

PUC
District Health & Family Welfare Society,
Fatehabad

Advertisement No. 2023/01

Date: 04.01.2023

DHFWS Fatehabad invites application for filling up of various vacant posts under various schemes of NHM Programme for different Health Institutions of District Fatehabad purely on contract basis initially up to 31/03/2023. The number and details of various posts are as under:

Post Cat. No.	Name of Posts	Name of Scheme	No. of Post & Place of Posting	Entry Level Pay(As per Service Bye Laws) or as per ROP 2022-23	Qualification (Essential & Desirable)
01	Paediatrician	Maternal Health	01 (UR) SDH Tohana	Rs. 1,00,000/- P.M	Essential: (i) MBBS or equivalent degree from an institution recognized by the Medical Council of India (ii) PG Degree/Diploma in Paediatrics. (iii) Hindi/Sanskrit upto Matric.
			01 (UR) CHC Ratia		
02	Gynaecologist	Maternal Health	01 (UR) SDH Tohana	Rs. 1,00,000/- P.M	Essential: (i) MD/MS/DNB in Obstetrics and Gynaecology /DGO, Recognized by Medical Council of India (ii) Hindi/Sanskrit upto Matric.
			01 (UR) CHC Ratia		
03	Anaesthetist	Maternal Health	01 (UR) SDH Tohana	Rs. 1,00,000/- P.M	Essential: (i) MBBS or equivalent degree from an institution recognized by the Medical Council of India (ii) PG Degree/Diploma in Anesthesia. (iii) Hindi/Sanskrit upto Matric.
04	Orthopaedician	DHS	01 (UR) Civil Hospital, Fatehabad	Rs. 1,00,000/- P.M	Essential: (i) M.S/DNB in Orthopaedics (MCI recognized) with at least 1 year of experience after PG degree has been obtained. (ii) Hindi /Sanskrit up to Matric. Desirable: (i) Experience and the ability to work in district level hospitals.
05	District Programme Manager	Planning and Programme Management	01 (UR) O/o Civil Surgeon, Fatehabad	Rs. 18,460/- P.M (Grade Pay - 4600)	Essential: (i) MBA (Master of Business Management) (ii) Hindi/Sanskrit upto matric.
06	District Program Coordinator	NPCDCS	01 (UR) O/o Civil Surgeon, Fatehabad	Rs. 18,460/- P.M (Grade Pay - 4600)	Essential: (i) MBBS/BDS from institution from recognized by MCI/DCI respectively. (ii) Diploma/Master in Public Health/CHA. Experience: (i) At least one year experience of working in Health services/Public health programme. (ii) Working knowledge of operating computers and internet usage.

07	District Consultant Public health	HSHRC	01 (EWS) O/o Civil Surgeon, Fatehabad	Rs. 16,290/- P.M (Grade Pay - 4200)	<p>Essential:</p> <p>(i) MBBS/ Dental/AYUSH/ Nursing graduate with degree/diploma in Health Management (Full time) with at least 2 years relevant work experience.</p> <p>(ii) Computer proficiency with high level of familiarity with Database Management Programme and commonly used packages like MS word, excel, PowerPoint.</p> <p>(iii) Hindi /Sanskrit up to Matric.</p> <p>Desirable:</p> <p>(i) Training in Health quality like NQAS/NABH/ISO 9001:2000/Six Sigma/ Lean/Kaizen by a reputed organization will be preferable.</p> <p>(ii) Persons having previous experience of working under NHM would have an added advantage.</p> <p>(iii) Having good communication & presentation skills and analytical abilities. Should have excellent oral and written communication skills in English.</p> <p>(iv) Ability to design, conduct and publish reports.</p>
08	DEIC Manager	RBSK	01 (UR) Civil Hospital, Fatehabad	Rs. 16,090/- P.M (Grade Pay - 4000)	<p>Essential:</p> <p>(i) MPH/ MBA (Health)/ MDRA/ MHA</p> <p>(ii) Hindi/Sanskrit up to Matric.</p> <p>(iii) Minimum 2 years of working experience</p> <p>(iv) Preference will be given to the candidate with experience in public health programme/project/ health project</p>
09	District Quality Manager	HSHRC	01 (BC-A) Civil Hospital, Fatehabad	Rs. 16,090/- P.M (Grade Pay - 4000)	<p>Essential:</p> <p>(i) MBBS/Dental/AYUSH/Nursing/ Life Science graduate with Masters in Hospital administration/ Health Management with one year experience in Public Health/Hospital Administration.</p> <p>(ii) Candidates with experience in Healthcare Quality/formal quality of a quality system would be preferred. Computer proficiency with high level of familiarity with Database Management Programme and commonly used packages like MS word, excel, PowerPoint.</p> <p>(iii) Hindi /Sanskrit up to Matric.</p> <p>Desirable:</p> <p>(i) Fluency in English, computer literacy, knowledge of government legislations and policies is essential. (ii) Persons having previous experience of working under NHM would have an added advantage.</p> <p>(iii) Having good communication & presentation skills and analytical abilities. Should have excellent oral and written communication skills in English. (iv) Ability to design, conduct and publish reports.</p>

