

Advst No.NHM/PKL/2024/4007

Dated: 23/01/2024

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

ADVERTISEMENT

Applications are invited from eligible candidates to fill the following posts in District Panchkula under National Health Mission. Posts are purely on contract basis for fixed contract period strictly on performance basis; initially upto 31.03.2024 (extendable, subject to further Administrative approval and performance). **Application format may be downloaded from website nhmharyana.gov.in. Application form completed in all respect along with photocopy of all essential qualification certificates and relevant documents (attested/self attested) must be submitted through Registered post/By hand to "District Health and Family Welfare Society, O/o, Civil Surgeon, A- Block, 5th Floor, Sector-06, Panchkula" before the closing date i.e. 30th January 2024 by 04:00 P.m. After that, no application forms/documents will be accepted and no separate correspondence in this regard will be entertained by this office. This office will not be responsible for any postal delay. Candidates are also advised to visit web site www.nhmharyana.gov.in and haryanahealth.gov.in regularly for any corrigendum/notice/updates etc. Incomplete application forms shall be rejected. Candidates are also advised to read the instructions carefully before applying for the post.**

Sr. No.	Name of the Post & Place of Posting	No of Posts & Category	Essential Qualification/ Eligibility Criteria	Age Limit	Entry Level Pay (per month)
1.	Account Assistant CHC Nanakpur, UPC Pinjore, PHC Surajpur	Gen-1	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/-
2.	Counsellor – NRC District Civil Hospital, Sector-06, Panchkula	Gen-1	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	18- 42 Years	Rs. 9840/-



			issues related to IYCF activities and Nutrition. IV. Fluency in Hindi, English & other local languages. V. Basic knowledge of Excel Word & Power Point. VI. Hindi /Sanskrit up to Matric.		
3.	Refrigerator Mechanics O/o, Civil Surgeon, Sector-06, Panchkula	Gen-1	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 upto matric.	18- 42 Years	Rs.7580/-

Important Instructions for candidates:-

1. The candidates should be between the age of 18 to 42 years. Age relaxation will be given to the categories as per Haryana Govt. policy and NHM Haryana rules.
2. NHM Selection criteria (**Annexure-A**) issued vide memo no.NHM/Admin/HRC-1/2022-23/10885-905 dated 20.03.2023 shall be followed for recruitment. **It is clarified that no written test/Interview shall be conducted for the recruitment of above said posts under NHM at district level.**
3. **Private practice after duty time and on holidays to staff recruited under NHM is strictly prohibited.**
4. **A candidate must be in good mental and physical health and free from any physical defect, which is likely to interfere with the efficient performance of the duties required for the post. The appointment shall be subjected to their being declared medically fit as per medical fitness standards followed by the Health Department**
5. The candidates are required to attach the attested/self attested legible copies of following certificates and relevant documents along with the Application form:-
 - I. Valid Document as a proof for Date of Birth (10thcertificate/Birth certificate).
 - II. Essential qualification Certificates.
 - III. Mark sheet of each year/Semester.
 - IV. Additional Relevant Post Experience Certificate (if any) issued from (any State Govt./Semi Govt./UT/any Govt. Board/Corporation/NHM) specifying the working on full time basis with complete details like Letter no. and date of issue, Designation, Date of Joining and Date of Resignation, Work details and last Salary drawn etc. **The period of experience rendered by a candidate on part time basis shall not be counted while calculating the valid experience.**
 - V. Two latest passport size colored photographs.
 - VI. Self attested/attested copies of any of the three documents mentioned below as residential proof.

- a. Passport
- b. Voter ID Card
- c. Ration Card with Address
- d. Caste and Domicile Certificate with address and the photo issued by State Govt.
- e. Parivar Pehchan Patra
- f. Electricity Bill (not older than last three months)

6. **The candidates should:**

(I) Mark page numbers on the top at right hand side corner of each page and mention the total number of pages in the Application Form.

(II) Sign all the pages of the Application Form, certificates and documents.

7. Candidates applying for a post must ensure that they fulfill all the eligibility conditions as on the previous day of closing date. Ineligible candidates not need to apply.
8. List of provisionally shortlisted eligible candidates will be uploaded only on web site i.e. nhmharyana.gov.in after scrutiny of applications. **Candidates are advised to visit the web site regularly for any updates i.e. date of original document verification etc; as no separate call letter/communication in hard copy will be sent to the provisionally eligible candidates on their correspondence addresses.** The application shall be subjected to subsequent scrutiny and can be rejected at any point of time if found incomplete/wrong/not fulfilling the eligibility criteria etc. No correspondence in this regard shall be entertained.
9. NHM Service byelaws governing the condition of contractual employees shall be applicable on above said posts.
10. Selected candidate shall not have any claim for regularization of his/her services based on the duties performed under this contract, as he/she has been engaged for project financed by Govt. of India having specific tenure.
11. (I) It is clarified that a person/candidate who has been terminated or discontinued from the services of NHM as per the provisions mentioned in NHM Service Bye Laws at clause no.21 (b) & (c), he/she will be treated as disqualified candidate for any fresh recruitment under NHM as per the provisions mentioned in NHM Service Bye Laws at Clause no.9 (2) "Disqualification": No person, who has been dismissed from the Mission under any State or at National level or from the service of the Government of India or any State Government or a local authority, a corporation or institute, shall be eligible for appointment to any post.
(II) No court case/Police enquiry/FIR etc. should be pending against the applicant and he/she should not be convicted by any court.
"Selected Candidates shall submit the declaration regarding the same on legal stamp paper duly notarized".
12. Any instructions issued by Health Department, Haryana/National Health Mission Haryana from time to time will be followed.
13. No TA/DA shall be paid for recruitment process.
14. Number of posts can be increased or decreased.
15. Documents verification of shortlisted candidates will be done by this office. If any candidate is found with false documents at the time of appointment or later stage, his/her appointment/recruitment will be cancelled/terminated immediately without serving any notice and suitable action shall be taken against him/her as per rules/laws.
16. The candidature shall be provisional and will be subject to verification of eligibility conditions with reference to original documents. Screening and selection will be based

on the details provided by the candidate. Hence, it is necessary that applicants should furnish accurate, full and correct information in the application form.

17. **This office reserves the right to cancel the whole recruitment process at any time at any stage without assigning the reason to candidate.**

mkumar
23/1/24
Chairman, Executive Committee
District Health and Family Welfare Society,
Panchkula

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