

## Health Department, Gurgaon

District Health and Family Welfare Society invites applications for following posts on contract basis and the duration of contract will be upto 31<sup>st</sup> March ,2016.

Post Code	Name of Post	No. of Post	Name of Scheme	Consolidate Honorarium per month (Rs.)	Educational Qualification
<b>DEIC/RBSK/IBSY</b>					
1	Paediatrician	1	DEIC	80000/-	<b>Essential :</b> MBBS with M.D. in Pediatrics from institutions Recognized and approved by Medical Council of India. Must have valid registration from the State Council of Medical Registration. AGE LIMIT : up to 65 years <b>DESIRABLE:</b> Computer proficiency with familiarity of Data management and commonly used packages like MS word, PowerPoint and Excel etc. Knowledge of Hindi up to Matric Standard.
2	Medical Officer MBBS	1	DEIC	30000/-	<b>Essential:</b> MBBS Must have valid registration from the State Council of Medical Registration. AGE LIMIT : up to 40 years <b>DESIRABLE:</b> Computer proficiency with familiarity of Data management and commonly used packages like MS word, PowerPoint and Excel etc. Knowledge of Hindi up to Matric Standard

3	<b>Staff Nurse (DEIC)</b>	1	DEIC	10340/-	<p><b>Essential:</b> B.sc. Nursing /GNM from a Govt. recognized institute, registered with Haryana Nurses registration council.</p> <p><b>POST QUALIFICATION WORK EXP:</b> Minimum 1 year post qualification.</p> <p><b>AGE LIMIT</b> : up to 40 years</p> <p><b>DESIRABLE:</b> Computer proficiency with familiarity of Data management and commonly used packages like MS word, Power Point and Excel etc. Knowledge of Hindi up to Matric standard.</p>
4	<b>Lab Technician</b>	1	DEIC	9240/-	<p><b>ESSENTIAL:</b> B.Sc in Lab. Tech/ Diploma in Medical Lab. Tech course from a recognized institution</p> <p><b>AGE LIMIT</b> up to 40 years</p> <p><b>POST QUALIFICATION WORK EXP:-</b>Minimum 1 year post qualification</p> <p><b>AGE LIMIT</b> : up to 40 years</p> <p><b>DESIRABLE:</b> Computer proficiency with familiarity of Data management and commonly used packages like MS word, PowerPoint and Excel etc. Knowledge of Hindi up to Matric Standard.</p>
5	<b>Ayurvedic Medial Officer (Male)</b>	1	RBSK	20000/-	<p><b>Essential:</b></p> <p><b>Educational Qualification for AMO</b> A degree in Ayurveda System of medicines from any university/Institution recognized by the Government. Registered with Board of Ayurveda and Unani System of medicine in Haryana</p> <p><b>Educational Qualification for UMO</b> A degree in Unani/ Tyibba from any university/ Institution recognized by the Government. Registered with Board of Ayurveda and unani System of medicine in Haryana</p> <p><b>Essential Qualification for HMO</b> A degree in Homeopathy from the institute mentioned in second &amp; third schedule of Homeopathy Central Council Act 1973. Registered with State Council of Homeopathy System of Medicine , Haryana/ Central</p>

				<p>Council of Homeopathy System of Medicine.</p> <p><b>Essential Qualificatins for Yoga</b>  A degree in BNYS from any university/Institution established by law and recognized by Government.  Registered with Board of Ayurveda and Unani System of medicine in Haryana.</p> <p><b>Essential Qualification for Siddha</b>  B.S.M.S Siddha Medicine and Surgery from any university/Institution established by law and recognized by Government.  Registered by Central council of Indian Medicine (CCIM)  <b>Age:</b> Maximum Upto 40 years  <b>Desirable :</b>  <b>Computer proficiency</b> with familiarity of Data management and commonly used packages like MS word, Power Point and Excel  Knowledge of Hindi  <b>Post Qualification experience-</b>  Minimum 2 years of work experience  <b>(Area of Work</b>  Mainly touring job.  <ul style="list-style-type: none"> <li>• Tours to govt. and govt. aided schools and Anganwadis for comprehensive &amp; systematic health assessment of the children.</li> <li>• Follow up of the children identified with the ailments.</li> <li>• Educate children about health topics during visits to schools and AWCs.</li> <li>• Developing healthcare plan</li> <li>• Reporting and updating the data of the children screened in the schools and Anganwadis.</li> <li>• Develop a follow-up plan and assists with identifying resources for treatment.)</li> </ul> </p>	
6	Ayurvedic Medial Officer (Female)	1	RBSK	20000/-	<p><b>Essential:</b>  <b>Educational Qualification forAMO</b>  A degree in Ayurveda System of medicines from any university/Institution recognized by the Government.</p>

