

Human Resource

The component of Human Resources under NHM is to ensure availability of adequate manpower at the public health facilities in the rural and remote areas of the Haryana State.

Human Resources are largely based on the requirements. The component/scheme of Human Resources under NHM includes different interventions to ensure recruitment, deployment, continued capacity building and functioning of adequate health care man power in the Haryana State.

Interventions for increasing the generation of health Human Resources to meet the demands in the public sector

- Contractual appointment of HR for service delivery including Doctors, Consultant, Staff nurses, Lab technicians, ANMs, other paramedical staff and support staff for filling short term gaps at public facilities.
- Provision of incentives for ensuring service delivery in rural and remote areas
- Multi-skilling and skill up-gradation of existing staff such as doctors and staff nurses to overcome the shortage of specialists and skilled manpower interventions for effective management of existing HR, including measures for quality assurance
- Measures for assessing the competencies of service delivery staff including nurses, ANM and Lab Technicians etc.

Conditionality -

All posts under NRHM are on contract and based on local criteria. The contract should be done by the Rogi Kalyan Samiti/ District Health Society. The stay of person so contracted at place of posting is mandatory. All such contracts are for a particular institution and non-transferable. The contracted person will not be attached for any purpose at any place.

INSTRUCTIONS

From

Mission Director,
National Rural Health Mission (NRHM), Haryana
"Paryatan Bhawan", Bays No.55-58, Sec. 2,
Panchkula

To

All Civil Surgeons of Haryana State.

Memo No. 1/760 NRHM/A4/2011/ 4658-78
Dated, Panchkula the 13.05.2011

Subject: Regarding transfer of Staff Nurses / ANMs.

Reference on the subject cited above.

2. It has been decided that contractual employees working under NRHM, particularly Staff Nurses and ANMs, in case of relocation after marriage with in the district or another district should be given following preference:-

- i) In case relocation is within district, the employee should be adjusted in the nearby health facility of her new location against vacancy under NRHM.
- ii) In case employee moves to a new district, she should be given weightage for local criteria as well experience in NRHM while making fresh recruitment in the district. Weight for local criteria would be decided as per already existing guidelines considering her new address as her domicile.

Sd/-
Director(Admn.),
for Mission Director(NRHM),
Haryana, Panchkula.

From: Mission Director,
National Rural Health Mission(NRHM), Haryana
'Paryatan Bhawan', Bays No 55-58, Sector 2,
Panchkula

To: All Civil Surgeons of Haryana State

Memo No. 1/764 NRHM/A4/2013/ 27 284 - 24
Dated Panchkula the 10-6-13

Subject: Selection Criteria for recruitment of Staff in Civil Surgeon Offices on contractual basis under NRHM-Modified.

Reference this office Memo No. 1/764 NRHM/A4/2012/25657-77 dated 09.10.2012, Memo No. 1/764 NRHM/A4/2013/17347-67 dated 14.02.2013 and Memo No. 1/764 NRHM/A4/2013/25312-32 dated 20.05.2013 on the subject noted above.

2. It is clarified that no contractual staff under NRHM should be recruited without proper advertisement and screening test.
3. The screening test/proficiency test is a test to check IQ, General Knowledge and information of the candidate about concerned subject.
4. For every post, advertised, atleast 4-5 times the number of eligible candidates should be shortlisted through screening/proficiency test. If the total number of applicants are less, than 2-3 times the number of eligible candidates should be shortlisted through screening/proficiency test.
5. Thereafter, following selection criteria for recruitment of Staff on contractual basis under NRHM should be adopted with immediate effect:-

	Weight	Marking Pattern
1. Basic Qualification	25	$\frac{25 \times \text{Percentage}}{100}$
2. Additional Qualification such as higher degree in same discipline or Public health or Management degree.	05	$\frac{05 \times \text{Percentage}}{100}$
3. Relevant Post Qualification Experience (Government / Semi Government only)	07	01 marks for each completed year.
4. NRHM experience	03	01 mark for each completed year.
5. Proficiency tests such as tally for accounts personals / relevant tests for other staff. (not required for Doctor & Class IV employee)	15	
6. Computer skill tests (It should be compulsory for all staff since computer knowledge is must).	10	
7. Local area weightage	20	Residence in PHC area – 20. Residence in CHC area – 15

Residence in Distt. – 10
Out of District – 0

8. Interview
Total 15
100

6. Selection Criteria for recruitment of Staff on contractual basis under NRHM issued earlier, if any, may be treated as cancelled.

