

**NO.G.11011/21/12-SDMO (Chte) MHSSP - 29**  
**OFFICE OF THE**  
**SUB DIVISIONAL MEDICAL OFFICER**  
**COMUNITY HEALTH CENTRE: CHAWNGTE**

Dated Chawngte the 16<sup>th</sup> December, 2023

**ADVERTISEMENT**

Community Health Centre, Chawngte chuan ahnuai a Hun leh hmun tarlan ah hian Office Assistant lak tum ani a. Dil duh te chuan Dt. 19<sup>th</sup> December, 2023 (Tuesday) hian Interview zing dar 10:00 atanga tan turin SDMO Office Chawngte ah neih tur ani a, Interview tur ten mahni Documents neih ang ang Original ken tel tur a ni.

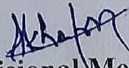
- |                  |   |
|------------------|---|
| 1) Hna Hming     | : Office Assistant  |
| 2) Hna ruak zat  | : 1 (One) Post  |
| 3) Hlawh bi      | : Rs. 10,000/- (Monthly remuneration)   |
| 4) Department    | : Health & Family Welfare Department  |
| 5) Qualification | : i) Class – XII Passed leh achunglam<br>ii) Computer Certificate<br>iii) Mizo tawng (Middle School Standard) |
| 6) Kum bithliah  | : 18 – 30 years (relaxable by 5 years for ST/SC)  |

**Sd- DR. ANDREW KHAWLTHANGPUIA**  
**Sub Divisional Medical Officer**  
**Cum**  
**Chairman MHSSP Committee**  
**Chawngte CHC**

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Copy to :

1. Principal Director, Health & Family Welfare Department for kind information
2. Project Director, Mizoram Health System Strengthening project for kind information
3. Director of Health Services for kind information
4. SCMO, Lawngtlai District for kind information.
5. Office file.

  
**Sub Divisional Medical Officer**  
**Cum**  
**Chairman MHSSP Committee**  
**Chawngte CHC**

## APPLICATION FORM

NAME OF POST : OFFICE ASSISTANT

Passport  
size

1. Name of Applicant (in block letter) : \_\_\_\_\_
2. Father's / Mother's Name : \_\_\_\_\_
3. Marital Status : \_\_\_\_\_
4. Date of Birth (as HSLC Certificate/ Age proof Certificate : \_\_\_\_\_
5. Present Address : \_\_\_\_\_
6. Permanent Address : \_\_\_\_\_
7. Mobile Number : \_\_\_\_\_
8. Education Qualification :

SI No.	Education Qualification	Board	Marks	Division	Percentage

9. Others technical Qualification

SI No	Technical Qualification	Board	Marks	Division	Percentage

10. Working Experiences if any : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

Signature of Applicant

**Documents to be enclosed :**

- 1) One copies of Passport size.
- 2) Attested copies of HSLC & HSSLC Certificate & Mark-sheet on ward.
- 3) Attested copy of Age Proof Certificate.
- 4) Attested copy of Computer Certificate.

## Terms Of Reference

### Office Assistant

### Chawngte CHC

**Post Vacant** : Office Assistant

The MHSSP with financial and technical assistant from the world bank aims to improve the management, quality, accessibility, and delivery of health services in the State of Mizoram at various health facilities and units. With funding from MHSSP Chawngte CHC proposed to engage Office Assistant for efficient execution of internal performance agreement (IPA).

**CONTRACT DURATION** : 3 Months

**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.

**KEY SKILLS** :

- Knowledge in handling computer applications possessing and speeding.
- Ability to multitask effectively.
- Strong typing and verbal communication skills.

**QUALIFICATION** :

- CCA/DCA associate degree preferred
- Knowledge of languages in Mizo and English
- Excellent with Microsoft Office (Microsoft word, Microsoft Excel)

**LIMITATION OF AGE** :

Up to 30 years with five years relaxation for reserved (SC/ST/OBC) category.

**REMUNERATION** :

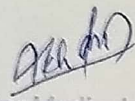
Gross remuneration shall be Rs. 10,000/- per month for duration of three months.

**GENERAL INFORMATION** :

Engagement of the Office Assistant will be on a full basis. Short listed candidates will be informed via phone call. Selection will be made on the basis of

- Personal Interview
- Scrutining of the Certificates.

Interview Date : 19<sup>th</sup> December, 2023

  
Senior Medical Officer  
Chawngte  
(DR. ANDREW KHAWLTHANGPUIA)  
Senior Medical Officer  
Cum  
Chairman MHSSP Committee  
Chawngte CHC