Registered with Board of Ayurveda and Unani System of medicine in Haryana  
**Educational Qualification for UMO**

A degree in Unani/ Tyibba from any university/ Institution recognized by the Government.

Registered with Board of Ayurveda and unani System of medicine in Haryana  
**Essential Qualification for HMO**

A degree in Homeopathy from the institute mentioned in second & third schedule of Homeopathy Central Council Act 1973.

Registered with State Council of Homeopathy System of Medicine , Haryana/ Central Council of Homeopathy System of Medicine.

**Essential Qualificatins for Yoga**

A degree in BNYS from any university/Institution established by law and recognized by Government.

Registered with Board of Ayurveda and Unani System of medicine in Haryana.

**Essential Qualification for Siddha**

B.S.M.S Siddha Medicine and Surgery from any university/Institution established by law and recognized by Government.

Registered by Central council of Indian Medicine (CCIM)

**Age:** Maximum Upto 40 years

**Desirable :**

**Computer proficiency** with familiarity of Data management and commonly used packages like MS word, Power Point and Excel

Knowledge of Hindi

**Post Qualification experience-**

Minimum 2 years of work experience

**(Area of Work**

Mainly touring job.

- Tours to govt. and govt. aided schools and Anganwadis for comprehensive & systematic health assessment of the children.
- Follow up of the children identified with the ailments.

					<ul style="list-style-type: none"> <li>• Educate children about health topics during visits to schools and AWCs.</li> <li>• Developing healthcare plan</li> <li>• Reporting and updating the data of the children screened in the schools and Anganwadis.</li> <li>• Develop a follow-up plan and assists with identifying resources for treatment.)</li> </ul>
7	<b>Pharmacist</b>	1	RBSK	11900/-	<p><b>Essential:</b> Minimum qualification is 12<sup>th</sup>, D Pharm., Pharmacist Act 1948 notification from recognized institution by government.</p> <ul style="list-style-type: none"> <li>• Valid Registration with the Pharmacy council of Haryana.</li> <li>• <b>Computer Proficiency</b> with familiarity of Data Management and commonly used packages like MS Word, Powerpoint and Excel.</li> <li>• Age: Upto 40 years</li> <li>• <b>DESIRABLE:</b> Knowledge of Hindi</li> </ul> <p><b>Post Qualification Experience:</b> Minimum 2 years of work experience.</p>
8	<b>IBSY Coordinator</b>	1	IBSY	10000/-	<p><b>Essential:-</b> Masters in Psychology/Education/Social Work/Child Development/MBA/ Master in Public health (MPH)/ Masters in disability rehabilitation administration (MDRA) (withl-2 year experience in health related social activities)  Minimum one year diploma in Computer: Application through any Govt.  Approved Universities or Computer Centers only (No certificate of any local private computer centre would be considered at any cost) i.e. PGDCA, O/A /Level, One year Hartron diploma etc.</p> <p><b>Age: Upto 40 years</b></p>

## NRHM

9	<b>Data Assistant</b>	1	Community Process	10000/-	<p><b>Essential:</b>  <b>Educational Qualifications:-</b> 1. Graduate degree in computer Application/ Computer Science (with 50% Marks.  Or  3 year Diploma in Computer Engg./Electronics &amp; Communication (with 50% Marks)  2. Post Qualification experience of at least one years in data compilation/ analysis, data management and maintenance in public sector/ private limited organization.  AGE limit:- Below 42 years  <b>Desirable:-</b> 1. Computer proficiency with high level familiarity with data management and commonly used packages like MS Word, Excel, Power Point and spreadsheets for programmatic analysis and projections.  2. Excellent communication, analytical and interpersonal abilities with excellent oral and written communication skills in English and Hindi.  3. Typing speed at least 30 WPM in English and 20 WPM in Hindi.</p>
10	<b>ANM</b>	6	NRHM	8910/-	<p><b>ESSENTIAL:</b> ANM from a Govt. recognized institute, registered with Haryana Nurses Registration Council.  <b>POST QUALIFICATION WORK EXP:</b> Minimum 1 year post qualification.  <b>AGE LIMIT:</b> up to 55 years.</p>

