

**NATIONAL HEALTH MISSION, HARYANA,  
HEALTH DEPARTMENT,  
Paryatan Bhawan, Bay No.55-58, Sector 2, Panchkula**

**ADVERTISEMENT**

Advt. No. 1/2016-17 (Admn.)

Date of Advertisement: 09/12/2016

Applications are invited for filling up the following post in National Health Mission, Haryana purely on contract basis and initially up to 31.03.2017 with details as mentioned below:-

Sr. No.	Name of Post	No. of Posts	Remuneration	Academic Qualifications and required experience	Place of posting	Age Limit
1	HR Supervisor (Admin)	UR - 1	Rs. 30000/- per month	<ul style="list-style-type: none"> <li>▪ <b>Essential Qualification:</b> MBA with specialization in HR/ Post Graduate in Human Resources Management from recognized University or institution.</li> <li>▪ <b>Essential Experience:</b> Minimum 5 year Post qualification experience in managerial position including 3 year experience in Health systems areas preferably with National Health Mission set up / Health sector</li> <li>• Hindi/Sanskrit up to Matric.</li> </ul>	Panchkula	Not more than 55 years
2	HR Consultant (Admin)	UR - 2	Rs. 25000/- per month	<ul style="list-style-type: none"> <li>▪ <b>Essential Qualification /Requirements</b> • Regular MBA in HR/ Post Graduate in Business Management in Human Resources from Recognized university or institution</li> <li>▪ Preference will be given to candidates with 02 years of relevant work experience in reputed organization/ institution</li> </ul>	Panchkula	Not more than 55 years
3.	Secretarial Assistant (Admin)	UR - 4	Rs. 10, 860 /-per month	<ul style="list-style-type: none"> <li>• <b>Essential Qualification</b> Graduate with Diploma in Secretarial Assistance or Post Graduate Diploma in Computer Application with at least 55% marks.</li> <li>▪ The candidate with at least 2-3 years' experience and having good knowledge of office maintenance/ record maintenance on computer or Retired from the post of Supdt./ Dy. Supdt./ Assistant or equivalent from Haryana Government</li> </ul>	Panchkula	Not more than 60 years
4.	Administrative Assistant (Admin)	UR - 4	Rs. 10, 860 /- per month	<p><b>Essential Qualification :</b> Graduate and Retired from the post of Supdt./Dy.Suptd/ Assistant or equivalent from Government</p> <ul style="list-style-type: none"> <li>▪ Working Knowledge of Computers</li> </ul>	Panchkula	Not more than 60 years
5.	Consultant 1 consultant for (Urban health) 8 consultant for ( Child Health/Supportive supervision & monitoring of Immunization/ RAPID)	9 UR-7 SC-2	Rs. 40000/- per month	<ul style="list-style-type: none"> <li>• <b>Essential Qualification/ Requirements</b> - MBBS/BDS/AYUSH/Medical Graduate with regular Post Graduate Degree or Diploma in Public Health/Hospital Management /Hospital Administration /Nutrition/ Community Health/ Preventive and Social Medicine.</li> <li>• Hindi/Sanskrit up to Matric.</li> <li>• <b>Preferential Qualification:</b> A very good understanding of project development, implementation and evaluation.</li> </ul>	Panchkula	Not more than 55 years

				<ul style="list-style-type: none"> <li>• Experience of working at the State level on similar assignments in close coordination with Govt. officials is preferred.</li> <li>• Working experience with Development agency, NGO, or any other reputed health organization will be preferred.</li> <li>• Skills and knowledge in managing community based trainings on counseling skills and community education.</li> <li>• Knowledge of computer applications and comfort on relevant software (EpiInfo, Word Excel, Power Point, other presentation software)</li> <li>• Ability to network and share information harmoniously with multiple partners.</li> <li>• Experience in data analysis and report writing.</li> <li>• Excellent oral and writing skills both in Hindi and English.</li> <li>• Ability to work in a multi-cultural team environment.</li> </ul> <p><b>Skills required</b></p> <ul style="list-style-type: none"> <li>• Knowledge of public health issue and newborn and child health</li> <li>• Ability to network and share information harmoniously with multiple partners</li> <li>• Strong written and oral English and Hindi communication, with good presentation skill</li> <li>• Good working knowledge of computer application, especially MS office</li> <li>• Strong documentation skills</li> <li>• Ability to work in a multi-cultural team environment <ul style="list-style-type: none"> <li>• <b>Desirable</b> : At least two years of post-qualification work experience in the health sector</li> </ul> </li> </ul> <p><b><u>Note : Willingness to undertake extensive field travel.</u></b></p>		
6.	Programme Assistant(Urban Health)	UR - 1	Rs. 15,000/- per month	<ul style="list-style-type: none"> <li>▪ <b>Essential Qualifications/Requirements:</b> Postgraduate, with degree/diploma in Computer Science</li> <li>▪ Hindi/Sanskrit up to Matric.</li> <li>▪ <b>Essential Experience:</b> At least two years of experience in the health sector</li> </ul>	Panchkula	Not more than 55 years
7	State Vaccines and Logistics Manager(Child Health)	UR - 1	Rs. 28,000/- per month	<ul style="list-style-type: none"> <li>• <b>Essential qualification / Requirements</b> - Any Graduate with Degree/Diploma in Material Management /Storage Management/Business Management with minimum 1 year post qualification experience in Logistic Management or any graduate with at least 2 years' experience in material or logistics management. S/he should be proficient in Computers in Microsoft Office (MS Word, MS Excel and MS PowerPoint)</li> <li>• <b>Desirable:</b> Previous experience in Health sector</li> </ul>	Panchkula	Not more than 55 years

