

Details for the Posts of Specialists (Gynaecologists, Anaesthetists, Paediatricians) under Maternal Health, NHM:

District	FRU Place	Contact No. of Civil Surgeon	Requirement	No. of posts	On call Services*	On Contract basis	
Zone - 1							
Mewat	Civil Hospital, Mewat	7027838987	Gynaecologist , Anaesthetist and Paediatrician	1 each	Rs.4000/- per case for Gynaecologist. Rs.3500/- per case for Anaesthetist. Rs.3000/- per case for Paediatrician	Monthly remuneration consolidated per month of Rs.1,00,000/- for Gynaecologist and Rs 80,000/- consolidated for Anaesthetist and Paediatrician per month (for Mewat , Narnaul and Palwal Negotiable Upto Rs.1.50 Lac consolidated per month for Gynaecologist Upto Rs.1.00 Lac consolidated per month for Anaesthetist and Paediatrician)	
Palwal	Civil Hospital, Palwal	7027840480	Gynaecologist and Anaesthetist	1 each			
Narnaul	Civil Hospital, Narnaul	7027841750		1 each			
	SDH, Mahendergarh			1 each			
Zone - 2							
Ambala	SDH, Naraingarh	7027822046	Gynaecologist , Anaesthetist and Paediatrician	1 each	Rs.3500/- per case for Gynaecologist. Rs.3000/- per case for Anaesthetist Rs.2500/- per case for Paediatrician		
Bhiwani	SDH, Charkhidadri	7027817642		1 each			
Jind	SDH, Narwana	7027812075	Gynaecologist and Paediatrician	1 each			
	CHC, Safidon			1 each			
Panipat	CHC Samalkha	7027826976	Gynaecologist , Anaesthetist and Paediatrician	1 each			
Rewari	CHC Bawal	7027810791		1 each			
Rohtak	CHC Meham	7027816599		1 each			

* This will also include pre-operative and post-operative visits for checkup of the patient as and when required till the discharge of the patient from hospital.

Essential Qualification-

1. For Gynaecologist- MD/MS/DNB in Obstetrics and Gynaecology /DGO, Recognized by Medical Council of India
2. For Anaesthetist- MD/DNB Anaesthesia/Post-graduate diploma in Anaesthesia, Recognized by Medical Council of India
3. For Paediatrician-MD/DNB Paediatrics/ DCH, Recognized by Medical Council of India

For hiring of Specialists (Gynaecologists, Anaesthetists, Paediatricians) walk-in-interviews will be conducted on 25th of every month till 6 months in the Office of Civil Surgeon of respective district.

Note-In case 25th is a holiday, the interviews will be conducted on next working day.

For more information, please contact Civil Surgeon Office of your district or call on 855880-14141

Details for the Posts of Medical officers under Urban Health, NHM:

District	No. Of Medical Officers required	Place	Contact No. Of Civil Surgeon	On Contract basis
Ambala	2	U-PHCs under NUHM	7027822046	Monthly remuneration Rs 50,000/- per month
Fatehabad	2		7027819683	
Faridabad	6		9654225947	
Gurgaon	5		9654231756	
Jhajjar	5		7027813710	
Jind	1		7027812075	
Karnal	2		7027825894	
Palwal	1		7027840480	
Sirsa	1		7027831548	
Panipat	1		7027826976	

Work profile- The Medical Officers to be posted in U-PHCs are required to provide OPD services, implement all national programs, state level programs and also to provide managerial support.

Timings of U-PHCs-10 am to 6pm

Desired qualification- For Medical Officers- MBBS. Age limit-upto 62 years. Desirable- Knowledge of Hindi upto Matric Standard

For hiring of Medical Officers walk-in-interviews will be conducted on 25th of every month till 6 months in the Office of Civil Surgeon of your district.

Note-In case 25th is a holiday, the interviews will be conducted on next working day. For more information, please contact Civil Surgeon Office of your district or call on 855880-14141.

