

**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	
<b>Zone - 1</b>							
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			
<b>Zone - 2</b>							
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		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:**

<b>District</b>	<b>No. Of Medical Officers required</b>	<b>Place</b>	<b>Contact No. Of Civil Surgeon</b>	<b>On Contract basis</b>
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
<b>Headquarters</b>						
1	<b>Administrative Officer cum Accounts Officer**</b>	One (1)	Rs.32000/- consolidated per month	<p><b>Essential qualification and experience:</b></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"> <li>1. Manage all administrative functions at the HSHRC, including budget management and oversee all the financial activities.</li> <li>2. Supervise accounting &amp; responsibility for audit of accounts related records.</li> <li>3. Maintaining and controlling receivables and ensuring timely payments to vendors and consultants.</li> <li>4. Maintain a transparent accounting system.</li> <li>5. To undertake procurement of goods &amp; services as per needs of HSHRC and in accordance with PFR Rules.</li> <li>6. Build up system, procedures for efficient &amp; timely financial management.</li> <li>7. Management of tax payments &amp; other legal obligations.</li> <li>8. Management of MoUs &amp; contracts.</li> <li>9. Plan &amp; supervise logistic arrangements for establishment &amp; infrastructure of the office &amp; other administration work as required.</li> <li>10. Liaison with Government, other officials &amp; organizations as regards to administrative matters.</li> <li>11. Develop policies for and manage HR issues of the HSHRC staff.</li> <li>12. Support &amp; documentation of decision making process of the institution.</li> <li>13. Timely response to the audit objections if any.</li> <li>14. Management of all court related matters.</li> <li>15. Conduct of meetings, presentations and seminars at HSHRC and outside HSHRC.</li> <li>16. Any other duty assigned by Executive Director, HSHRC.</li> </ol>

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

**\*\*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**