

Office of Civil Surgeon Sirsa

Desirous candidate can apply on the prescribed Format as per instructions attached for the post of District Program Manager under NHM. Application on E-mail will not be entertained. Candidates are advised to go through the General instructions uploaded on **NHM Website i .e nhmsirsa.org** before applying.

Application will be accepted in office of Civil Surgeon, Sirsa by registered post / Courier only upto 01-05-2023 till 4:00 PM.

S.N	Name of Post	No. of Posts & Cat	Name of Schemes & Location	Eligibility & Experience	Salary in Rs.
1	District Program Manager	UR-1	Office of Civil Surgeon Sirsa	Essential Qualification : (i) MBA (Master of Business Management) (ii) Hindi/Sanskrit upto matric. Age:- 18 – 42 years	Salary As per service by laws 18460/- per month

District Health & Family Welfare Society, Sirsa

Application Form for Advertisement No.:-NHM/SRS/2023-24/01 dated-12-04-2023

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

To be Filled by the Candidate

Post S.N.	Name of the Post
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A *Personal Information*

1.	Name of the Candidate(In Capital Letters)		Latest Passport size attested Photo
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)		
5.	Category (Gen/SC/BC/SBC/EBPGC etc.)		
6.	Mobile/Contact No.		
7.	E-mail Address (in capital letters)		

B *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	%			

C *Work Experience from any State Govt./Semi Govt./ UT/ any Govt. board/ Corporation/NHM (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		

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

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E	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.....	7.....	
2.....	8.....	
3.....	9.....	
4.....		
5.....	Reference ID/Transaction ID	Amount
6.....	Date	Name of Bank

Date: (Signature of the Candidate)

General Instructions

- Service Bylaws of NHM 2018 will be applicable for this post.
- The contract period of this post is initially upto 31-March-2024, which may be extended as per sanction received from office of M.D. NHM Haryana, Panchkula.
- Candidate should submit the application fee of Rs 200/-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.

- 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 only of essential qualification certificates/diploma/degree 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.
 - **All Communication will be done on Official website www.nhmsirsa.org**
 - Application will be accepted in office of **Civil Surgeon, Sirsa by registered post / Courier only upto 01-05-2023 till 4:00 PM.**
 - Selection will be made as per letter no NHM/Admin/HRC-1/2022-23/10885-905 dated 20-03-2023(Attached).
 - Incomplete Application form shall be rejected. Application without prescribed fee & certificates shall be rejected.
 - **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.**
 - It is mandatory for staff to maintain H Q and reside at the Place of Posting.
 - **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.**
 - District authority has right to reject any application if found improper or having misleading information.
 - Any additional work/placement under NHM can be assigned by appointing authority.
 - The candidature of the candidate will be purely provisional for the post and will be subject to their satisfying the prescribed eligibility condition. If at any stage before joining duty It is found that candidate does not fulfil any of the eligibility criteria or information furnished by the candidate is incorrect/false, his/her candidature for the post shall stand cancelled without any notice and any reference.
 - In case of unsatisfactory performance and conduct, the service shall be terminated as per service by laws of Contractual Employees of NHM Haryana.
 - Person having criminal case/FIR against them are not eligible to apply for these posts.
- Residence proof: Any 3 Document from the below mention list should be produced to avail weightage for the district Sirsa.**

S.N	List of Documents for Proof of Address (residential proof)
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
6	Electricity Bill (not older than last three months)

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