NOTE:-

1. If the vacancy of one category is more than 10, one observer from Head Quarter with question paper will be deputed for conducting the screening test.
2. If the vacancy of one category is less than 10, representative of Deputy Commissioner-cum-Chairman, District Health & Family Welfare Society will remain present through out the screening test and declaration of results etc. Question paper in this case will be set up by the office of Civil Surgeon.
3. Question Papers will be placed in sealed cover after declaration of result for screening test.
4. All marking/numbering will be done with blue/black ball pen.
5. As Deputy Commissioner is the chairman of District Health & Family Welfare Society, there must be an observer/nominee of Deputy Commissioner for the entire process, irrespective of the number of vacancies .
6. In all cases, the final list will be got approved from the respective Deputy Commissioner-cum-Chairman, District Health & Family Welfare Society.

Director (Admn.),
for Mission Director, NRHM,
Haryana, Panchkula

Endst. No. 1/764 NRHM/A4/2013/ 7725-64

Dated: 10-6-13

A copy is forwarded to the following for information and necessary action:

1. All Directors/Joint Directors/Dy.Directors, NRHM, Haryana, Panchkula.
2. All Programme Officers, NRHM, Haryana, Panchkula.
3. All Deputy Commissioner-cum-Chairman, District Health & Family Welfare Society, Haryana.
4. PS/HM for information of Hon'ble Health Minister, Haryana.
5. PS/PSHM for information of worthy Principal Secretary to Government, Haryana, Health Department.
6. PS/MD, NRHM for information of Mission Director, NRHM, Haryana, Panchkula.
7. PS/'DGHS, Haryana for information of Director General Health Services, Haryana, Panchkula.
8. HMIS Cell, NRHM, Haryana. Panchkula.

Director (Admn.),
for Mission Director, NRHM,
Haryana, Panchkula

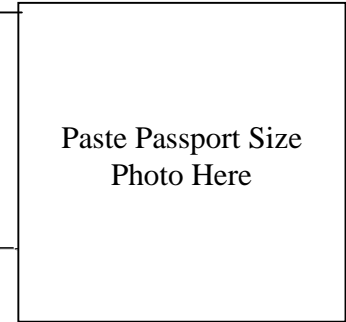
NATIONAL RURAL HEALTH MISSION, HARYANA

Application for the post of _____

1. Name of the candidate : _____
2. Father's/Husband Name : _____
3. Sex : Male / Female
4. Date of Birth : _____
(DD/MM/YYYY)
5. Category to which belong : _____
6. Telephone / Mobile No. : _____
7. E-mail : _____
8. Permanent Address : _____

_____ PIN CODE _____
9. Correspondence Address : _____

_____ PIN CODE _____



10. Educational / Professional Qualifications :

Examination Passed	Board/ University	Year of Passing	Maximum Marks	Marks Obtained	% age of marks	Division	Subject
10th							
10+2 / Vocational / Intermediate							
Graduation							
Post Graduation							
Any other Course / Diploma etc							

11. Internship / Training (if any): Year(s) _____ Month(s) _____ Day(s) _____

Name of Institution / Organization	Designation	From	To	Total period

12. Total Experience: Year(s) _____ Month(s) _____ Day(s) _____

Name of Institution / Organization	Designation	From	To	Pay/Salary / Honorarium p.m.	Total period

13 Detail of document attached

14. Declaration : I hereby declare that

1. All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/selection/appointment, my candidature may be cancelled and action can be taken against me by the commission.
2. I have read the provisions in advertisement of the omission carefully and I hereby undertake to abide by them. I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.
3. I have never been convicted by criminal court.

