

**Haryana State Health Resource Centre (HSHRC)
SIHFW Campus, Sector -6, Panchkula**

Recruitment Notice

Dated: 6.4.2022

HSHRC invites applications from eligible professionals to fill the following positions purely on contract basis:

Sr. No	Name of the post	No of posts		Emoluments* (Entry Level Pay)	Age Limit
1	State Consultant (Quality Assurance)	1	Gen- 1	Rs. 18,460/- Pay Band-9300-34800+4600 (GP)	Up to 42 yrs
2	State Consultant (Public Health)	1	Gen-1	Rs. 18,460/- Pay Band-9300-34800+4600 (GP)	
3	Consultant (District Planning)	2	Gen-2	Rs. 16,290/- Pay Band-9300-34800+4200(GP)	
4	Technical Consultant (State)	1	Gen-1	Rs. 40,000/-	
5	Research Assistant /Consultant Research	1	Gen-1	Rs. 20,000/-	
6	Account Assistant	1	Gen-1	Rs. 12,500/- Pay Band-9300-34800+3200 (GP)	
7	District Consultant (Quality Assurance)	9	Gen-3, SC-1, BC(A)-1, BC(B)-1, EWS-2, ESM(G)-1	Rs.16,290/- Pay Band -9300-34800+4200(GP)	
8	District Consultant (Public Health)	9	Gen-1, SC-2, BC(A)-2, BC(B)-1, EWS-2, ESM(G)-1	Rs.16,290/- Pay Band- 9300-34800+4200(GP)	
9	District Quality Manager	11	Gen-2, SC-1, BC(A)-2, BC(B)-2, EWS-2, ESM(SC)-1, ESM(BCA)-1	Rs.16,090/- Pay band -9300-34800+4000(GP)	
10	Administrative Assistant	12	Gen-4, SC-1, BC(B)-2, ESM(G)-2,ESM (BC-A)-1, ESM(SC)-1, EWS-1	Rs.12,500/- Pay Band- 9300-34800+3200(GP)	
11	Gender Health Support Center Counsellor	4	Gen-1, BC(A)-1, ESM(G)-1, EWS-1	Rs. 7,580/- Pay band -5200-20200+1900 (GP)	

*Pay band and other benefits will be as per Service-by-laws governing the conditions of service of the contractual employees of State Health Mission, Haryana, 2018. These posts may be filled till 31.3.2023 subject to the approval of posts in RoP in 2022-23 and performance basis.



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Important Instructions:

- a) The last date of submission of application is 4th May 2022 by 5:00 PM
- b) Sr. No. 1 to 6 are reserved for State Head Quarter Panchkula and Sr. No. 7 to 11 are for all districts of Haryana. The candidate if selected can be posted in any district of Haryana as per the requirement of the department.
- c) Relaxation in age for reserved categories will be applicable as per Haryana Government guidelines.
- d) The candidature of applicant will be considered purely provisional for all the posts and will be subject to their satisfying the prescribed eligibility criteria. If at any stage either before or after scrutiny/ test/interview, it is found that candidate does not fulfill any of the eligibility criteria or the information furnished by the candidate is found to be incorrect, his/her candidature for the post shall stand cancelled.
- e) Candidates claiming reservation must be bonafide residents of Haryana and produce valid caste certificate/document in original.

How to apply:

All eligible applicants are required to **download application form given at the end of this advertisement and take print of the same on a good quality A4 sized plain paper and fill all the given columns with blue/black ball pen in block letters.** Candidate should paste his/her recent passport size photograph in the space provided in the application form. **Photograph should be cross signed** by the candidate in such a manner that his/her signature partially appears on the form and partially on the photograph. Incomplete application forms shall be summarily rejected.

