

**Health Department, Haryana
O/o Director General Health Services,
Swasthya Bhavan, Sector-6, Panchkula**

Dated: 09/07/2024


ADVERTISEMENT

Applications are invited for the following posts in 'NIROGI Haryana' from eligible professionals to fill the following positions purely on contract basis and initially for a period of 3 months, subsequently based on performance review, upto 31.3.2025 and annually thereafter, subject to the continuation of the program 'NIROGI Haryana'. Eligibility criteria including the required academic qualifications, experience and other terms of reference are available at www.haryanahealth.gov.in.

Sr. No.	Name of the post	Number of posts	Remuneration	Age limit
1	Consultant (NIROGI)	2	Rs. 80,000/- per month	Up to 42 years

Important Instructions:

- The last date of submission of application is **2nd August, 2024 by 5:00 PM.**
- The application forms along with necessary documents are to be submitted to the Director Health Services (NIROGI), O/o Director General Health Services, Swasthya Bhavan, Sector-6, Panchkula - 134109 within the due timelines.
- The candidature of applicant will be considered purely provisional for the post and will be subject to their satisfying the prescribed eligibility criteria. If at any stage either before or after scrutiny/interview, it is found that candidate does not fulfill any of the eligibility criteria or the information furnished by the candidate is found to be incorrect, his/her candidature for the post shall stand cancelled.
- Application has to be filled in the format downloaded from www.haryanahealth.gov.in. It will not be accepted in any other format.


Director Health Services (NIROGI)
O/o Director General Health Services
Sector 6, Panchkula

How to apply:

All eligible applicants are required to **download application form given at the end of this advertisement and take print of the same on a good quality A4 sized plain paper and fill all the given columns with blue/black ball pen in block letters.** Candidate should paste his/her recent passport size photograph in the space provided in the application form. **Photograph should be cross-signed** by the candidate in such a manner that his/her signature partially appears on the form and partially on the photograph. Incomplete application forms shall be summarily rejected.

Completely filled application forms along with copies of all certificates of educational qualifications, experience certificates & other annexures **duly self attested should be put in an envelope and "APPLICATION FOR THE POST OF CONSULTANT (NIROGI)" should be super-scribed in bold letters.** The duly filled application forms along with all the supporting documents should reach at the address "Director Health Services (NIROGI), O/o Director General Health Services, Swasthya Bhavan, Sector-6, Panchkula - 134109" latest by **2nd August, 2024, 5:00 PM.** The experience certificate attached should be specifying the type of job responsibilities performed by the candidate. They should be in readable formats **duly attested by the candidate.** Unclear and non-readable forms will be summarily rejected. The candidates with CGP score must also submit equivalence in percentage. The candidate will be communicated through e-mail regarding checking up of original documents. Health Department, Haryana shall not be responsible for any delay or providing of incorrect or unreadable email ids.

Please Note:

- Applicants must use the application format prescribed on the website only otherwise their applications shall be summarily rejected.
- **Only shortlisted candidates will be informed.**
- Shortlisted candidates will be informed through e-mail mentioned by the candidate. No separate communication will be entertained. The Health Department, Haryana will not be responsible for any incorrect or unreadable email mentioned in the application form.

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Eligibility Criteria & Terms of Reference

S.No.	Name of the post	Qualification
1.	Consultant (NIROGI)	<p>Essential educational qualifications</p> <ol style="list-style-type: none"> 1. The candidate should be a citizen of India and must have passed in Hindi/Sanskrit as a subject in Matriculation. 2. The candidate should be MBBS/BDS from a recognized university with at least 55% marks. Foreign Medical Graduates should have cleared Foreign Medical Graduates Exam. 3. The candidate should be a Post Graduate in Preventive & Social Medicine (MD/DNB) OR Community Health Administration (MD) OR Health Administration {MHA (Health)/PGDHM(Health)/MBA(Healthcare Management)} OR Public Health (MPH) OR Hospital Administration {MHA (Hospital)/PGDHM (Hospital)/MBA (Hospital Management)} from a recognized institute through at least a 2-year full-time course on regular basis (not distance learning or part-time) with a minimum of 55% marks. The candidates with CGP score must also submit equivalence in percentage. <p>Essential work experience</p> <ol style="list-style-type: none"> 1. Minimum 1 year of relevant post-qualification work experience, counted after Post Graduation only, in Health/Hospital Systems, at National, State or District level in Health Program Planning and Implementation, Monitoring of health services delivery. 2. Preference will be given to candidates who have worked in Health/Hospital Systems at National or State or District level in aforementioned capacity. <p>Essential skills and pre-requisites</p> <ol style="list-style-type: none"> 1. Established excellent oral & written communication and presentation skills in English. 2. Computer skills: Proficiency in MS Word, Excel, Power Point. 3. Ability to analyze data using Microsoft Excel and prepare Power Point Presentations with graphical depiction. 4. Regular touring to various districts of Haryana for assessment of NIROGI Haryana implementation as per SOPs <p>Age limit The candidate should not be more than 42 years of age as on date of advertisement.</p> <p>Contract terms, Remuneration and other terms & conditions</p> <ol style="list-style-type: none"> 1. The post is purely on contract basis funded by state budget for 'NIROGI Haryana' and the remuneration is consolidated @Rs80,000/per month. 2. The contract shall be initially for a period of 3 months, subsequently based on performance review, the contract may be extended till 31.03.2025 and annually thereafter, subject to