Details for the Posts of Administrative Officer cum Accounts Officer and Counsellor, Gender Health Support Centre under State Health Resource Centre:

S.No	Name of post	No. of post (s)	Remuneration	Required academic qualifications and experience	Age limit	Job responsibilities
Headquarters						
1	Administrative Officer cum Accounts Officer**	One (1)	Rs.32000/- consolidated per month	<p>Essential qualification and experience:</p> <p>Graduate with SAS (State Account Services). Minimum 5 years experience of working as Chief Account Officer/Sr. Account Officer or Dy. Secy./ Under Secy. or equivalent in Department/ Organization of Haryana Government. Knowledge of computer with common packages like MS office and Internet with experience of working as Administrative Officer is desirable.</p>	Upto 60 years	<ol style="list-style-type: none"> 1. Manage all administrative functions at the HSHRC, including budget management and oversee all the financial activities. 2. Supervise accounting & responsibility for audit of accounts related records. 3. Maintaining and controlling receivables and ensuring timely payments to vendors and consultants. 4. Maintain a transparent accounting system. 5. To undertake procurement of goods & services as per needs of HSHRC and in accordance with PFR Rules. 6. Build up system, procedures for efficient & timely financial management. 7. Management of tax payments & other legal obligations. 8. Management of MoUs & contracts. 9. Plan & supervise logistic arrangements for establishment & infrastructure of the office & other administration work as required. 10. Liaison with Government, other officials & organizations as regards to administrative matters. 11. Develop policies for and manage HR issues of the HSHRC staff. 12. Support & documentation of decision making process of the institution. 13. Timely response to the audit objections if any. 14. Management of all court related matters. 15. Conduct of meetings, presentations and seminars at HSHRC and outside HSHRC. 16. Any other duty assigned by Executive Director, HSHRC.

District Level						
2	Counsellor, Gender Health Support Centre (GHSC) for Faridabad, and Jind districts	Total Two (2)	Rs.15000/- consolidated per month	<p>Essential qualification and experience:</p> <p>Graduate in Social Science or Rural Development or in related disciplines. Minimum 2 years of relevant experience of working with Government/NGOs particularly on gender issues or in health sector.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Post Graduate in Social Science in rural development or in related discipline. • Proven analytical, documentation and report writing skills. • Good skills in training, interpersonal and family counselling. • Computer proficiency especially in MS office and internet. • Good communication skills in English and Hindi. 	40 years	<p>Responsible for :</p> <ol style="list-style-type: none"> 1. Day to day operations of GHSC at Civil Hospital. 2. Provide counselling and facilitate legal & police aid to the survivors of Gender Based Violence (GBV). 3. Record detailed case history of the victims in the intake sheet. 4. Data entry of all cases in detail in excel format. 5. Send complete excel sheets to HSHRC twice a month and make corrections, if any. 6. Checking and keeping records of the documents submitted by the victims and intake sheets along with follow up sheets in an orderly and confidential manner. 7. Performing daily screening and active search in all departments of Civil Hospital to identify vulnerable populations and communicate with other departments 8. Maintaining co-ordination with Police Department, Lawyers and Police Prohibition Officers at Women Cell for smoother functioning of GHSC. 9. Maintenance of all records including financial records, minutes of meetings, registers, any event or activity conducted etc. 10. Compilation of data of GHSC on weekly, monthly and annual basis. 11. Monthly analysis and reporting to HSHRC in timely manner.

****For hiring of Administrative Officer cum Accounts Officer (HSHRC), walk-in-interviews will be conducted at State Institute of Health and Family Welfare (SIHFW), Sector-6, Panchkula. For more information, please contact SMO, SIHFW at 8872681448**

For hiring of Counsellor (GHSC) walk-in-interviews will be conducted on 25th of every month till 6 months in the Office of Civil Surgeon of district Jind and Faridabad.

Note: In case 25th is a holiday, the interviews will be conducted on next working day.

For more information, please contact Civil Surgeon Office Jind at 7027812075 and Faridabad at 9654225947 or contact SMO, SIHFW at 8872681448