Completely filled application forms along with copies of all certificates of educational qualifications, experience certificates, certificate of domicile of Haryana and caste certificates (as applicable) **duly self attested should be put in an envelope and name of the post should be super scribed in bold letters** The duly filled application forms along with all the supporting documents should reach at the address **“Executive Director, Haryana State Health Resource Centre, Opposite Hansraj Public School, SIHFW Campus, Sector-6, Panchkula, Pin-134109”** before 4th May 2022 by 5:00 PM; The experience certificate attached should be specifying the type of job responsibilities performed by the candidate. They should be in readable formats **duly attested by the candidate.** Unclear and non readable forms will be summarily rejected. The candidate will be informed through e-mails for checking up of original documents or computer test/interview etc. HSHRC shall not be responsible for any delay or providing of incorrect or unreadable email ids.

Please Note:

- Applicants must use the application format prescribed on the website only otherwise their applications shall be summarily rejected.
- **Only shortlisted candidates will be informed.**
- Shortlisted candidates will be informed through e-mail mentioned by the candidate. No separate communication will be entertained. The HSHRC will not be responsible for any incorrect or unreadable email mentioned in the application form.

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A.D. (HSHRC)

Eligibility Criteria

S. No.	Name of the Post	Proposed Qualification
1	State Consultant (Quality Assurance)	<p>Essential qualification and experience:</p> <ul style="list-style-type: none">• MBBS/ Dental/ AYUSH/ Nursing/ Life sciences/ Health Management graduate with masters in Hospital administration/ Health Management (MHA-Full time or equivalent) with 3 years experience in public Health/Hospital administration, out of which, at least 2 years work in the field of quality. Training and experience of implementing a recognized quality system like NABH/ISO 9001:2008/Six Sigma/Lean/ Kaizen would be preferred.• Hindi/Sanskrit up to Matric <p>Desirable:</p> <p>Training and experience of implementing a recognized quality system like NQAS/ NABH/ ISO 9001:2008/Six Sigma/Lean/ Kaizen would be preferred</p> <ul style="list-style-type: none">• Previous work experience in the field of health quality would be an added advantage• Persons having previous experience of working under NHM or Govt. sector would have an added advantage• Having good communication & presentation skills and analytical abilities. Should have excellent oral & written communication skills in English.• Ability to design, conduct and publish reports
2.	State Consultant (Public Health)	<p>Essential qualification and experience:</p> <ul style="list-style-type: none">• MBBS/Dental/ AYUSH/Nursing/ Life sciences/Health Management graduate with masters in Hospital administration/ Health Management (MHA-Full time or equivalent) with 3 years experience in public Health/Hospital administration, out of which, at least 2 years work in the field of quality. Training and experience of implementing a recognized quality system like NABH/ISO 9001:2008/Six Sigma/Lean/Kaizen would be preferred.• Hindi/Sanskrit up to Matric <p>Desirable:</p> <ul style="list-style-type: none">• Training and experience of implementing a recognized quality system like NQAS/NABH/ISO 9001:2008/Six Sigma/Lean/ Kaizen would be preferred• Previous work experience in the field of health quality would be an added advantage• Persons having previous experience of working under NHM or Govt. sector would have an added advantage• Having good communication & presentation skills and analytical abilities. Should have excellent oral & written communication skills in English.• Ability to design, conduct and publish reports