11	Staff Nurse NRHM	4	NRHM	10340/-	<p><b>ESSENTIAL:</b> B.sc. Nursing /GNM from a Govt. recognized institute, registered with Haryana Nurses registration council.</p> <p><b>POST QUALIFICATION WORK EXP:</b> Minimum 1 year post qualification.</p> <p><b>DESIRABLE:</b> Computer proficiency with familiarity of Data management and commonly used packages like MS word, Power Point and Excel etc. Knowledge of Hindi up to Matric standard.</p> <p><b>AGE LIMIT:</b> up to 55 years</p>
12	Data Manager	1	IDSP	13500/-	<p><b>Essential:</b> Post Graduate Qualification in Computer Science or BE in IT/Electronics, with minimum 3 years experience preference will be given to those who have worked in health or social sector</p> <p><b>AGE LIMIT:</b> up to 40 years</p>
13	Pharmacist JSSK, "The sanction is granted under JSSK Scheme till the vacancies are not filled on regular basis"	2	JSSK	10340/-	<p><b>Essential:</b> 12th, D Pharm., Pharmacist Act 1948 notification from recognized institution by government.</p> <p>Valid Registration with the Pharmacy council of Haryana.</p> <p>Computer Proficiency with familiarity of Data Management and commonly used packages like MS Word, Powerpoint and Excel.</p> <p><b>DESIRABLE:</b> Knowledge of Hindi</p> <p>Post Qualification Experience: Minimum 2 years of work experience.</p> <p><b>AGE LIMIT:</b> up to 40 years</p>
14	LT JSSK, "The sanction is granted under JSSK Scheme till the vacancies are not filled on regular basis"	1	JSSK	9240/-	<p><b>Essential:</b> Diploma in Medical Laboratory Technology ( DMLT) from Institution Recognized by Govt. Of Haryana. Pref. will be given to the person having min. 1yr. Of experience</p> <p><b>AGE LIMIT:</b> up to 40 years</p>

15	<b>Attendant –cum- Sweeper</b>	1	Child Health	DC Rate	<b>Essential:</b> 8th Pass AGE LIMIT: up to 40 years
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### NUHM

16	<b>Medical Officer MBBS</b>	5	NUHM	50000/-	<b>Essential:</b> M.B.B.S. from a recognized institute, registered with Haryana Medical Council. AGE LIMIT: up to 62 years. DESIRABLE: Knowledge of Hindi up to Matric Standard.
17	<b>Urban Health Consultant</b>	1	NUHM	19800/-	<b>ESSENTIAL:</b> MPH/MBA (Health & Hospital Admin.). AGE LIMIT: up to 55 years. DESIRABLE: Computer proficiency with familiarity of Data management and commonly used packages like MS word, Power Point and Excel etc. Knowledge of Hindi up to Matric standard.
18	<b>Pharmacist</b>	4	NUHM	10340/-	<b>Essential:</b> Degree/Diploma in pharmacy from recognised institute, it should be registration with Haryana pharmacy Council. Preference will be given to the person having one year post qualification experience AGE LIMIT: up to 55 years