continuation of the program 'NIROGI Haryana'.

3. A maximum of 10 days joining time shall be provided from the date of declaration of result, which shall ordinarily not be relaxable.
4. There is no clause for regularization of the post at any point of time or shifting to any other program in the event of discontinuation of 'NIROGI Haryana'. The candidate will not be eligible for regularization or to be given benefits of NHM byelaws or any other programme of Health Department, Haryana.
5. The hired Consultant's performance shall be continually reviewed by Director Health Services (NIROGI) and in case of unsatisfactory performance/disciplinary issues, the contract is liable to be terminated with one month's notice.
6. The hired Consultant may terminate the contract by giving one month's compulsory notice period, which shall not be ordinarily waived-off.
7. The entitlement of leave to the hired Consultant shall be as per Haryana Government's "Deployment of Contractual Persons Policy, 2022" dated 30th June, 2022 vide no. 16/91/2021-3GS-II at serial no. 7.3, according to which, the persons deployed under this policy shall, in addition to public holidays, restricted holidays and minimum one day off per week, be entitled to avail one day casual leave and one day medical leave during each calendar month subject to maximum 10 days casual leave and 10 days medical leave during a calendar year. Female contractual persons shall also be entitled to maternity leave admissible under the Maternity Benefits Act, 1961.
8. While submitting the prescribed Application form alongwith self-attested photocopies of required documents, the candidate shall ensure and undertake that the information is correct and complete in all respects. Proper verification of antecedents by 2 persons of repute are a must alongwith Application form. In case of any discrepancy found in the information or antecedents, the candidature is liable to be cancelled immediately and the contract terminated without any notice period.
9. The original documents pertaining to basic eligibility criteria, educational qualifications and necessary work experience shall need to be produced for verification at the time of interview, failing which the candidature for the post shall be rejected. Weightage for work-experience beyond the essentially required experience shall not be granted if the candidate fails to produce original work-experience certificate at time of interview.
10. The job role shall be as assigned by Director Health Services (NIROGI) and shall be binding on the candidate.
11. Any dispute shall be tried in jurisdiction of district Panchkula.

Health Department, Haryana
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Sector-6, Panchkula

Application Form

1. Name of the post for which applied: _____

2. Name of candidate : _____

3. Father's/Husband's Name : _____

4. Permanent Address: _____

Paste here
passport size
recent
photograph and
sign across

5. Correspondence Address: _____

7. Mobile No: (1) _____ (2) _____

8. E-mail ID: _____

9. Date of Birth (as per matriculation certificate): _____

10. Whether belongs to General/SC/BC(A)/BC (B)/ESM etc

11. Educational Qualifications (in chronological order):

Examination Passed	Board/ University	Year of Passing	Max. Marks	Marks Obtained	%age	Subjects	Documents attached (Y/N)

12. Details of Experience (in chronological order):

Name of Organization	Position Held	Responsibilities (If required separate sheet may be used to write down the responsibilities)	Period (DD-MM-YY) From-To	Last Salary Drawn	Reason for leaving	Documents attached (Y/N)

I hereby, declare that all the statements made in this application form are true, complete and correct to the best of my knowledge/belief. I undertake that in case information furnished by me is found false or incorrect at any stage of recruitment process or at any later stage even after appointment, my candidature/appointment shall be liable to be cancelled, terminated.

Date: _____

Place: _____

(Signature of candidate)

Essential annexures with application form:

Self attested photocopies of following documents must be submitted with application form:

- (1) Proof of date of birth alongwith Hindi/Sanskrit as subject in Matriculation (Matriculation Certificate)
- (2) 10+2 certificate
- (3) Graduation degree alongwith marksheets of all years (equivalent percentage must be submitted in case of CGP score)
- (4) Registration certificate with State Medical/Dental Council as applicable
- (5) Post-Graduation degree alongwith marksheets of all years (equivalent percentage must be submitted in case of CGP score)
- (6) Work-experience certificate specifying the type of job responsibilities
- (7) Certificate of verification of antecedents by 2 persons of repute
- (8) Character certificate from head of educational institute/workplace last attended