10	Finance cum Logistic Consultant	NPCDCS	01 (UR) O/o Civil Surgeon, Fatehabad	Rs. 16,090/- P.M (Grade Pay - 4000)	Essential: (i) Inter CA/Inter ICWA/M.Com or MBA (Finance/ Material Management) with knowledge of computer. (ii) Hindi/ Sanskrit upto Matric. Desirable: (i) At least 3 years' experience in accounting including analysis, financial reporting, budgeting, financial software and reporting system. (ii) Experience of working in Health Care Financing/ National Health Accounts
11	Microbiologist	IDSP	01 (UR) Molecular Lab, CHC Badopal	Rs. 16,090/- P.M (Grade Pay - 4000)	Essential: (i) Medical Graduate with Post Graduate Degree/Diploma (preferably in microbiology, virology, pathology and other lab sciences) (ii) Medical Graduate with 2 Year Experience in Laboratory Sciences MSc in Medical Microbiology. (iii) Hindi/Sanskrit upto Matric
12	Psychologist	RBSK	01 (UR) Civil Hospital, Fatehabad	Rs. 16,090/- P.M (Grade Pay – 4000)	Essential: (i) M. Phil Clinical Psychology/ M. Phil Rehabilitation Psychology and registered with RCI (ii) Minimum 1 year post qualification experience (iii) Hindi /Sanskrit up to Matric.
13	Audiologist & Speech Therapist	RBSK	01 (UR) Civil Hospital, Fatehabad	Rs. 13,830/- P.M (Grade Pay – 3600)	Essential: (i) B.A.S.L.P/ B.Sc. (Speech & Hearing)/ B.Sc. ASLP and registered with RCI (ii) Hindi /Sanskrit up to Matric.
14	District Data Manager	IDSP	01 (UR) O/o Civil Surgeon, Fatehabad	Rs. 12,500/- P.M (Grade Pay - 3200)	Essential: (i) Post Graduate Qualification in Computer Science or BE in IT, Electronics Certificate course in data management or data analysis OR Two-year experience in data management / MIS in a reputed institute / organization (ii) Hindi /Sanskrit up to Matric.
15	Administrative Assistant	HSHRC	01 (UR) O/o Civil Surgeon, Fatehabad	Rs. 12,500/- P.M (Grade Pay – 3200)	Essential: (i) Recognized Graduate Degree with fluency in MS Office package with one year experience of managing office and providing support to Health Programme / NRHM. Knowledge of Accountancy would be an added advantage. (ii) Candidates having drafting skills would be preferred. (iii) Hindi /Sanskrit up to Matric.
16	Psychiatric Social Worker	NMHP	01 (UR) Civil Hospital, Fatehabad	Rs. 12,500/- P.M. (Grade Pay – 3200)	Essential: (i) Post graduate degree awarded after completion of course of study of minimum 2 years in Mental Health or Psychiatric Social work. (ii) Hindi/Sanskrit upto Matric.

