

Advertisement
Addiction Treatment Facilities under Civil Surgeon Fatehabad

Advertisement No. – 08/2024/ATF

Date of Advt.: 13-08-2024

ATF (Addiction Treatment Facilities) Scheme invites application for the contractual staff under the ATF Scheme for Civil Hospital Tohana of District Fatehabad purely on contract basis initially up to 31/03/2025. The number and details of this post is as under:

Sr. No.	Institute Name	Name of Post	No. of Post and Category	Minimum Qualification	Salary P.M. (Fixed)
1	SDH Tohana	Medical Officer	01 – UR	MBBS from a recognised institution along with medical council registration (preferable MD or equivalent qualification in Psychiatry)	60,000/-
2	SDH Tohana	Nurse	01 – UR	ANM (preferable GNM/B.Sc. Nursing)	20,000/-
3	SDH Tohana	Counsellor	01 – UR	Graduate in Psychology/Social Work/Sociology (preferable: Masters in above disciplines)	20,000/-
4	SDH Tohana	Data Manager	01 – UR	Graduate (Preferably with qualification/experience in computer applications)	15,000/-

IMPORTANT PROVISIONS / INSTRUCTIONS

1. Applications will be accepted up to dated **14th August 2024 to 23th August 2024 at 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. Application forms will be accepted only by hand.
3. The application form with all the documents should reach in the O/o Civil Surgeon, Fatehabad up to Closing Date **23th August 2024 at 05:00 P.M.**
4. The candidate should give details of all the examinations passed from Matriculation or its equivalent onwards and mention total and percentage of marks obtained and maximum marks in each examination. The candidates are advised to attach self-attested photocopy of essential qualification certificates / diploma / degree / DMC / Exp. Certificate / Registration Certificate/ Cast Certificate/ Certificate of Residence proofs with the application form. Application form should be complete in all respects duly filled in by the candidates in their own handwriting in capital letters and signed by the candidate.
5. Applicant can apply for more than one post, mentioning name of Scheme/Program for which he/she applied. Separate Application should be submitted for separate post and program as mentioned in advertisement
6. Application Format can be downloaded from the link **nhmfatehabad.org** No other formats will be accepted.
7. 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 of photograph.
8. Application fee Rs. 300/- for each category. Candidate should submit the above fee in the account as detailed below: -

Account No.: 100059775729
IFSC Code: INDB0000759

Account Holder Name: - District Health & Family Welfare Society, Fatehabad (User Money)
Bank Name :- INDUSIND BANK, Fatehabad Branch

This fee is Non Refundable. Candidate should attach the 2 copies of acknowledgement slip of fee Submitted by him/her with the application form.

Note: - Application fee can be submitted through Any UPI /Google Pay/ Paytm / Phone Pay.

9. Candidates will mention the name, father's name, post category and address on the remarks of UPI Payment Mode (Any UPI /Google Pay/ Paytm / Phone Pay).
10. Relevant Post's Qualification Experience ((any State Govt./Semi Govt./UT/ any Govt. Board / Corporation/ NHM) will be considered.
11. **Date of Advertisement will be considered for calculation of Maximum Age.** Age limit for all above posts should be 18 to 42 Years.

12. Residence proof: Any 3 Document from the below mention list should be produced to avail weightage for the District Fatehabad.

Only the following documents shall be accepted as proof of residence.

Sr. No.	List of Documents for Proof of Address (residential proof)(Any Three)
1	Passport
2	Voter ID card
3	Ration card with Address
4	Caste and Domicile Certificate with address and the photo issued by State Govt.
5	Parivar Pehchan Patra (PPP)
6	Electricity Bill (not older than last three months)

Note: Any three, out of the above documents in original (No. 01 to 06) be produced at the time of recruitment.

13. Unsigned applications without required documents and application received after last date will be rejected.
 14. All markings/ numbering shall be done with blue/black ball pen only.
 15. NHM Selection Criteria shall be followed in the selection process as per letter received from MD NHM vide their office letter no **NHM/Admin/HRCI/2022-23/10885-905 dated 20.03.2023** (attached): -

Sr. No.	Components	Weightage	Marking Pattern
1	Essential Basic Qualification	30	30 x Percentage /100
2	Additional Relevant Post Experience (any State Govt./Semi Govt./UT/ any Govt. Board / Corporation/ NHM	10	02 Marks for each completed year (Maximum 10 marks)
3	Local area weightage	10	<ul style="list-style-type: none"> Weightage of marks “for district applicants: 10 marks (the candidate be a bonafide resident of the district.) Weightage of marks for “out of the district applicants”: Zero (O) marks
Total		50	

16. Some posts are subject to clarification from State Headquarters in which case any post can be cancelled as per their direction.

NOTE: -

1. *NOC from present employer (any State Govt./Semi Govt./UT/any Govt. Board/Corporation/NHM/Central Govt.) should be attached with application form.*
2. *Experience should be obtained after essential qualification.*
3. *Candidates can apply for more than one post but separate application will be accepted for each post.*

17. Candidates applying for a post must ensure that they fulfill all the eligibility conditions on the last date of application. If it is found that applicant does not fulfill any of the eligibility condition or information given by Candidate 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 a Candidate has passed his/her education through Distance Mode/Open Mode, then he/she has to submit DEB UGC approved certificate for University and Course for the period of concerned year of passing.***
20. 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.
21. 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.
22. 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.
23. District authorities has right to correct any clerical mistake found at later stage of recruitment process. Applicant shall not claim for such clerical mistakes.
24. Contract may not be renewed automatically and Civil Surgeon has the right to terminate the contract immediately if performance is found unsatisfactory.
25. Selected candidate shall not have any claim for regularization of his/her services based on the duties performed under this contract.
26. There is no provision to allow private practice after duty times or on holidays to staff recruited.
27. Person having any criminal case pending against him/her in any court of law will not be eligible to apply for these posts

28. 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.
29. 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 and individually every applicant.
30. It is mandatory for staff to maintain Head Quarter and reside at the Place of Posting.
31. District authorities has right to correct any clerical mistake found at later stage of recruitment process. Applicant shall not claim for such clerical mistakes

**Chairman, Executive Committee
District Health and Family Welfare Society
Fatehabad**

3.	Work Experience (Starting from the essential qualification of the applied post) (Attach Additional Sheet, if Required)			
Designation	Period of Job		Gross Salary	Name of Organization/Institution/Department If any from (State Govt./Semi Govt /UT/Govt. Board/Corporation /NHM/Central Govt.)
	From	To		

4.	Any Other Information, the Candidate would like to give in support of her/his candidature(Attach Additional Sheet, if Required)			

Declaration:

No Criminal Case/FIR is pending against me at any Court of law. 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.

NOTE: -

1. NOC from present employer (any State Govt./Semi Govt./UT/any Govt. Board/Corporation/NHM/Central Govt.) should be attached with application form.
2. Experience should be obtained after essential qualification and relevant to post applied.
3. I have read instructions carefully given in advertisement

Date:

(Signature of the Candidate)

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

List of Document attached: -

1.....	7.....
2.....	8.....
3.....	9.....
4.....	10.....
5.....	11.....
6.....	12.....

Acknowledgement No. of UPI Payment

Amount

Date of Payment

Date:

(Signature of the Candidate)