Date : _____

SIGNATURE OF THE CANDIDATE

Place : _____

No.1/43-RCH-IV/2009/ 705-29

Date 4/2/10

From

Mission Director,
National Rural Health Mission (NRHM), Haryana,
Paryatan Bhawan, Bays 55-58, Sector 2,
Panchkula.

To

1. All Directors / Dy. Directors,
NRHM, Haryana, Panchkula.
2. All the Civil Surgeons
in the Haryana State.


Dated, Panchkula the

Subject: Scheme for grant of Maternity Leave to the Contractual Staff hired under Reproductive Child Health-II covered under State Health Society.

Your attention is invited on the subject noted above and it is to inform that the female contractual staff hired under Reproductive Child Health-II (RCH-II)/NRHM will be entitled to the maternity leave on the following terms and conditions:-

- (i) A women employee eligible for maternity benefits and whose services have been hired on contract basis in a lawfully authorized manner shall be entitled to '**Fully Paid Maternity Leave**' up to a maximum of three months i.e. 90 days or till the currency of the subsisting contract, whichever is earlier.
- (ii) Further to it, the eligible women employee in the said category shall also be entitled to maternity leave on, '**Without Pay Basis**', up to a further period of maximum three months i.e. 90 days or till the currency of the subsisting contract, whichever is earlier.
- (iii) The benefit under this scheme shall be admissible only up to the delivery of second living child.
- (iv) Chairman, District Health & Family Welfare Society in Districts and Mission Director, NRHM, Haryana at the Mission Directorate shall be competent to grant "**Maternity Leave**" in terms of these instructions

These rules shall apply with immediate effect.


Director (Admn.), NRHM
for Mission Director, NRHM,
Health Department, Haryana


1/2/10

From

Mission Director,
National Rural Health Mission (NRHM), Haryana,
Paryatan Bhawan, Bays 55-58, Sector 2,
Panchkula.

To

1. All Directors / Dy.Directors,
NRHM, Haryana, Panchkula.
2. All the Civil Surgeons
in the Haryana State.

Memo No.1/43 NRHM / A-4 / 2012/22060-22095
Dated, Panchkula the 28.9.2012

Subject: Scheme for grant of Maternity Leave to the Contractual Staff hired under Reproductive Child Health-II covered under State Health Society.

Reference this office memo No.1/43 RCH-IV/2009/705-29 dated 04.02.2010 on the subject cited above.

2. At present a woman employee is entitled to "Fully Paid Maternity Leave" up to a maximum of three months i.e. 90 days or till the currency of the subsisting contract which ever is earlier. Now, It has been observed that female employees are facing problem when their contract ends within the maternity leave and their contract are not extended.

3. Keeping in view the above problem, the matter has been reconsidered and decided that when the contract of a female employee ends between the maternity leave period, her contract should be renewed after giving a one day break if she is otherwise found eligible for renewal of contract. Such period (after the last day of contract upto her joining day after fitness) should be treated as without pay.

4. These rules shall apply with immediate effect.

Sd/-
Director (Admn.),
for Mission Director, NRHM,
Haryana, Panchkula

Endst.No.: 1/43 NRHM / A-4 / 2012/22096-22118

Dated: 28.09.2012

A copy each is forwarded for information & necessary action to the:

1. All Dy.Commissioner-cum-Chairman, District Health & Family Welfare Society.
2. PS/PSHM for information of worthy PSHM.
3. PS/MD, NRHM for information of worthy Mission Director.

Sd/-
Director (Admn.),
for Mission Director, NRHM,
Haryana, Panchkula

From

Mission Director,
National Rural Health Mission,
Health Department, Haryana,
Bays No 55-58, Sector 2,
Panchkula

To

Civil Surgeon,
Rohtak.

Memo No. 1/43 NRHM/A4/ 2011/16243
Dated Panchkula the 17.11.2011

Subject: Clarification regarding Maternity leave.

Reference your memo No.DH&FWS/RTK/2011/6913 dated 10.10.2011 on the subject noted above.

2. It is clarified that in case of still births and infant deaths, one month maternity leave should be given as there is no child care involved in those cases.