17	Sanitary Inspector	IDSP	01 (UR) Civil Hospital, Fatehabad	Rs. 7,580/- P.M. (Grade Pay – 1900)	Essential: (i) One year Health Sanitary Inspector's Course from an Institution recognized by the State Government. (ii) Hindi/Sanskrit upto Matric.
----	--------------------	------	---	--	--

*UR- Un Reserved, SC- Schedule Caste, ESM- Ex-Servicemen, EWS- Economically Weaker Section, BC- Backward Classes

IMPORTANT PROVISIONS / INSTRUCTIONS

1. Applications will be accepted up to dated 16th Jan 2023 up to 05:00 PM for all the posts & should be addressed to Civil Surgeon Fatehabad, HUDA Sector-3 Fatehabad Haryana Pin-125050. Name of post, Post Cat. No. as mentioned in the advertisement should be mentioned on the envelope. The application form without having the post name and category no. of post will be rejected. Application with cutting shall also be rejected. The applicant must mention the details of certificates attached with application and sign the application at designated places. Candidates will number all the Papers/Documents attached with application form and mention the number of pages in the application form.
2. Registered post, speed post or any type of post and by hand Application forms will also be accepted.
3. Application Format can be downloaded from the link nhmfatehabad.org No other formats will be accepted.
4. Each application must be duly signed by the applicant and self-attested certified copies of documents should be attached with application form. Self-attested photograph of the applicant must be pasted at the designated place.
5. Demand Draft of Rs. 200/- as application fees in favour of **Chairman, Distt. Health & Family Welfare Society, Fatehabad** must be attached with the application. If a candidate applies for more than one post, he/she will have to submit separate application form for each post. No cheque/cash will be accepted and the bank demand draft must be drawn between date of advertisement and closing date. Application without fees shall be rejected.
6. Candidates will mention the name, father's name, post category and address on the backside of Bank Demand Draft. It is suggested to keep the photocopy of Bank Demand Draft for future reference.
7. **If no candidate is available for EWS category then post will be converted into unreserved category.**
8. **Post-wise Date, Time and Venue for Written Test / Proficiency Test etc will be informed on website: nhmfatehabad.org after last date of submission of application form. Applicants are requested to check the Website regularly.**
9. Relevant Post's Qualification Experience (any State Govt. /Semi Govt. /UT / any Govt. Board /Corporation) will be considered.
10. **Date of Advertisement will be considered for calculation of Maximum Age.** Age limit for all categories of posts under NHM will be as follows:

Sr. No	Name of Post	Minimum Age	Max Age
1	Specialist Doctors	18 Years	65 Years
2	MBBS Doctors	18 Years	65 Years
3	Other Staff	18 Years	42 Years

11. The application form with all the documents should reach in the O/o Civil Surgeon, Fatehabad up to Closing Date at 04:00 P.M. Only the following documents **(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 (PPP) 7. Electricity Bill (not older than last three months) shall be accepted as proof of residence.**
Note: Any three out of the above documents (No. 01 to 07) be produced at the time of recruitment.
12. Unsigned applications without required documents and application received after last date will be rejected.

13. All markings/ numbering shall be done with blue/black ball pen only.
14. No separate information will be sent to the candidates for the written test & interview. No T.A. /D.A. will be paid to attend the written test, computer test & interview.
15. **There will be Walk-in-Interview for the post Cat. No. 01 to 04 on 20th of every month (Jan, Feb & march 2023) if post lying vacant, starting on 20.01.2023**
16. Posts can be increased, decreased or withdrawn by District Authorities (Civil Surgeon, Fatehabad) without any further notice. NHM Selection Criteria shall be followed in the selection process:-

Sr. No.	Components	Modified weightage			
		GP: 4200-5400	GP: 1900-4000	GP: 1650	MOs & Specialists
1	Basic Qualification	25	30	60	50
2	Additional qualification such as higher degree in the same Discipline.	10	10	10	25
3	Relevant Post Qualification Experience (any State Govt./Semi Govt./UT/	10	10	10	20
4	NHM Experience	-	-	-	-
5	Written Test/Proficiency Test/any other test prescribed.	20	20	-	-
6	Computer Skill Test	10	10	-	-
7	Local area weightage = 20 marks. <ul style="list-style-type: none"> • Weightage of marks “for district applicants: 20 marks (the candidate be a bonafide resident of the district.) • Weightage of marks for “out of the district applicants”: Zero (0) marks *for the recruitment of all posts except MO’s & Specialists. 	20	20	20	-
8	Interview	5	-	-	5
Total		100	100	100	100

17. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If in verification at any time before or after the written examination or interview or appointment, it is found that applicant does not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect then their candidature/Appointment will be cancelled and selection terminated.
18. **If a Candidate has passed his/her education from Private/Deemed University then he/she has to submit UGC approved certificate for University and Course for the period of concerned year of passing.**
19. If large numbers of candidates apply for the said post. Screening test/Proficiency test may be conducted for short listing the candidates up to 4-5 times according to applications.
20. For any other information regarding this advertisement kindly check official web page nhmfatehabad.org time to time. No further information will be given in any newspaper.
21. The applicants are advised to visit the site for any change in schedule or the status of their application on website only. They are not to visit the office of undersigned or contact any person in this office for the same. Any candidate found canvassing or influencing the selection process or approaching the selection committee or any person related to the working of this shall be disqualified and his candidature rejected immediately without giving any reason. Any person or candidate found using unfair means to influence the selection process shall be debarred from selection and candidature rejected.

22. Any applicant having his relative posted in the department must inform beforehand about the same. Concealing of any information shall debar the candidate from selection process and his candidature rejected.
23. If at any stage it comes to the notice of selection committee that wrong information has been supplied by the candidate his selection shall be cancelled and legal proceedings shall be instituted against the candidate.
24. District authorities has right to correct any clerical mistake found at later stage of recruitment process. Applicant shall not claim for such clerical mistakes.
25. Posting Station will be allotted as per merit list.
26. Any additional work/placement under NHM can be assigned by appointing authority. Contract may not be renewed automatically and Civil Surgeon has the right to terminate the contract immediately if performance is found unsatisfactory.
27. Selected candidate shall not have any claim for regularization of his/her services based on the duties performed under this contract.
28. There is no provision to allow private practice after duty times or on holidays to staff recruited under NHM.
29. Candidates who have applied in previous advertisement in the year 2022 and recruitment was cancelled due to administrative reasons, **Such candidates need not to re-pay fee but they have to apply fresh application form (Note:- Candidates has to mention previous DD Number in their application Form)**
30. The candidates whose services have been terminated from any Govt. /Semi Govt. /Corporate Board on disciplinary basis will not be eligible. Person whose enquiry pending in criminal case/FIR is lodged will also be considered as not eligible.

-sd-

Dy Civil Surgeon (NHM)
Fatehabad

-sd-

Civil Surgeon
Fatehabad

Application Form for Advertisement No.:- 2023/01						
(All supporting Documents/Certificates are required to be attached with Application Form)						
Sr. No.	Description		To be Filled by the Candidate			
Application for	Post Category No.		Name of the Post			Latest Passport size attested Photo
1.	Personal Information					
1.1	Name of the Candidate(In Capital Letters)					
1.2	Father's Name(if unmarried)/ Husband's Name (If Married)					
1.3	Date of Birth(Date/Month/Year)					
1.4	Marital Status (Single/Married/Other)					
1.5	Permanent Address (With PIN Code)					
1.6	Category (Gen/SC/BC/EWS etc.)					
1.7	Mobile/Contact No.					
1.	E-mail Address (in capital letters)					
Academic /Professional Qualifications (Starting from Highest Degree) (Attach Additional Sheet, if Required)						
Degree / Class	Name of University/ Institute/ Board	Passing Year	Status of Marks			Name of Subject Studied
			Total	Obtained	%	
3.	Work Experience (Starting from the latest) (Attach Additional Sheet, if Required)					
Designation(From Latest Job)	Period of Job		Gross Salary	Name of Organization/Institution/Department		
	From	To				
4.	Any Other Information, the Candidate would like to give in support of her/his candidature(Attach Additional Sheet, if Required)					
5.	Weather any relative working in Health Department	Yes/No	If yes Name	Name Health Institution:-		

Declaration:

All Information given in the Application Form is correct and true to the best of my knowledge. My candidature may be rejected, if found any information incorrect/false/misleading and any Civil/Criminal legal action can be taken against me for this.

Date: (Signature of the Candidate)

(To be filled by the candidate) (Attach Additional Sheet, if Required)

List of Document attached:-

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

- 7.....
- 8.....
- 9.....

Bank Draft No	Amount
Name of Bank	Date of DD

Date: (Signature of the Candidate)