

## सार्वजनिक नियुक्ति

जिला स्वास्थ्य एवं परिवार कल्याण समिति, गुरुग्राम

जिला स्वास्थ्य एवं परिवार कल्याण समिति, गुरुग्राम के अन्तर्गत एन०एच०एम० स्कीम में District Account Manager के पद को अनुबन्ध आधार पर भरा जाना है ।

Post Code	Name of Post	Name of Scheme	Consolidate Honorarium per month (Rs.)	No. of Post	Place of Posting	Last Date of Submission Application	Date of Written Test, Document Verification & Interview
1	District Account Manager	DPMU-DHQ	18460/- (as per NHM Bye Laws entry level pay)	1	DPMU O/o Civil Surgeon Gurugram	29-11-2021 up to 01:00pm (Late received Application form will not be entertained )	30-11-2021 at 11:30 am Venue: ANM Training Centre, Sector-31, Gurugram

विस्तृत जानकारी एवं TOR स्वास्थ्य विभाग गुरुग्राम की वेबसाईट [www.healthdepartmentgurugram.org](http://www.healthdepartmentgurugram.org) पर देखें व Application fees 200/- रुपये (Demand Draft in favour of District Health & Family Welfare Society Gurugram) है जो कि non-refundable रहेगी।

-/sd/-

जिला स्वास्थ्य एवं परिवार कल्याण समिति  
गुरुग्राम।

## **District Health & Family Welfare Society, Gurugram**

**Advt. No./Civil Surgeon/GURUGRAM/NHM/2021**

**Date:- 18-11-2021**

Eligible candidates may appear in the office of Civil Surgeon, Gurugram for the below mentioned posts under National Health Mission. Posts are purely on contract basis for the period up to 31-03-2022 and likely to be extendable further on performance basis and administrative approval. Application form will be submitted till 29-11-2021 up to 01:00pm at DPMU O/o Civil Surgeon, Sector-39 Gurugram.

**Fee: 200/- per application** (Demand Draft in favour of “**District Health & Family Welfare Society Gurugram**”)

<b>Name of Post</b>	<b>Qualification Eligibility</b>	<b>No. of Post</b>	<b>Age Limit</b>	<b>Consolidated Salary</b>	<b>Last date of submission Application</b>	<b>Date of Written test, Document Verification and Interview</b>
District Account Manager	(i) Chartered Accountant with one year experience with working knowledge of computerized accounting system (Tally) <b>OR</b> M. Com. with at least 55% marks and with at least two years working experience and knowledge of computerized accounting system(Tally) (ii)Hindi/Sanskrit up to matric. <b>Place of Posting- DPMU O/o Civil Surgeon Gurugram</b>	1	18 to 42 years	18460/- (as per NHM Bye Laws entry level pay)	29-11-2021 up to 01:00 pm <b>(Late received Application form will not be entertained due to any reason.)</b>	<b>30-11-2021 at 11:30 am</b> <b>Venue: ANM Training Centre Sector-31, Gurugram</b>

### **Important Instructions:**

- The applicants can download the prescribed Application Performa available on website: [www.healthdepartmentgurgaon.org](http://www.healthdepartmentgurgaon.org) & see the instructions.
- Candidates are advised to regularly visit for further updates at the official website [www.healthdepartmentgurgaon.org](http://www.healthdepartmentgurgaon.org)
- If a candidate applies for more than one post, he/she shall have to apply on separate application form along with receipt and all relevant documents.
- Application received without fees will not be accepted in any circumstances. (No. Late fees provision)
- 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 submit in the office of DH&FW Society (O/o Civil Surgeon near Community Centre Sector-39, Gurugram) up to 29-11-2021 on or before 04:00 pm.
- Application Form received after due date will not be entertained due to any reason.
- Preference will be given to local, well settled candidates of District.
- Candidates should bring their proof of residence should also attach photocopy with the application.
  1. Passport
  2. Election Card ID Card
  3. Ration Card with Address
  4. Bank Passbook/ Post Office Passbook
  5. Cast and Domicile Certificate with address and the photo issued by State Govt.
  6. Parivar Pehchan Patra
  7. Electricity Bill (not older than last three months)

**NOTE: Any of the above three documents (Sr. 1 to 7) be produced at the time of recruitment.**

- The qualification of candidates should be prior to the last date of filling the application.
- Work experience should be post qualification.
- The candidate will be employed on the condition that he/she will maintain HQ and his/her job will be non-transferable.

- Number of posts/salary 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.
- In case of unsatisfactory performance and conduct the services will be terminated.
- 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.

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**District Health & Family Welfare Society Gurugram**

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

## 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 ☒

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:-

Date of Birth:

Date

Month

Year

Sex:

Male

Female

Category:

Gen

SBC

SC

BC-A

BC-B

ESM

EGB

FF

For Office use only

DH&FWS, Gurugram  
(Form Valid with Auth. Signatory Only)

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 <sup>th</sup>							
10+2							

SIGNATURE OF THE CANDIDATE

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

(unsigned & incomplete application will be rejected)