

# District Health & Family Welfare Society (DH&FWS) Gurugram

Advt. No./Civil Surgeon/GGN/NHM/2017/3

## APPLICATION FORM

**IMPORTANT INSTRUCTIONS**

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

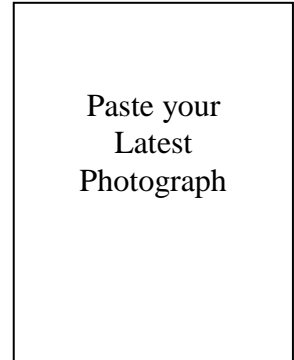
Use only Black / Blue ball pen to write or tick the box.

Please tick 'Yes' as  and 'Not' as

<b>Fee Receipt No.</b>	<b>Amount:</b>	<b>Date:</b>
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Post Code No: .....

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

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Sex:                      Male            Female     

Category:      Gen      SBC      SC      BC-A      BC-B      ESM      EGB      FF

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

**Name:**

**Address:**

**Pin Code**

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Phone No.  \*Mobile No.

5. Educational Qualifications:-

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

DATE: \_\_\_\_\_

**SIGNATURE OF THE CANDIDATE**  
(unsigned & incomplete application will be rejected)

# सार्वजनिक नियुक्ति

## जिला स्वास्थ्य एवं परिवार कल्याण समिति, गुरुग्राम

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

Post Code	Name of Post	Name of Scheme	Consolidate Honorarium per month (Rs.)	No. of Post	Date of Interview
1	Account/ Information assistant cum Computer operator	Warehouse	9900/-	1	22-11-17
2	Account Assistant cum Information assistant (SC-1)	NUHM/UPHCS	9900/-	1	
3	Lab Technician	CH/SNCU	9240/-	1	
4	Pharmacist (SC-1)	NUHM/UPHCS	9240/-	1	23-11-17
5	Staff Nurse	CH/SNCU	10340/-	1	
6	Staff Nurse (SC-8, PH-2, SBC-1)	M.H/ PHCs	10340/-	11	
7	Staff Nurse (SC-2)	NUHM/UPHCS	10340/-	2	
8	GNM's	NCD	18000/-	1	24-11-17
9	ANM ( EBPg-2, SC-6, SBC-1, PH-2)	Maternal Health SubCenter	8910/-	10	
10	ANM (SC-4, SBC-1, PH-1)	NUHM/UPHCS	8910/-	6	

विस्तृत जानकारी एवं TOR स्वास्थ्य विभाग गुरुग्राम की वैबसाईट [WWW.healthdepartmentgurgaon.org](http://WWW.healthdepartmentgurgaon.org) पर देखें ।

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जिला स्वास्थ्य एवं परिवार कल्याण समिति  
गुरुग्राम

## District Health & Family Welfare Society, Gurugram

**Advt. No./Civil Surgeon/GURUGRAM/NHM/2017/3**

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, 2018.

Post Code	Name of Post	Qualification Eligibility	No. of Post	Age Limit	Consolidated Salary	Date of Walk in Interview
1	Account/ Information assistant cum Computer operator (Warehouse)	<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. <b>Place of Posting- Warehouse</b>	1	Upto 55 years	9900/-	22-11-2017
2	Account Assistant cum Information assistant (NUHM/UPHCs) <b>(SC-1)</b>	<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. <b>Place of Posting – UPHC Khandsa</b>	1	Upto 55 years	9900/-	22-11-2017
3	Lab Technician (CH/SNCU)	<b>Essential:-</b> <ul style="list-style-type: none"><li>• Diploma in Medical Lab. technology from recognized institution.</li><li>• Hindi up to Matric.</li></ul> <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. <b>Place of Posting – SNCU, CH Gurugram</b>	1	Upto 55 years	9240/-	22-11-2017

4	Pharmacist (NUHM/UPHCs) <b>(SC-1)</b>	<b>Essential Qualification</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 <b>Place of Posting- UPHC Fazilpur</b>	1	Upto 55 years	9240/-	23-11-2017
5	Staff Nurse (CH/SNCU)	<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>Place of Posting – SNCU, CH Gurugram</b>	1	Upto 55 years	10340/-	23-11-2017
6	Staff Nurse (MH/PHCs) <b>(SC-8, PH-2, SBC-1)</b>	<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>Place of Posting – PHC Gurgaon Village-1, Bhangrola-1, Bhondsi-1, Farrukhnagar-1, Sohna-2, CH Sec-10 Gurugram-2, CH Gurugram-3</b>	11	Upto 55 years	10340/-	23-11-2017
7	Staff Nurse (NUHM/UPHCs) <b>(SC-2)</b>	<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>Place of Posting – UPHC Khandsa, UPHC Laxman Vihar</b>	2	Upto 55 years	10340/-	23-11-2017
8	GNM (NCD)	<b>Qualifications:</b> Diploma of General Nursing and Midwifery Diploma from a Recognized Institution. However, B.Sc. Nursing is desirable. Registration with Haryana State Nursing Council is mandatory. Hindi upto metric level is compulsory. <b>Experience :</b> At least 2 years experience of working in a hospital. <b>Age Limit :</b> 40 years. <b>Place of Posting – NCD Sohna</b>	1	Upto 40 years	18000/-	23-11-2017
9	ANM (Maternal Health Subcenter) <b>(EBPG-2, SC-6,</b>	<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.	10	Upto 55 years	8910/-	24-11-2017

	<b>SBC-1, PH-2)</b>	<b>Place of Posting – SC Ghangola, Sancholi, Loh Singani, Baluda, Bhondsi, Kadarapur, Lakhuwas, Pahar Colony, Rithoj, Baliawas</b>				
10	ANM (NUHM/UPHCs) <b>(SC-4, SBC-1, PH-1)</b>	<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>Place of Posting – UPHC Naharpur Roopa- 3, Gandhi Nagar- 3</b>	<b>6</b>	Upto 55 years	8910/-	24-11-2017

**Important Instructions:**

- The applicants should apply on prescribed Application Performa available on website: [www.healthdepartmentgurugaon.org](http://www.healthdepartmentgurugaon.org) on payment of Rs. 200/- only (Non refundable fees) per application and deposit fees receipt with application form at O/o Civil Surgeon, Gurugram.
- 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 11:00 am on 20-11-2017 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 , Gurugram) by 20-11-2017 up to 11:00 am.
- 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 Gurugram 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, Gurugram at 10:00 am as per following schedule.**
- In case of unsatisfactory performance and conduct the services will be terminated.

- **Written Test will be conducted for every post .**
- All disputes are subject to Gurugram jurisdiction.
- Dispute if shall be decided by the sole arbitrator of the DH&FWS Gurugram & Gurugram Courts and their decision shall be final.

Sr. No.	Name of Post	No. of Post	Last date of Application Form Submission	Date of Interview	Time & Place of Test/ Interview
1	Account/ Information assistant cum Computer operator	1	20-11-2017 upto 11:00 am	22-11-2017	O/o Civil Surgeon, Gurugram at 10: 00 am
2	Account Assistant cum Information assistant <b>(SC-1)</b>	1			
3	Lab Technician	1			
4	Pharmacist <b>(SC-1)</b>	1			
5	Staff Nurse	1			
6	Staff Nurse <b>(SC-8, PH-2, SBC-1)</b>	11			
7	Staff Nurse <b>(SC-2)</b>	2			
8	GNM <sub>s</sub>	1			
9	ANM ( <b>EBPG-2, SC-6, SBC-1, PH-2)</b>	10			
10	ANM <b>(SC-4, SBC-1, PH-1)</b>	6			

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**District Health & Family Welfare Society Gurugram**