19	<b>Account Assistant cum Information Assistant</b>	5	NUHM	9900/-	<p><b>ESSENTIAL:</b> 1. B.Com from a recognized institute with at least 45% marks. 2. Knowledge of Tally ERP.9 Software (Certificate for the same is required). <b>AGE LIMIT:</b> up to 55 years. <b>POST QUALIFICATION WORK EXP:</b> Minimum 1 year post qualification. Preference will be given to the candidate with experience in public health program/project/health project. <b>DESIRABLE:</b> Computer proficiency with familiarity of Data management and commonly used packages like MS word, Power Point and Excel etc. Knowledge of Hindi up to Matric standard.</p> <p><b>AGE LIMIT:</b> up to 55 years</p>
20	<b>Lab Technician</b>	1	NUHM	9240/-	<p><b>Essential:</b> Diploma in Medical Lab. technology from recognized institution. Hindi up to Matric. <b>AGE LIMIT:</b> up to 55 years. <b>EXPERIENCE:</b> 2 year of experience as Lab. Technician in reputed organization. <b>DESIRABLE:</b> Computer proficiency with familiarity of Data management and commonly used packages like MS word, Power Point and Excel etc. Knowledge of Hindi up to Matric standard.</p>
21	<b>Staff Nurse</b>	9	NUHM	10340/-	<p><b>ESSENTIAL:</b> B.sc. Nursing /GNM from a Govt. recognized institute, registered with Haryana Nurses registration council. <b>POST QUALIFICATION WORK EXP:</b> Minimum 1 year post qualification. <b>DESIRABLE:</b> Computer proficiency with familiarity of Data management and commonly used packages like MS word, Power Point and Excel etc. Knowledge of Hindi up to Matric standard <b>AGE LIMIT:</b> up to 55 years</p>

22	ANM	12	NUHM	8910/-	<p><b>ESSENTIAL:</b> ANM from a Govt. recognized institute, registered with Haryana Nurses Registration Council.</p> <p><b>POST QUALIFICATION WORK EXP:</b> Minimum 1 year post qualification.</p> <p><b>AGE LIMIT:</b> up to 55 years</p>
23	Class- IV	19	NUHM	DC Rate	<p><b>ESSENTIAL:</b> Middle Pass and Can Read or write Hindi language.</p> <p><b>AGE LIMIT:</b> up to 55 years.</p> <p><b>SALARY:</b> As per Local D.C. Rates.</p>
<b>Referral Transport System</b>					
24	Emergency Medical Technician	3	RTS	12000/-	<p><b>Essential:</b> Registered B Pharma/D. Pharma /GNM/ BSc Nursing preferably male candidates</p> <p>. Preference will given to those Who have done BLS certification course of AHA</p> <p>. age - Not more than 45 years.</p>
25	Fleet manager	1	RTS	18000/-	<p><b>Essential:</b> MBA degree with Computer Knowledge (should be able to work on MS Word, MS-Excel and, MS PowerPoint)</p> <p>• One year Post Qualification Experience.</p> <p>Age - Not more than 45 years</p>
26	Driver	5	RTS	7000/-	<p><b>Essential:</b> Matric from any recognized board in the country.</p> <p>Valid LTV/HTV driving license.</p> <p>Age upto 55 years.</p>

## AYUSH

27	<b>Multi Purpose Worker (Ayush)</b>	1	Ayush	5500/-	<b>Essential:</b> 8th or its equivalent.
28	<b>Panchkarma Therapist (M)</b>	1	Ayush	8800/-	<b>Essential:</b> One year or Six months Diploma in Panchkarma. 10 or its equivalent. Knowledge of Hindi or Sanskrit or English up to Matric Standard. Preference will be given to the experienced Age : 20-45 Years
29	<b>Panchkarma Therapist (F)</b>	1	Ayush	8800/-	<b>Essential:</b> One year or Six months Diploma in Panchkarma. 10 or its equivalent. Knowledge of Hindi or Sanskrit or English up to Metric Standard. Preference will be given to the experienced Age : 20-45 Years
30	<b>Kitchen Attendant</b>	1	Ayush	6600/-	<b>Essential:</b> Minimum qualification is 10th or its equivalent. Experience will be proffered Age : 20-40 Years

## DGHS

31	<b>Staff Nurse</b>	1	Poly Clinic	10340/-	<b>ESSENTIAL:</b> B.sc. Nursing /GNM from a Govt. recognized institute, registered with Haryana Nurses registration council. <b>POST QUALIFICATION WORK EXP:</b> Minimum 1 year post qualification. <b>DESIRABLE:</b> Computer proficiency with familiarity of Data management and commonly used packages like MS word, Power Point and Excel etc. Knowledge of Hindi up to Metric standard. Age : upto 55 years
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32	<b>Pharmacist</b>	1	MMIY	10340/-	<p><b>Essential:</b> Minimum qualification is 12<sup>th</sup>, D Pharm., Pharmacist Act 1948 notification from recognized institution by government.</p> <ul style="list-style-type: none"> <li>• Valid Registration with the Pharmacy council of Haryana.</li> <li>• <b>Computer Proficiency</b> with familiarity of Data Management and commonly used packages like MS Word, Powerpoint and Excel.</li> <li>• Age: Upto 40 years</li> <li>• <b>DESIRABLE:</b> Knowledge of Hindi</li> </ul> <p><b>Post Qualification Experience:</b> Minimum 2 years of work experience.</p>
33	<b>Urdu Reader</b>	1	B&D	DC Rate	<p><b>Essential:</b> Diploma in Urdu, Candidate having experience will be given preference.</p>

