

DIRECTORATE OF HEALTH SERVICES JAMMU DIVISION JAMMU

(NEAR MLA Hostel, Indira Chowk , Jammu(J&K) Pin:180001)

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Notification for Hiring Contractual Staff

Applications on the prescribed form are invited from eligible candidates for hiring on contractual basis against the posts under National Leprosy Eradication Programme (NLEP). The detail which is given here under.

The Eligible candidates should submit their application forms complete in all respects during the office hours of working days in the office of the Zonal Leprosy officer, Directorate of Health Services, Jammu by 15th February 2020 between 10:00 A.M to 4:30 P.M

S.No.	Name of the Post	Place of post	No. of position	Qualification & Experience	Selection criteria
1	State Leprosy Consultant • Remuneration: Rs. 40,000/- P.M	Zonal Leprosy Office, Directorate of Health Services, Jammu	01	i) Medical Graduate (MBBS) Recognized by MCI/ State Medical Council with 05 years of working experience in Public Health Programme ii) Working knowledge of computer Age limit upto 65 years	(1) MBBS—80 points (2) Viva Voce—20 points Note—Item (1) on pro rata basis In case of Screening test (1) Screening test—40 pts (2) Qualifying Exam.—40 pts (3) Viva Voce—20 pts Note: item 1 & 2 on pro rata basis.
2	Budget & Finance Officer cum Administrative Officer • Remuner ation: Rs. 25,000/- P.M	Zonal Leprosy Office, Directorate of Health Services, Jammu	01	• CA/ICWA/MBA (Finance)/M.Com with 1 year experience in financial and accounting matters Or B.Com with 3 years experience in financial and accounting matters • (i) Knowledge of dealing administrative matters • (ii)Working knowledge of computer Age limit upto 65 years	(1) Qualifying Exam.—80 pts (2) Viva Voce—20 points Note—Item (1) on pro rata basis In case of Screening test (1) Qualifying Exam.—40 pts (2) Screening—40 points (3) Viva Voce—20 pts Note: item 1 & 2 on pro rata basis.

Job Profile of State Leprosy Consultant

- 1) Support the State Leprosy Officer in implementation of NLEP activities
- 2) Intensive Supervision & monitoring through field visits.
- 3) Assist in preparation of State Plans & their implementation.

Job Profile of Budget & Finance Officer cum Administrative Officer

- 1) All accounting, financial and administrative matters in the state Leprosy Cell.
- 2) Assist the districts in keeping proper accounts.
- 3) Timely submission of Statement of Expenditure(SOE) & Utilization Certificate (UC).
- 4) Assist in regular Audit

Terms & Conditions

- ❖ The hiring is purely on contractual basis till 31st March 2020 which will be renewable on year to year basis, based on satisfactory work and conduct. The appointing authority shall have the right to terminate hiring without assigning any reason.
- ❖ The candidate shall have to give one month advance notice before leaving the Job. The contractual hiring shall be terminated any time by giving one month notice or one month advance remuneration in lieu of notice.
- ❖ The contractual hiring shall not confer any right on the candidate to claim extension or benefits.
- ❖ The consolidated honorarium per month is inclusive of all allowances and monetary benefits.
- ❖ The entitlement of leave, travel etc. shall be governed by the rules in vogue and as applicable to the contractual/consolidated employees at State Health Society.
- ❖ The candidate shall have to join his /her duty within 21 days from the date of issuance of selection list, along with the requisite original documents failing which his/her appointment shall automatically be treated as cancelled.
- ❖ The candidate shall have to execute a contract agreement with the Zonal Leprosy Officer, Directorate of Health Services Jammu.
- ❖ The selected candidates will have to work in the districts / institutions against which they are selected and their engagement shall be non transferable.
- ❖ The hiring shall be governed by other terms and conditions as are not specifically mentioned herein but are made applicable in case of such appointments at any time by the contracting authority.
- ❖ If the number of applicants is more than five times the number of posts advertised then a screening test may be conducted.
- ❖ The date of screening test and its venue shall be notified in leading local newspapers.
- ❖ Qualifying candidates shall have to appear for the interview, the date for which will be notified in leading local newspapers.
- ❖ No separate interview call letters shall be issued individually.

The applicants shall submit the dully filled application form in the prescribed format along with the following self attested documents:

1. Relevant essential qualification certificate including marks cards and degree / diploma.
2. Residency proof of district domicile as per format to be issued by concerned Tehsildar.
3. Registration certificate from MCI/State Medical Council.
4. Relevant experience certificate from competent authority.
5. Matriculation certificate/ Date of Birth certificate.
6. One passport size photograph attested by gazetted officer to be affixed on the application form & one spare photograph to be submitted along with the form.

General Instructions:

- ❖ No TA/DA shall be paid to the candidate for attending the screening test / interview.
- ❖ Application not accompanied with necessary supporting documents shall be rejected summarily.
- ❖ In Case, the last date fixed for receipt of application is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.
- ❖ The Application should be superscripted as application for the post of _____ where ever applicable.

Note:- The notification for hiring of contractual staff, application format and certificate of proof of residence can be download from the official website www.dhsjammu.co.in

Sd/-

**Director Health Services
Jammu**

No: ZLO/J/2019-20/660-62

Dated:23-01-2020

Copy to:

1. Financial Commissioner to Govt. Health & Medical Education Department Civil Secretariat, Srinagar for information)
2. Mission Director, NHM, J&K
3. Joint Director Information Department J&K for information with the request to publish the notification in two daily leading English news papers for vide publicity.
4. Asstt. Director (HEB) Directorate of Health Services, Jammu for information & uploading the official websites.

**APPLICATION FOR HIRING OF CONTRACTUAL STAFF UNDER
NATIONAL LEPROSY ERADICATION PROGRAMME (NLEP)**

Post applied for _____

1. Name of the Candidate _____
2. Parentage _____
3. Date of birth _____
4. District _____
5. Sex _____
6. Address Permanent _____

7. Present Address _____

Recent passport
size photograph
dully attested by

8. Mobile No. _____
9. E-mail address _____

10. Educational qualifications (Year Wise):
11. Professional qualifications (Year Wise):

Name of Examination	University/Board	Year of Passing	Marks obtained	Maximum Marks	%age

12. Details of experience in Public Health Programme
13. Use separate sheet for details.
14. Computer literacy (mention all software's) _____

I certify that all statement made by me to the above are true, complete and correct to the best of my knowledge and belief.

Enclosures.....leaves

Place:

Date:

Signature of the Candidates
Name in block letter

CERTIFICATE FOR PROOF OF RESIDENCE

It is to certify that the candidate namely _____ Son/daughter/wife
of _____ is a resident of _____ Tehsil _____
District _____ for the last _____ years.

Signature of Tehsildar