

Office of Civil Surgeon Sirsa

Desirous candidate can apply on the prescribed Format as per instructions attached for the post vacant under HSHRC. Application will be accepted by registered post/ Courier. Application submitted on E-mail/by hand will not be entertained. Candidates are intimated to go through the instructions uploaded on NHM Website i.e **www.nhmsirsa.org** before applying.

S.N of the Post	Name of Post	No. of Posts & Cat	Name of Schemes & Location	Eligibility & Experience	Salary in Rs.
1	District Consultant (Quality Assurance)	1- EWS	Distt. Sirsa	<p>Essential qualification :</p> <p>(i) MBBS/Dental/AYUSH/Nursing graduate with Masters in Hospital Administration/ Health Management (MHA-Full time) with 2 years experience in Public Health/Hospital Administration. Computer proficiency with high level of familiarity with Database Management Programme and commonly used packages like MS word, excel, PowerPoint.</p> <p>(ii) Hindi /Sanskrit up to Matric.</p> <p>Desirable:</p> <p>(i) Training and experience of implementing a recognized quality system like NQAS/NABH/ISO 9001:2008/Six Sigma/ Lean/Kaizen would be preferred.</p> <p>(ii) Previous work experience in the field of health quality would be an added advantage.</p> <p>(iii) Persons having previous experience of working under NHM or Govt. sector would have an added advantage.</p> <p>(iv) Having good communication & presentation skills and analytical abilities.</p> <p>Should have excellent oral and written communication skills in English.</p> <p>(v) Ability to design, conduct and publish reports.</p>	Salary As per service by laws 16290/- per month

2	District Consultant (Public Health)	1 - (BC-A)	Distt. Sirsa	<p>Essential Qualification:-</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.</p> <p>Should have excellent oral and written communication skills in English.</p> <p>(iv) Ability to design, conduct and publish reports.</p>	Salary As per service by laws 16290/- per month
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District Health & Family Welfare Society, Sirsa

Application Form for Advertisement No.:-NHM/SRS/2022-23/ 11 dated- 12-12-2022

(All supporting Documents/Certificates are required to be attached with Application Form)

Sr. No.	Description	To be Filled by the Candidate						
Sr. No of the Post		Name of the Post		Category for which applying			Latest Passport size attested Photo	
1	Personal Information							
1.	Name of the Candidate(In Capital Letters)							
2	Father's Name(if unmarried)/ Husband's Name (If Married)							
3	Date of Birth(Date/Month/Year)							
	Marital Status (Single/Married/Other)							
4	Permanent Address (With PIN Code)							
6	Category (Gen/SC/BC/SBC/EBPGC etc.)							
7	Mobile/Contact No.							
8	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			SGPA /CGPA	DMC/ Certificate Attached	On Page No.
			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.....

*Transaction
No/ID*

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Date

Date: (Signature of the Candidate)

General Instructions

Reservation as per Haryana Govt. Rules. It is mandatory for staff to maintain H Q and reside at the Place of Posting. **No separate call Letters will be issued for Interview.** No TA/DA will be paid for Interview. **Dates of Proficiency Test, Computer test and Interview for eligible candidates will be displayed only on NHM Website i.e nhmsirsa.org.** Number of Posts may increase , decrease or withdrawn. **The Posting Stations may be allotted as per Merit.** The contract period of all posts is upto 31-03-2023.

- 1. Application fee Rs. 200/- for General category and 100 /- for reserved category. Candidate should submit the above fee in the account as detailed below:-**
“Account No. 36454121591,
IFSC Code:- SBIN0011952”,
Account name “District Health & family welfare Society, Sirsa (user fee)”,
Bank name – State Bank of India, Air force Station Sirsa“.
This fee is non Refundable. Candidate Should attach the 2 copies of acknowledgement slip of fee Submitted by him/her with the application form.
- 2. 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 photocopies of certificates as per essential qualification 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.**
- 3. Bring all relevant original certificates at the time of interview for verification.**
- 4. Applications will be accepted in office of Civil Surgeon, Sirsa by registered post/ Courier only upto 27-12-2022 till 4:00 PM.**
- 5. Proficiency test, Computer test and Interview will be held as per letter no NHM/Admn/HRC-1/2021-22/7591-7620 dated 20-09-2021 in the O/o Civil Surgeon Sirsa and instructions issued from MD NHM time to time. The Schedule will be displayed only on web Site.**
- 6. Incomplete Application form shall be rejected. Application without fee & certificates shall be rejected.**
- 7. 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.**
- 8. Important Notice for all Candidates – Any sort of canvassing or influencing the officers related to selection and recruitment process would result in immediate disqualification of the candidate.**

9. Service Bylaws of NHM 2018 will be applicable for all the posts.
10. District authority has right to reject any application if found improper or having misleading information.
11. Any additional work/placement under NHM can be assigned by appointing authority.
12. In case of unsatisfactory performance and conduct, the service shall be terminated as per NHM service by laws of 2018.
13. Person having criminal case/FIR against them are not eligible to apply for these post.
14. Residence proof:- Any 3 Document must be attached from below mentioned List to avail weightage of residence.

Sr.No	List of Documents for proof of Address(Residential Proof)
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)

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**Civil Surgeon cum Chairman
Executive Committee DH&FW Society,
Sirsa**