Sd/-
Director (Admn.),
for Mission Director, NRHM,
Haryana, Panchkula

(TO BE SUBSTITUTED FOR THE LETTER BEARING SAME NO. & DATE)

From

Mission Director,
National Rural Health Mission, Haryana,
"Paryatan Bhawan", Bays No 55-58, Sector 2,
Panchkula.

To

All Civil Surgeon of Haryana State

Memo No. 1/769 NRHM/A4/2012/ 14587-607
Dated Panchkula the 16.07.2012

Subject:- To grant leave after sterilization – Special Leave.

Reference on the subject noted above.

2. The matter relating to granting of leave after sterilization was under consideration of this department. Now, it has been decided that seven days special casual leave be granted to contractual female employees and five days special casual leave be granted to contractual male employees working under NRHM, Haryana over and above the casual leave entitled.

**Sd/-
Director (Admn.),
for Mission Director, NRHM,
Haryana, Panchkula**

CC:-

HMIS Cell, NRHM, Haryana, Panchkula.

From

Mission Director,
National Rural Health Mission, Haryana
"Paryatan Bhawan", Bays No. 55-58,
Sec. 2, Panchkula.

To


1. All Directors/Dy. Directors
NRHM, Haryana, Panchkula
 2. All the Civil Surgeons,
In the Haryana State.
- Memo No. 1/11/NRHM-RCH-4/2010/ 10835-60
Dated Panchkula the 15/10/10

Subject: Scheme for grant for rest for aborted pregnancies to contractual female employees under NRHM

Reference on the subject noted above.

2. After careful consideration, it has been decided that the female contractual staff hired under Reproductive Child Health (RCH-II)/ NRHM will be entitled to the abortion leave on following terms & conditions.


- (i) For first trimester 7 days paid leave, for second trimester 21 days paid leave and for third trimester 30 days paid leave will be allowed.
- (ii) The abortion leave will be allowed only for two abortions and upto the birth of two living children.
- (iii) The leave will be allowed only during the validity of the contract.
- (iv) Mission Director NRHM, Haryana at the Mission Directorate and Chairman, District Health & Family Welfare Society in Districts will be competent to grant "abortion leave" in terms of these instructions. These instructions shall apply with immediate effect.


**Director (Admn.)
for Mission Director,
National Rural Health Mission
Haryana, Panchkula**
dated:

Endst. No. 1/11/NRHM-RCH-4/2010/

A copy each is forwarded to the information & necessary action to the:

1. All Deputy. Commissioner –Cum–Chairman, District Health & Family Welfare Society.
2. PS/FCHM for information of Worthy FCHM
3. PS/DGHS for information of DGHS


**Director (Admn.)
for Mission Director,
National Rural Health Mission
Haryana, Panchkula**

From

Mission Director,
National Rural Health Mission(NRHM), Haryana
'Paryatan Bhawan', Bays 55-58,
Sector 2, Panchkula

To

All Civil Surgeons of Haryana State

No.1/892-NRHM/A-6/Misc/2011/4577 - 97
Dated, Panchkula the 12.05.2011

Subject: Regarding validity of waiting list-guidelines reg. the

Reference to the subject noted above.

2. It has been decided that for contractual appointment under NRHM, waiting list should be valid for 6 months so that there is no need to conduct the interview again and again in case there are some vacancies during the year. Also for 25 posts or less, 25% candidates of the total post should be kept in waiting list. If posts are between 25-50, 15% candidates should be kept in waiting list, for more than 50 posts 10% candidates should be kept in waiting list. At least two candidates must be kept in waiting list for each selection process.

Sd\-
Director (Admn.),
for Mission Director, NRHM
Haryana, Panchkula

From

Mission Director,
National Rural Health Mission(NRHM), Haryana
'Paryatan Bhawan', Bays No 55-58, Sector 2,
Panchkula

To

All Civil Surgeons of Haryana State

Memo No. 1/794 NRHM/A4/2011/19251-71
Dated Panchkula the 30.12.2011

Subject: Reservation in contractual appointment – War Widows Reg. the.

Reference on the subject noted above.

2. The matter relating to appointment of War Widows of Haryana State was under consideration in National Rural Health Mission(NRHM), Haryana. After considering the matter, It has been decided that 10% additional weightage be awarded to the War Widows of Haryana State during contractual appointment under NRHM, Haryana with immediate effect.

