

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

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

Dated the 22nd 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 7,000 (Seven 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 28th of September 2023.

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

Walkin Interview : 29th September 2023 (1:00Pm – 3:00Pm)

No. of Post	NAME OF POST	QUALIFICATION
1	Group D (Fourth Grade)	Class VIII



(Dr VANLALHRUALI)
Medical Officer
PHC Bungtlang South

TERMS of REFERENCE

NAME OF POST VACANT : GROUP -D

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 **GROUP-D** 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 Group-D plays an important role in optimizing the function of the Health Care Facility.

1. One must adhere to all Hospital rules, regulations and standard.
2. Assisting the Medical Officer and nursing staff in the interest of Patient
3. Dusting and cleaning of Ward, Various Office and OPD
4. Cleaning of Facility Utensils including those used by Patients.
5. Play a key role in maintaining a clean and healthy environment within the Hospital premises.
6. Cleaning of Furniture, Doors, Windows, Corridor etc of respective wards, Various Office as well as OPD.
7. Accompanying patients with care and needs
8. 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 as well as of public service during emergency.

KEY SKILLS :

Patient safety and well-being, Effective communication, Cleanliness, Confidential and sincere to the above mentioned responsibility.

QUALIFICATION :

- a) VIII and above in educational Qualification.
- b) Knowledge of languages in Mizo.
- c) Effective communication skills with Patient care
- 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 7,000/- (Seven thousand only) per month for duration of three months.

REPORTING :

The Group-D should 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 4 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 : 28th Sept 2023

Walk in interview : 29th 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:

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

EDUCATIONAL QUALIFICATIONS :

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

EXPERIENCE DETAILS:

<i>Name of Organization</i>	<i>Designation</i>	<i>Job Responsibility</i>	<i>Year of Services</i>

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)