8	State Cold Chain Officer (Child Health)	UR - 1	Rs. 37,950/- per month	<b>Essential Requirements -</b> <ul style="list-style-type: none"> <li>B. E. / B. Tech. in Mechanical/ Electrical/ Electronic with min 10 years experience in reputed company/ Govt. sector in maintaining &amp; supervising the Electrical and Cold Chain Equipments like WIC/ WIF/ ILR/ DF/ Stabilizers etc.</li> </ul> <b>Essential Experience</b> <ul style="list-style-type: none"> <li>10 years experience in material management skills Required</li> </ul>	Panchkula	Not more than 55 years
9	Special Newborn Care Unit Data Manager/ SNCU Software Coordinator (Child Health)	UR - 1	Rs. 27,250/- per month	<b>Essential Qualifications/Requirements:</b> MCA with 2 year experience or BCA with three year experience in health sector especially handling trainings and roll out of software and data management systems in government health system. <b>Preference:</b> Preference will be given to the candidate with knowledge of SNCU working.	Panchkula	Not more than 55 years
10	Software Programmer (1 software programmer for HRIS)  1 software programmer for HMIS)	UR - 2	Rs. 25,000/- PM	<b>Essential Qualification:</b> <ul style="list-style-type: none"> <li>BE/B.Tech./M.Tech (Comp. Sci./IT) in 1st Division or M.Sc. (Comp.Sci./IT) in 1st Division or MCA in 1st Division and</li> <li>Project Work of Software Development in a reputed company on Open Source technologies i.e. Java/J2EE/jquery/PHP and MS Access/SQL Server</li> <li>2 years developer experience on live projects in a reputed IT firm.</li> </ul>	Panchkula	Not more than 55 years
11	Software programmer for Home Based Post Natal Care programmer (Child Health)	UR - 1	Rs. 28750/- per month	<b>Essential Qualifications/Requirements:</b> <ul style="list-style-type: none"> <li>MCA with 2 year experience or BCA with three year experience in health sector especially handling trainings and roll out of software and data management systems in government health system.</li> </ul> <b>Preference:</b> Preference will be given to the candidate with knowledge of Home Based Post Natal care programme.	Panchkula	Not more than 55 years
12	Junior Editor(BCC)	UR - 1	Rs. 15,000/- per month	<b>Essential Qualifications/Requirements:</b> <ol style="list-style-type: none"> <li>Masters Degree in Mass Communication / English / Hindi</li> <li>Knowledge of Computers</li> <li>Typing Speed of minimum 30 WPM in English.</li> <li>Typing Speed of minimum 20 WPM in Hindi</li> </ol>	Panchkula	Not more than 55 years