Sd/-
Director (Admn.),
for Mission Director, NRHM,
Haryana, Panchkula

Endst. No. 1/794 NRHM/A4/2011/19272- 89

Dated : 30.12.2011

1. All Directors/Joint Directors/Dy.Directors, NRHM, Haryana, Panchkula.
2. All Programme Officers, NRHM, Haryana, Panchkula
3. PS/FCHM for information of worthy Financial Commissioner & Principal Secretary to Government, Haryana, Health Department.
4. PS/MD, NRHM for information of Mission Director, NRHM, Haryana, Panchkula.
5. PS/DGHS, Haryana for information of Director General Health Services, Haryana, Panchkula.

Sd/-
Director (Admn.),
for Mission Director, NRHM,
Haryana, Panchkula

From

Mission Director,
National Rural Health Mission (NRHM), Haryana
"Paryatan Bhawan", Bays No.55-58, Sec. 2,
Panchkula

To

1. All Civil Surgeons of Haryana State.
2. All Programme Officers of Haryana State.

Memo No. 1/751 NRHM/A-4/2013/
Dated, Panchkula the

Subject: Guidelines regarding age limit for recruitment under NRHM.

Reference this office Memo no. 1/751 NRHM/A-4/2013/12205-12225 dated
26/09/2011

on the subject cited above.

2. The matter has been re-examined and decided that the age limit for recruitment under NRHM will be as under:-

S.No.	Name of Post	Min Age	Max Age
a.	Specialist Doctors	18 Years	65 Years
b.	MBBS Doctors	18 Years	62 Years
c.	Other retired Government Servants	18 Years	60 Years
d.	Other Staff	18 Years	55 Years

This age is at the time of beginning of contract period which is generally one year (or less) under NRHM. If any staff is very efficient, fit and contributing positively, the contract period can be extended more than one year after the prescribed maximum age limit for entry into contract with the approval of Mission Director.

Director(Admn.),
for Mission
Director(NRHM),
Haryana, Panchkula.

From

Mission Director,
National Rural Health Mission (NRHM), Haryana,
Paryatan Bhawan, Bays 55-58, Sector 2,
Panchkula.

To

1. All Directors / Programme Officers,
NRHM, Haryana, Panchkula.
2. All Deputy Commissioner-cum-Chairman,
District Health & Family Welfare Society
in Haryana State.
3. All the Civil Surgeons in Haryana State.

Memo No. 1/NRHM/A-7/2013/
Dated, Panchkula the

Subject: Scheme for grant of Conveyance Allowance to Orthopaedically Handicapped employees of NRHM.

Your attention is invited on the subject noted above and it is to inform you that the conveyance allowance to the contractual staff of NRHM will be granted on the following terms and conditions:-

1. An Orthopaedically handicapped employee will be eligible for conveyance allowance for going to and coming from the place of their duty, only if he or she has a minimum 40% permanent partial disability of either upper or lower limbs or 50% permanent partial disability of both upper and lower limbs together.
2. The conveyance allowance will be admissible to the orthopaedically handicapped employees on the recommendation of head of Orthopaedics Department of a Govt. Hospital.
3. The allowance will not be admissible during leave (except casual leave).
4. The conveyance allowance will be 10% of the honorarium subject to a maximum of Rs. 1000/- p.m. The allowance will be granted with immediate effect.

The NRHM is also pleased to authorize the Deputy Commissioner-cum-Chairman, District Health & Family Welfare Society to sanction the conveyance allowance in the terms of these orders.

The NRHM employees concerned shall thus apply for the grant of conveyance allowance to the concerned society.

These instructions may be brought to the notice of all concerned.

Director (Admn.),
for Mission Director, NRHM,
Haryana, Panchkula
Dated:

Endst.No.: 1/NRHM/A-7/2013/

- A copy is forwarded for information & necessary action to the:
1. Principal Secretary to Government Haryana, Health Department.
 2. PS/MD, NRHM for information of worthy Mission Director.

Director (Admn.),
for Mission Director, NRHM,
Haryana, Panchkula