S. No.	Name of the Post	Proposed Qualification
3.	Consultant (District Planning)	<p>Essential qualification:</p> <ul style="list-style-type: none"> • MBBS/BDS/ BHMS/ BAMS graduate with post graduation in Public Health or in Community Health or In preventive and Social Medicine or in Hospital Administration with minimum 2 years of post PG experience of working in the field of Public health at least at State or national level or in Health Systems Research or in planning and implementation of service delivery. Computer proficiency in commonly used packages like MS office, SPS and EPI info. • Hindi/Sanskrit up to Matric <p>Desirable:</p> <ul style="list-style-type: none"> • Having good communication & presentation skills and analytical abilities. Should have excellent oral & written communication skills in English. Experience of working for health system analysis, planning and management in health sector. • Ability to design, conduct and publish reports • Published work in area of Health systems or public health. • Preference will be given to the candidates who have worked in NHM at national or state level.
4.	Technical Consultant State	<p>Essential qualification:</p> <ul style="list-style-type: none"> • Science/Medical graduate with MHA OR MBA in Healthcare Administration with minimum 2 years post PG experience working in a quality role in a minimum 100 bedded reputed hospital/ institution with knowledge of accreditation process & health organization system. • Computer proficiency in commonly used packages like MS Office and knowledge of quality assurance software package. • Hindi/Sanskrit up to Matric <p>Desirable:</p> <ul style="list-style-type: none"> • Preference would be given to individuals with exposure of implementing accreditation/ certification system (like NABH/NABL/ISO/JCI/IPHS etc.) • Experience of working in a hospital having quality assurance systems in place. • Good communication & presentation skills, analytical and interpersonal abilities, excellent oral and written and communication skills in English.
5.	Research Assistant /Consultant Research	<p>Essential qualification:</p> <ul style="list-style-type: none"> • Graduate degree in relevant discipline (Statistics/Public Health Informatics/ Epidemiology/ Demography/ Population Studies/ Economics/ Operations Research/Social Sciences/ Anthropology/Development Studies/Public Health Social Sciences). Experience in developing research proposals and conducting research (preferably in both public and private for 3 years or more). Understanding of public health, state

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		<p>demographics, statistical analysis, including designing sampling strategies and proficiency in use of statistical packages such as MS ACCESS, SQL, SPSS, SAS STATA and data triangulation for analysis. Experience in measuring value for money would be an added advantage. Computer proficiency with familiarity with Database Management Programme and commonly used packages like MS word, MS Excel and PowerPoint is must.</p> <ul style="list-style-type: none"> • Hindi/Sanskrit up to Matric <p>Desirable:</p> <ul style="list-style-type: none"> • Having good communication & presentation skills and analytical abilities. Should have excellent oral & written communication skills in English. Experience of working for health system analysis, planning and management in health sector. • Ability to design, conduct and publish reports • Published work in area of Health systems or public health. • Preference will be given to persons who have worked in implementing health programmes at national or state level.
6.	Account Assistant	<p>Essential qualification:</p> <ul style="list-style-type: none"> • B.Com with least 50% Marks. • Knowledge of Tally ERP 9 Software Certificate for the same is required. • Three years work experience in preparing/ maintaining books of Accounts in reputed organization (preference shall be given to the candidate having experience Govt Deptt.) • Hindi/Sanskrit up to Matric.
7.	District Consultant (Quality Assurance)	<p>Essential qualification:</p> <ul style="list-style-type: none"> • MBBS/Dental/ AYUSH/ Nursing graduate with Masters in Hospital Administration/ Health Management (MHA-Full time) with 2 years experience in Public Health/Hospital Administration. • Computer proficiency with high level of familiarity with Database Management Programme and commonly used packages like MS word, excel, PowerPoint. <p>Desirable:</p> <ul style="list-style-type: none"> • Training and experience of implementing a recognized quality system like NQAS/NABH/ISO 9001:2008/Six Sigma/ Lean/Kaizen would be preferred. • Previous work experience in the field of health quality would be an added advantage. • Persons having previous experience of working under NHM or Govt. sector would have an added advantage. • Having good communication & presentation skills and analytical abilities. Should have excellent oral and written communication skills in English. • Ability to design, conduct and publish reports.