### Shree Mata Sheetla Devi Shrine Board, Gurgaon

34	<b>Gynaecologist</b>	2	Shree Mata Sheetla Devi Shrine Board, Gurgaon	Rs. 80000/- for MD, Rs. 60000/- for DGO Obst. Gyne.	<p><b>Essential:</b> MD/DGO Obst. Gynae (Salary paid by Shree Mata Sheetla Devi Shrine Board, Gurgaon) Age: Upto 60 years</p>
35	<b>Anaesthetist</b>	1	Shree Mata Sheetla Devi Shrine Board, Gurgaon	Rs. 80000/- for MD, Rs. 60000/- for DA	<p><b>Essential:</b> MD/DA (Salary paid by Shree Mata Sheetla Devi Shrine Board, Gurgaon) Age: Upto 60 years</p>

### **Important Instructions:**

- No TA/DA will be paid for coming for interview.
- Essential qualification required for the post should be complete by the date of interview.
- Application complete in all manner should be deposited in the DPMU O/o Civil Surgeon Gurgaon. Application by speed post /Courier/Registered Post etc. will be rejected.
- Candidates can collect application from CS Office after depositing a fee of Rs. 200/- in cash from 10-04-2015 to 17-04-2015 on working days in working hours.
- Full Particulars along with Contact number, email id, Postal address with PIN CODE, two passport size photo and attested copies of Educational Qualification, Experience and Residence proof of District Gurgaon (Ration Card/ Voter Card/ Domicile/Adhar card) should be attached with the application.
- One Application will be considered for one post only.
- District authorities (Civil Surgeon office) has right to reject any application if found improper or having misleading information.
- Original documents in support of academic qualifications and work experience should be produced at the time of interview.
- Preference will be given to the candidate residing in local area and proof of residence will be required.
- Number of Post/ Salary can be increased or decreased as per the NHM guidelines.
- While making recruitment of Contractual staff under NHM, all the instructions issued by Chief Secretary to Govt. of Haryana, for reserved categories, from time to time, will be followed.
- Any additional work/placement under NHM can be assigned by appointing authority.
- In case of unsatisfactory performance and conduct the services shall be terminated.
- Test will be conducted for every post except Doctor & Class –IV/ Sweeper.
- All disputes are subject to Gurgaon jurisdiction.
- Dispute if shall be decided by the sole arbitrator of the DH&FWS Gurgaon & Gurgaon Courts and their decision shall be final.
- If any information declaration/furnished by you in connection with this appointment on contract basis is at any stage found to be false or incorrect, your appointment on contract is liable to be terminated immediately.
- Last Date of Submission of Application form is **17-04-15 at 04:00 pm** only at DPMU O/o Civil Surgeon Gurgaon.

- Date Time & Place of Interview :-

Post Code No	Date of Interview	Place of Interview
1 to 8	22-04-15 (written Test will Start at 9:30 am sharp & no candidate would be allowed after that)	<b>MPHW(F) Training School Sec-31, Gurgaon, Near. Ajanta Public School &amp; Community Center , Sec-31 Gurgaon.</b>
9 to 15	23-04-15 (written Test will Start at 9:30 am sharp & no candidate would be allowed after that)	
16 to 22	24-04-15 (written Test will Start at 9:30 am sharp & no candidate would be allowed after that)	
23	27-04-15	
24 to 26	28-04-15 (written Test will Start at 9:30 am sharp & no candidate would be allowed after that)	
27 to 30	29-04-15 (written Test will Start at 9:30 am sharp & no candidate would be allowed after that)	
31 to 35	30-04-15	

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**District Health & Family Welfare Society  
 Gurgaon**