

जिला स्वास्थ्य एवं परिवार कल्याण समिति, गुड़गांव

जिला स्वास्थ्य एवं परिवार कल्याण समिति, गुड़गांव के अन्तर्गत निम्न रिक्त पदों को अनुबन्ध आधार पर भरे जाने हैं ।

Sr. No.	Name of Post	Name of Scheme	Salary per Month	No. of Post	Date of Interview
1	Medical Officer SNCU	NHM	50000/-	1	14-12-2016
2	Medical Officer NUHM	NUHM	50000/-	5	14-12-2016
3	Psychologist	DEIC	25000/-	1	14-12-2016
4	Non-Medical Supervisor	NLEP	16000/-	1	14-12-2016
5	Account Assistant DPMU RCH	NHM	9900/-	1	15-12-2016
6	Account Assistant cum Data Entry Operator SIHFW(Training), DHQ	NHM	9900/-	1	15-12-2016
7	Account Assistant at CHC Farukhanagar	NHM	9900/-	1	15-12-2016
8	Account Assistant Cum Information Assistant at UPHCs (Chauma, Nathupur, Manesar, Tigra)	NHM	9900/-	4	15-12-2016
9	Driver	NHM	9000/-	1	16-12-2016

विस्तृत जानकारी एवं TOR स्वास्थ्य विभाग गुड़गांव की वेबसाईट WWW.healthdepartmentgurgaon.org पर देखें । प्रार्थी आवेदन फार्म सिविल सर्जन कार्यालय में नकद 200रु (Non-Refundable Fees) जमा कराकर, रसीद के साथ दिनांक 25.11.16 से 05.12.16 सायं 04:00 बजे तक कार्यालय सिविल सर्जन, गुड़गांव में जमा कराएं।

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जिला स्वास्थ्य एवं परिवार कल्याण समिति
गुड़गांव

District Health & Family Welfare Society, Gurgaon

Advt. No./Civil Surgeon/GGN/NHM/2016/1

Date:- 25-11-16

District Health and Family Welfare Society invites applications for following posts on contract basis and the duration of contract will be upto 31st March, 2017.

Name of Post	Qualification Eligibility	No. of Post	Age Limit	Consolidated Salary	Date of Walk in Interview
Medical Officer SNCU	ESSENTIAL: M.B.B.S. from a recognized institute, registered with Haryana Medical Council. DESIRABLE: Knowledge of Hindi up to Metric Standard. CONSOLIDATED SALARY: Rs 50,000/- P.M	1	Up to 50 yrs.	50000/-	14-12-2016
Medical Officer NUHM	M.B.B.S. from a recognized institute, registered with Haryana Medical Council. DESIRABLE: Knowledge of Hindi up to Matric Standard. CONSOLIDATED SALARY: Rs 50,000/- P.M.	5	Up to 62 yrs.	50000/-	14-12-2016
Psychologist	Essential Qualifications/Requirement :- <ul style="list-style-type: none"> M.Phil Clinical Psychology/M.Phil Rehabilitation Psychology and registered with Rehabilitation Council of India (RCI) Minimum 1 year post qualification experience Other Competencies:- <ul style="list-style-type: none"> She/He is expected to be a team player. She/He is also expected to be self-driven, innovative, resourceful and quick learner. Excellent communication skills (including written and presentation skills) in English. Good interpersonal skills should be able to work effectively in a clinical set up. Desirable Qualification:- <ul style="list-style-type: none"> Computer proficiency with familiarity of Data management and commonly used packages like MS word, Power-point and Excel etc. Knowledge of Hindi upto Matric Standard. 	1	up to 40 years	25000/-	14-12-2016
Non-Medical Supervisor	<ul style="list-style-type: none"> Training as Non-Medical Supervisor and with 5 years experience of working in Govt. or NGO organizations in thaw field of leprosy. Retired Para Medical Workers from Govt. service are also eligible for the post. BSC with 5 year experience in the field of Health. Working knowledge of computers. AGE LIMIT: up to 65 years.	1	up to 65 years	16000/-	14-12-2016
Account Assistant DPMU RCH	Degree with B.com (With at least 50% marks), knowledge of Hindi upto Matric standard. Preference shall be given to the candidate having experience in Telly, planning and civil Works management or Management of Accounts in the state level Organization/department.	1	upto 40 years	9900/-	15-12-2016
Account Assistant cum Data	ESSENTIAL: ESSENTIAL: Degree with B.com (With at least 50% marks), knowledge of Hindi upto Matric standard. Preference	1	upto 40 years	9900/-	15-12-2016