S. No.	Name of the Post	Proposed Qualification
8.	District Consultant (Public Health)	<p>Essential qualification:</p> <ul style="list-style-type: none"> • MBBS/Dental/ AYUSH/Nursing graduate with degree/diploma in health Management (Full time) with at least 2 years relevant work experience. • Computer proficiency with high level of familiarity with Database Management Programme and commonly used packages like MS word, excel, PowerPoint. • Hindi/Sanskrit up to Matric <p>Desirable:</p> <ul style="list-style-type: none"> • Training in health quality like NQAS/NABH/ISO 9001:2008/Six Sigma/Lean/ Kaizen by a reputed organization will be preferable. • Persons having previous experience of working under NHM would have an added advantage • Having good communication & presentation skills and analytical abilities. Should have excellent oral and written communication skills in English. • Ability to design, conduct and publish reports
9.	District Quality Manager	<p>Essential qualification:</p> <ul style="list-style-type: none"> • MBBS/Dental/ AYUSH /Nursing /Life Science graduate with Masters in Hospital Administration/ Health Management with one year experience in Public Health/ Hospital Administration. • Candidates with experience in Healthcare Quality/ formal quality of a quality system would be preferred. Computer proficiency with high level of familiarity with Database Management Programme and commonly used packages like MS word, excel, PowerPoint. • Hindi/Sanskrit up to Matric. <p>Desirable:</p> <ul style="list-style-type: none"> • Fluency in English, computer literacy, Knowledge of government legislations and policies is essential. • Persons having previous experience of working under NHM would have an added advantage. • Having good communication & presentation skills and analytical abilities. Should have excellent oral and written communication skills in English. • Ability to design, conduct and publish reports.
10.	Administrative Assistant	<p>Essential qualification:</p> <ul style="list-style-type: none"> • Recognized Graduate Degree with fluency in MS Office package with one year experience of managing office and providing support to Health Programme/ NHM. Knowledge of Accountancy would be an added advantage. • Candidates having drafting skills would be preferred. • Hindi/Sanskrit up to Matric

S. No.	Name of the Post	Proposed Qualification
11.	Gender Health Support Center Counsellor	<p>Essential qualification and Experience:</p> <ul style="list-style-type: none"> • Graduate in Social Science or Rural Development or in related disciplines. • Minimum 2 years of relevant experience of working with Government/ NGOs particularly on gender issues or in health sector. • Hindi/Sanskrit up to Matric. <p>Desirable:</p> <ul style="list-style-type: none"> • Post Graduate in Social Science or Rural Development or related discipline. • Proven analytical, documentation and report writing skills. • Good skills in training, interpersonal & family counselling. • Computer proficiency especially in internet and other softwares (MS word, MS excel and PowerPoint) • Good communication skills in English and Hindi with ability to communicate fluently in both languages.


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Haryana State Health Resource Centre (HSHRC) Sector -6, Panchkula

Application Form

1. Name of the post for which applied: _____
2. Preference of District (for post mentioned from Sr. No. 7 to 11):
 1st _____
 2nd _____
 3rd _____
3. Name of candidate : _____
4. Father's/Husband's Name : _____
5. Permanent Address: _____

6. Correspondence Address: _____

7. Mobile No: (1) _____ (2) _____
8. E-mail ID: _____
9. Date of Birth (as per matriculation certificate): _____
10. Whether belongs to General/SC/BC(A)/BC (B)/ESM etc (Please specify along with proof) _____
11. Educational Qualifications:

Paste here
passport size
recent
photograph
and sign
across

Examination Passed	Board/ University	Year of Passing	Max. Marks	Marks Obtained	%age	Subjects	Documents attached (Y/N)



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Examination Passed	Board/ University	Year of Passing	Max. Marks	Marks Obtained	%age	Subjects	Documents attached (Y/N)

12. Details of Experience:

Name of Organization	Position Held	Responsibilities (If required separate sheet may be used to write down the responsibilities)	Period (DD-MM-YY) From-To	Last Salary Drawn	Reason for leaving	Documents attached (Y/N)

I hereby, declare that all the statements made in this application form are true, complete and correct to the best of my knowledge/belief. I undertake that in case information furnished by me is found false or incorrect at any stage of recruitment process or at any later stage even after appointment, my candidature/appointment shall be liable to be cancelled, terminated.

Date: _____

Place: _____

(Signature of candidate)

Handwritten signature and initials
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