13	State Data Manager (HMIS)	UR - 1	Rs. 34,650/- per month	<ul style="list-style-type: none"> <li>▪ <b>Essential Qualification</b> MBBS/ BDS/ BAMS with MD in Social &amp; preventive medicine (SPM) / MD in Hospital Administration/Post Graduate degree in Public Health/ Healthcare Administration/ Hospital administration/ MBA in Health Care Services/ MD in Social and Preventive medicine</li> <li>▪ <b>Essential Experience:</b> Post qualification One year experience, in the field of health/social development/ handling data and analysis and sound knowledge of technical understanding of management information system and various computer applications working on computerized databases and analytical software viz SAS/STATA, EPI Info, SPSS, MS Excel etc</li> </ul>	Panchkula	Not more than 55 years
14	Data Analyst/ Statistician (HMIS)	UR - 1	Rs. 23,100/- per month	<ul style="list-style-type: none"> <li>▪ <b>Essential Qualification:</b> Post Graduate with at least 55% marks in Statistics/Mathematics/ Population Studies/Public Health with Statistics as a subject</li> <li>▪ <b>Essential Experience:</b> Working Experience of Two years in a field of monitoring of projects preferably in the field of health or social development/handling data and analysis and sound knowledge of technical understanding of management information system and various computer applications working on computerized databases and analysis software viz STATA,EPI Info, SPSS, MS Excel etc.</li> <li>▪ <b>Desirable:</b> Proficiency in commonly used office automations tools viz MS word, Excel, PowerPoint and internet and e-mail</li> </ul>	Panchkula	Not more than 55 years
15	Monitoring & Evaluation Officer(HMIS)	UR - 1	Rs. 23,100/- per month	<p><b>Essential Qualification:</b> Post Graduate with at-least second division in Public Health / Statistics /Population Science /Economics/mathematics along with Advance degree/Diploma or a Post Graduate course in Computer Application from recognized University/ institution with 55% marks and having at least Two year experience in handling health statistics.</p> <p style="text-align: center;">Or</p> <p>Post Graduate in Computer Science or Master of Computer Application with 55% marks from recognized university /institution and having at least three year experience in handling health statistics.</p>	Panchkula	Not more than 55 years
16	Account Assistants (2 Account Assistants for Account Branch) (1 Account Assistants for AYUSH)	UR - 3	Rs. 12,100/- per month	<p><b>Essential Qualification/ Requirements -</b></p> <ul style="list-style-type: none"> <li>▪ B. Com with at least 55% marks. Knowledge of Tally ERP 9 Software (Certificate for the same is required)</li> <li>▪ <b>Essential Experience:</b> One year post qualification experience related to Accounts works</li> </ul> <p><b>Preferential Qualification -</b>Candidates having additional qualification like MBA (Finance)/ M. Com./ MFC will be preferred</p>	Panchkula	Not more than 55 years

17	MCTS Coordinators (MCTS)	UR - 1	Rs. 24,150/- per month	<b>Essential Qualification:</b> MBBS/ BDS/ BAMS/ BPT with Master in Public Health/ Master in Healthcare Administration/ Master in Hospital administration/ MD in Hospital Administration/MBA in Health Care Services/ MD in Social and Preventive medicine	Panchkula	Not more than 55 years
18	MCTS, Calling Agents (MCTS)	UR - 2	Rs. 12,705/- per month	<b>Essential Qualification:</b> <ul style="list-style-type: none"> <li>▪ B. Pharmacy / D. Pharmacy or</li> <li>▪ General Nursing-cum-mid wifery course from recognized institution. Registered as General nurse and mid wife Haryana Nurses Registration Council and</li> <li>▪ 1 year experience in health sector</li> <li>▪ Proficiency in commonly used packages like MS Office. Excellent communication skills (read/Write and Speak) in Hindi, English and Haryanvi.</li> </ul>	Panchkula	Not more than 55 years
	<b>Important Instructions</b>	<ol style="list-style-type: none"> <li>1. The interested candidate may check details/TOR and download the application form from website <a href="http://www.nrhmharyana.gov.in">www.nrhmharyana.gov.in</a></li> <li>2. Last date for receiving applications in NHM office is 30-12-2016 up to <b>4:00 p.m.</b></li> <li>3. No TA/DA will be paid for coming for interview.</li> <li>4. Full particulars along-with <b>Contact no., Postal address with PINCODE</b>, two Passport size photo and attested copies of Educational Qualification &amp; Experience should be attached with the application.</li> <li>5. Application received in NHM office after the last date will not be considered. The NHM, Haryana will not be responsible for any postal delay.</li> <li>6. Name of post should clearly be stated in application.</li> <li>7. One Application will be considered for one post only.</li> <li>8. Number of Posts can be increased or decreased by the NHM.</li> <li>9. Post of reserve category will be filled up as per Haryana Government Reservation policy.</li> <li>10. The list of eligible and short listed candidates will be displayed on official website of NHM i.e. <a href="http://www.nrhmharyana.gov.in">www.nrhmharyana.gov.in</a> and for any clarification and query , please visit State Head Quarter NHM, Haryana, Panchkula on all working days from 9:00A.M to 5:00 P.M.</li> <li>11. NHM Haryana, Panchkula reserves the right to cancel the recruitment process for any post at any time or stage.</li> </ol>				

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Mission Director (NHM)  
National Health Mission, Haryana (Panchkula)