Entry Operator SIHFW (Training), DHQ	shall be given to the candidate having experience in Telly, planning and civil Works management or Management of Accounts in the state level Organization/department. One year Computer Diploma from recognized institution. AGE LIMIT: Below 40 Years.				
Account Assistant at CHC Farukhanagar	ESSENTIAL: ESSENTIAL: Degree with B.com (With at least 50% marks), knowledge of Hindi upto Matric standard. Preference shall be given to the candidate having experience in Telly, planning and civil Works management or Management of Accounts in the state level Organization/department. AGE LIMIT: Below 40 Years.	1	upto 40 years	9900/-	15-12-2016
Account Assistant Cum Information Assistant at UPHCs (Chauma, Nathupur, Manesar, Tigra)	ESSENTIAL: 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). AGE LIMIT: up to 55 years. POST QUALIFICATION WORK EXP: Minimum 1 year post qualification. Preference will be given to the candidate with experience in public health program/project/health project. 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. CONSOLIDATED SALARY: Rs. 9,900/- P.M	4	upto 55years	9900/-	15-12-2016
Driver	Matriculation Passed and having a valid LTV/HTV driving license.	1	Not more than 45 years	9000/-	16-12-2016

Important Instructions:

- The applicants should apply on prescribed Application Performa available on website: www.healthdepartmentgurgaon.org on payment of Rs. 200/- only (Non refundable fees) per application and deposit fees receipt with application form at O/o Civil Surgeon, Gurgaon.
- If a candidate applies for more than one post, he/she shall to apply on separate application form along with receipt and all relevant documents.
- Application Form received after 04:00 pm on 05-12-2016 will not be entertained due to any reason.
- Filled applications complete in all respects along with photocopies of all relevant certificates (proof of residence and Caste/Category Certificate issued by appropriate authorities is must) should reach in the office of DH&FW Society (O/o Civil Surgeon , Gurgaon) by 05-12-2016 up to 04:00 pm.
- Number of posts can be increased/decreased or can be completely withdrawn without any prior information or corrigendum as per the state guidelines.
- Original documents in support of academic qualifications and work experience shall be required to be produced at the time of interview. Preference will be given to the candidate residing in local area and proof of residence is must.
- Any additional work/placement under NHM can be assigned by appointing authority.
- No TA/DA will be paid for coming for interview and tests etc.
- Reservation of posts will be as per Govt. rules. The candidate seeking selection under Ex-servicemen category will have to deposit eligibility certificate from respective Zila Sainik Board to become eligible, issued/renewed before the last date of this advertisement.
- All posts are non transferable but Candidate can be posted anywhere in the District Gurgaon in case of exigencies.
- No separate letter will be sent for test/interview.

- The candidature of the candidate will be purely provisional for all the posts and will be subject to test/computer/interview/joining duty, it is found that candidate does not full fill any of the eligibility criteria or information furnished by the candidate is incorrect or false, his/her appointment on contract is liable to be terminated immediately.
- Candidate should reach for the Test (written. Computer, Tally which ever applicable) and interview with all original documents/certificates in office of Civil Surgeon, Gurgaon at 9: 00 am as per following schedule.
- In case of unsatisfactory performance and conduct the services will be terminated.
- Test will be conducted for every post except Doctor & Class –IV.
- 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.

Sr. No.	Name of Post	No. of Post	Last date of Application Form Submission	date Interview	Time & Place of Test/ Interview
1	Medical Officer SNCU	1	05-12-16 Upto at 4:00 PM	14-12-2016	O/o Civil Surgeon, Gurgaon at 9: 30 am
2	Medical Officer NUHM	5		14-12-2016	
3	Psychologist	1		14-12-2016	
4	Non-Medical Supervisor	1		14-12-2016	
5	AA DPMU RCH	1		15-12-2016	
6	AA cum DEO SIHFW(Traning), DHQ	1		15-12-2016	
7	AA at CHC Farukhanagar	1		15-12-2016	
8	AA Cum IA at UPHCs(Chauma, Nathupur, Manesar, Tigra)	4		15-12-2016	
9	Driver	1		16-12-2016	

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District Health & Family Welfare Society Gurgaon

District Health & Family Welfare Society (DH&FWS) Gurgaon

Advt. No./Civil Surgeon/GGN/NHM/2016/1

APPLICATION FORM

Date:- 25-11-16

IMPORTANT INSTRUCTIONS

Please read instructions given in advertisement carefully before filling in each column.

Use only Black / Blue ball pen to write or tick the box.

Please tick 'Yes' as ☒ and 'Not' as ☒

Fee Receipt No.	Amount:	Date:
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Paste your
Latest
Photograph

Name of the post

1. Candidate's Name (in Capital Letters in English)

2. Father's Name

3. Husband's Name (wherever applicable)

*Email Address:-

For Office use only

Date of Birth:

Date

Month

Year

Sex:

Male

Female

Category:

Gen

SBC

SC

BC-A

BC-B

ESM

EGB

FF

4. Write Name and complete mailing address, in block letters:-

Name:

Address:

Pin Code

Phone No.

*Mobile No.

5. Educational Qualifications:-

Educational Qualification	Year of Passing	Marks Obtained	Total Marks	% age	Division	Name of Board/ University	Subjects
10 th							
10+2							

SIGNATURE OF THE CANDIDATE

DATE: _____

(unsigned & incomplete application will be rejected)