



No. NHM/Pb/CHR/21/78350

Dated:- 28.12.2021

**PUBLIC NOTICE- RECRUITMENT**

National Health Mission, Punjab invites online applications on Department's website [www.nhm.punjab.gov.in](http://www.nhm.punjab.gov.in) on the prescribed proforma for filling up following posts on contract basis:-

Sr.	Post Name	No. of Vacancies	Qualification
1.	Assistant Manager (HMIS)	1 SHQ Chandigarh,	Regular Degree of MCA/ M.Sc IT/ M.Sc in Computer Science Or Regular Post Graduate Degree in Statistics/Mathematics with one year diploma in Computer Applications from recognized institutes <b>Experience:-</b> Minimum 3 years work experience in collection, compilation, tabulation and analyzing of statistical data preferably in Govt./Semi-Govt. Department/ <b>Age:- up to 37 years</b> <b>Consolidated salary Rs. 28000/- pm</b>
2.	HMIS Coordinator	1 SHQ Chandigarh,	Regular Degree of MCA/ M.Sc IT/ M.Sc in Computer Science Or Regular Post Graduate Degree in Statistics/Mathematics with one year diploma in Computer Applications from recognized institutes. <b>Experience:-</b> Minimum 2 years work experience in collection, compilation, tabulation and analyzing of statistical data preferably in Govt./Semi-Govt. Department/ <b>Age:- up to 37 years</b> <b>Consolidated salary Rs. 25000 pm</b>
3.	Accountant cum Cashier	1 SHQ Chandigarh,	<ul style="list-style-type: none"><li>• Commerce Graduate</li><li>• One year diploma in Computer Applications from recognized institutes</li><li>• Candidates with a higher qualification in Finance/Commerce will be preferred.</li></ul> <b>Experience:</b> Minimum 2 years post qualification experience in Accounts and Finance preferably in Govt./Semi-Govt. Department. <b>Age:- up to 37 years</b> <b>Consolidated salary Rs. 22000 pm</b>
4.	Programme Assistant (HRIS)	1 SHQ Chandigarh,	<ul style="list-style-type: none"><li>• B.Com or Any Graduate having statistics or Economics as one of the subject.</li><li>• One year Diploma/Certificate in Computer Applications from recognized institutes.</li><li>• Candidates with a higher qualification in the relevant field will be preferred.</li></ul> <b>Experience:</b> Minimum 2 years post qualification work experience in collection and compilation of data preferably in Govt./Semi-Govt. Department. <b>Age:- up to 37 years</b> <b>Consolidated salary Rs. 22000 pm</b>

## **TERMS AND CONDITIONS**

1. All Posts will be on contractual basis initially for 1 year to be renewed on the basis of work, conduct and performance every year.
2. **Age Limit: As Mentioned above on 1<sup>st</sup> Jan 2021. Age relaxation as per the rules of Punjab Government.**
3. **Candidates should have passed subject of Punjabi upto Matric standard.**
4. The candidates will be shortlisted on the basis of selection criteria (related to qualification/experience/age etc.). Only shortlisted candidates will be called for the counseling for checking the eligibility of candidates and the list of shortlisted candidates will be displayed on the Department's website **[www.nhm.punjab.gov.in](http://www.nhm.punjab.gov.in)**. Further, no notice for counseling would be issued separately to the shortlisted candidates.
5. The applications can be submitted through online mode only. No other means/mode of application will be accepted by the Department.
6. The State Health Society (NHM) will hold no responsibility if any entry in the online form is incorrectly made by any candidate and he/she can be declared not eligible due to wrong entries of his/her credentials. It is advised that all entries are cross checked by candidates themselves before finally entering the data.
7. The candidate should fulfill the condition of eligibility criteria except age on the last date of receipt of applications.
8. State Health Society (NHM) will not be responsible for non receipt of online application of the candidate due to any reason whatsoever.
9. Application submitted through online form does not imply that candidate has fulfilled the criteria given in the advertisement and application is subject to subsequent scrutiny and can be rejected, if candidate does not fulfill the eligibility criteria at any point of time of the recruitment process.
10. The deployment of the candidate will be purely on contractual/conditional basis, and the candidate will have no right to claim for appointment on permanent roll in State Health Department/State Health Society or permanent absorption.
11. The offer of selection is liable to be withdrawn at any point before joining and if joined, liable for termination without notice, if competent authority comes across any evidence/knowledge that the qualification, caste/category and/or any other particulars indicated by the candidate in his/her application/personal resume/other forms/formats submitted to the competent authority are not recognized/false/misleading and/or amounts to suppression of information particulars/facts, which should have been brought to the notice of competent authority.
12. Inadvertent omission or commission or mistakes, if any, appearing in the offer of selection are liable to be rectified at any time before or after joining to bring the terms and conditions of offer in accordance with the existing policy/rules and regulations of the State Health Department/State Health Society that may be in force from time to time.
13. The above terms and conditions are not exhaustive and this offer is subject to the understanding that during period of service (contractual/conditional), candidate will be governed by the relevant rules, regulations and administrative orders that are framed from time to time.

14. The vacancies may increase or decrease at any stage of the screening process. Mission Director NHM reserves the right to cancel the entire process at any stage without issuing any notice or he may cancel screening process due to administrative reasons.
15. Candidates are requested to visit website <https://nhm.punjab.gov.in> regularly for any latest updates.

Important Dates

Start of Online system	Date:- 29.12.2021
Last date of submission of online application form	Date:- 07.01.2022

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**Mission Director  
National Health Mission, Punjab**