Rs.12,500/-	27.09.2022
3.	AMO, (AYUSH) Female (RBSK) BC (B)	01 post for Mobile Health Team Barwala	1. Educational Qualification for AMO (i) A degree in Ayurveda System of Medicines from any university/ Institution recognized by the Government. (ii) Registered with Board of Ayurveda and Unani System of medicine in Haryana	18- 42 Years	Rs.18,750/-	28.09.2022

Signature

			<p>(iii) Hindi/Sanskrit upto Matric. Educational Qualification for UMO</p> <p>(i) A degree in Unani/Tibbia from any university/Institution recognized by the Government. (ii) Registered with Board of Ayurveda and Unani System of medicine in Haryana</p> <p>(iii) Hindi/Sanskrit upto Matric. Essential Qualification for HMO</p> <p>(i) A degree in Homeopathy from the institute mentioned in second & third schedule of Homoeopathy Central Council Act 1973. (ii) Registered with State /Central Council of Homoeopathy System of Medicine Haryana Panchkula. (iii) Hindi/Sanskrit upto Matric.</p> <p>Essential Qualifications for Yoga</p> <p>(i) A degree in BNYS from any university/Institution established by law and recognized by Government. (ii) Registered with Board of Ayurveda and Unani System of medicine in Haryana. (iii) Hindi/Sanskrit upto Matric.</p> <p>Essential Qualifications for Siddha</p> <p>(i) B.S.M.S Siddha Medicine and Surgery from any university/Institution established by</p>			
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			law and recognized by Government. (ii) Registered by Central council of Indian Medicine (CCIM) (iii) Minimum 2 years of post -qualification work experience. (iv) Hindi/Sanskrit upto Matric.			
4.	District Programme Coordinator (NPCDCS) General	01 post for O/o Civil Surgeon, Panchkula	ESSENTIAL: (i) MBBS/ BDS from institution recognized by MCI/DCI respectively. (ii) Diploma/Masters in Public Health/CHA. Experience: (i) At least one year experience of working in Health Services/Public Health Programme. (ii) Working knowledge of operating computers and internet usage.	18- 42 Years	Rs.18460/-	28.09.2022
5.	DEIC Manager (RBSK) General	01 post for Civil Hospital, Sector-06 Panchkula	(i) MPH/ MBA (Health)/ MDRA/ MHA (ii) Hindi/Sanskrit up to Matric. (iii) Minimum 2 years of working experience (iv) Preference will be given to the candidate with experience in public health programme/project/health project	18- 42 Years	Rs.16,090/-	30.09.2022
6.	District Biomedical Engineer General	01 post for O/o, Civil Surgeon Sector-06 Panchkula	Essential: (i) B.E/B.Tech in Bio-Medical Engineering from recognized University/institution(ii) Minimum 2 years Experience in Bio Medical field/Hospital, for installation, Commissioning and maintenance of Bio Medical Equipment. (iii) Hindi/Sanskrit up to Matric.	18- 42 Years	Rs.13830/-	04.10.2022

7.	Field officers cum counsellors (Haemoglobinopathies) General	01 post for O/o Civil Surgeon, Panchkula	(i) MSW or MA (Psychology, Sociology) from a recognized institutions with two years experience in health sector and 6 months certificate course in Computers. (ii) Hindi /Sanskrit up to Matric.	18- 42 Years	Rs.9840/-	07.10.2022
8.	Counsellor (NRC) General	01 post for Civil Hospital, Sector-06 Panchkula	(i) Masters degree in Food and Nutrition/Public Health Nutrition with one year experience OR Post Graduate Diploma in Dietetics / Public Health Nutrition with two years experience. (ii) Excellent Interpersonal Communication Skills. (iii) Appreciation of, and sensitivity to local cultural issues related to IYCF activities and Nutrition. (iv) Fluency in Hindi, English & other local languages. (v) Basic knowledge of Excel, Word & PowerPoint. (vi) Hindi /Sanskrit up to Matric.	18- 42 Years	Rs.9840/-	07.10.2022
9	Optometrist (RBSK) General	01 post for Civil Hospital, Sector-06 Panchkula	(i) Degree or Diploma in optometry course from a recognized institution. (ii) Two years post qualification experience in related field. (iii) Hindi /Sanskrit up to Matric.	18- 42 Years	Rs.9840/-	10.10.2022
10	Administrative Assistant (HSHRC) General	01 post for O/o Civil Surgeon, Panchkula	(i) Recognized Graduate Degree with fluency in MS Office package with one year experience of managing office and providing support to Health Programme /	18- 42 Years	Rs.12,500/-	12.10.2022

			NHM. Knowledge of Accountancy would be an added advantage. (ii) Candidates having drafting skills would be preferred. (iii) Hindi /Sanskrit up to Matric			
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Important Instructions for candidates:-

1. Candidates applying for a post must ensure that they fulfill all the eligibility conditions.
2. Candidates are instructed to bring **and produce any of the three original documents mentioned below as proof of address.** Self attested/ attested copies of the same shall also be attached with application form.
 - (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)
3. 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.
4. Candidates are required to bring blue Ball Pen, water bottle and wear the mask for attempting the written test. Mobile Phone or any other Electronic Item(s) will not be allowed to carry during the Written Test/Screening Test. Candidates are also instructed to follow the COVID-19 protocol issued by Govt. of India time to time.

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5. No TA/DA will be paid to shortlisted candidates for attending the Written Test/Screening Test. Candidates are also instructed to make their own stay arrangement (if required).
6. Reservation criteria will be as per Haryana Govt. policy. Candidates claiming reservation should submit the copy of caste certificate issued by the competent authority.
7. Relaxation in age would be admissible as per Haryana Govt. Policy.
8. 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.
9. Number of posts can be increased or decreased.
10. Civil Surgeon / Concerned Incharge can assign duty at any other place besides place of posting within the district in public interest.
11. NHM Selection criteria issued vide memo no.NHM/Admn/HRC-1/2021-22/7591-7620 dated 20.09.2021 will be followed for recruitment.
12. 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.
13. 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.
14. 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), Registration (if any), Caste Certificate, two latest color passport size photographs and other relevant documents as per qualification eligibility.


Civil Surgeon
Panchkula
16.9.22