

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, the office of Civil Surgeon, A-Block, 5th Floor, premises of Civil Hospital, Sector-6, Panchkula for the below mentioned post under National Health Mission. Post is purely on contractual basis till the District ROP is issued for the F.Y. 2022-23 or may be renewed upto 31.03.2023 whichever is earlier strictly on performance basis and 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	Entry Level Pay as per Service Bye Laws-2018 (per month)	Date of Written Test, Computer Skill Test and Documents Verification
1.	Account Assistant (BC-B Category)	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.	18-42 Years	Rs.12500/-	16.08.2022

Important Instructions for candidates:-

- Candidates applying for a post must ensure that they fulfill all the eligibility conditions.
- 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.
 - Passport
 - Election Card ID card
 - Ration Card with Address
 - Bank Passbook/Post Office Passbook
 - Caste and Domicile Certificate with address and the photo issued by State Govt.
 - Parivar Pehchan Patra.
 - Electricity Bill (not older than last three months).
- No TA/DA will be paid for attending Walk-in Interview.
- 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.
5. 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.
 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 post.

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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1/8/22
Civil Surgeon
Panchkula