

**GOVERNMENT OF MIZORAM  
OFFICE OF THE MEDICAL OFFICER  
PHC BUNGTLANG SOUTH  
LAWNGTLAI ; MIZORAM**

No B. 11014/7/22 MO (BTG) IPA-02

Dated the 22<sup>nd</sup> of Sept 2023, Bungtlang 'S'

**ADVERTISEMENT**

Interested persons are invited for filling up the mentioned post under Primary Health Centre BUNGTLANG SOUTH on contractual basis with remuneration of Rs 8,000 ( Eight Thousand only ) per month within our organization for three months under Mizoram Health System Strengthening Project ( MHSSP )

Interested candidates may apply and submit the application to the Medical Officer Bungtlang South on or before the 28<sup>th</sup> of September 2023.

Application form eligible criteria and terms of reference can be downloaded at <https://cmolawngtlai.mizoram.gov.in> from 25<sup>th</sup> September 2023.

Walkin Interview : 29<sup>th</sup> Sept 2023 (1:00Pm – 3:00Pm)

<b>No. of Post</b>	<b>NAME OF POST</b>	<b>QUALIFICATION</b>
1	DEO ( Data Entry Operator )	CCA/DCA



**(Dr VANLALHRUALI)**  
Medical Officer  
PHC Bungtlang South

## **TERMS of REFERENCE**

### ***NAME OF POST VACANT : DEO***

The MHSSP with financial and technical assistance from World Bank aims to improve the management, quality, accessibility, and delivery of health service in the state of Mizoram at various health facilities and unit with funding from the MHSSP, PHC Bungtlang South proposed to engage **DEO** for efficient execution of Internal Performance Agreement (IPA)

### ***CONTRACT DURATION :***

The tenure will be three months duration and extended based on availability of funds and satisfactory performance. ***If the applicant prefer to resign before the contract period, she /he may give notification prior within one month to the facility.***

### ***SCOPE OF WORK :***

The employee is to be solely recruited by the Health Facility ,Hence the main scope is to assist the functioning of the Health Care Facility.

### ***JOB RESPONSIBILITIES :***

The DEO plays an important role in optimizing the function of the Health Care Facility.

1. Prepare, compile and sorts documents for data entry.
2. Play a key role in Assisting reports and records of various hospital monthly/quarterly reports through online or offline.
3. Transfer information from paper formats into computer files using keyboard, data recorders or optical scanner.
4. Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
5. Performs regular backups to ensure data preservation.
6. Perfoms high-volume data entry using word processing, excel or other computer software.
7. Any other duties of similar nature which is not covered by the above items also can be assigned to, by the Medical Officer whatever required and ordered.

### ***KEY SKILLS :***

- Knowledge in handling computer applications possessing and speeding.
- Ability to multitask effectively.
- Strong typing and verbal communication skills
- Comfortable working independently with minimal supervision.

**QUALIFICATION :**

- a) CCA / DCA associate degree preferred
- b) Knowledge of languages in MIZO and ENGLISH
- c) Excellent with Microsoft Office ( Microsoft Word, Microsoft Excel )
- d) Candidates with working experience shall be given priority

**LIMITATION OF AGE :**

Up to 35 years with five years relaxation for reserved ( SC / ST / OBC ) category.

**REMUNERATION :**

Gross remuneration shall be of Rs 8,000/- (Eigh thousand only) per month for duration of three months.

**REPORTING :**

The DEO shall report to the Medical Officer, Bungtlang South PHC.

**GENERAL INFO:**

Short listed candidates will be informed via email and phone call , selection will be made on the basis of

- Interview
- Scrutiny of the Candidates

\* All selected candidates will be informed of the outcomes interview, the result will also be displayed in the website of the Dist. Facility.

\* The selected candidates must report for joining within 5 days via announcement of results.

\* Eligible candidates are requested to send their :

- 1.Application form
- 2.Self Attested copy of required certificate
- 3.Passport size
- 4.Birth certificate

**Last date of Application** : 28<sup>th</sup> Sept 2023

**Walk in interview** : 29<sup>th</sup> Sept 2023 (1:00Pm – 3:00Pm)

**Advertisement and Application form is available for downloaded below :**

<https://cmolawngtlai.mizoram.gov.in>

**GOVERNMENT OF MIZORAM  
OFFICE OF THE MEDICAL OFFICER  
PHC BUNGTLANG SOUTH**

Name of applied post : \_\_\_\_\_

**PERSONAL INFORMATION:**

Name	<i>Affix latest Passport sized Paste here</i>
Father Name	
Address	
D O B	
Mobile no.	<i>Signature : Across the photo</i>
Email	

**EDUCATIONAL QUALIFICATIONS :**

Qualification	Institute / University	Course Duration Years	Years of Passing	% of marks obtained

**EXPERIENCE DETAILS:**

Name of Organization	Designation	Job Responsibility	Year of Services

**Declaration :** I hereby declare that all statement made in this application are true, complete and correct to the base of my knowledge and belief. I understand that in the event of any information being found untrue or incorrect at my stage of not satisfying any of the eligibility criteria stipulated, my candidature is liable to be cancelled.

Signature :

Date :

**DOCUMENT REQUIRED :**

- 1.Birth Certificate
- 2.Qualification Marksheet
- 3.Experience Certificate (if any)

