

**Haryana Medical Services
Corporation Limited
DHL Square, Sector-22, 5th Floor,
IT Park, Panchkula
Notice for Advertisement**

Haryana Medical Services Corporation Limited (HMSCL), Panchkula desires to fill up the following posts on contractual basis at District Panchkula as per NHM norms.

Sr.No.	Name of Post	Number of Posts
1	Bio Medical Consultant	1
2	Doctor (Equipment)	1
3	District Bio-Medical Engineer	4
4	Manager Finance	1
5	Section Officer	1
6	Pharmacist (Warehouse)	1
7	Account/Information Assistant cum computer operator	2
8	Office Assistant	1
9	Computer Operator-cum-Record Keeper-H.Q.	5
10	Computer Operator-cum-Record Keeper	3

The eligibility criteria and other information/conditions can be obtained from website www.hmscl.org.in last date of submission of application is 16.01.2024 by 5:00 PM.


General Manager (Admin)
For Managing Director, HMSCL

**Haryana Medical Services
Corporation Limited
DHL Square, Sector-22, 5th Floor,
IT Park, Panchkula
Advertisement Notice**

Applications are invited from eligible candidates to fill the following posts in HMSCL, District Panchkula posts are purely on contract basis is for fixed contract period strictly on performance basis; initially for one year (extendable on year to year basis subject to further Administrative approval and performance). Application format may be downloaded from website hmscl.org.in. Application form completed in all respect along with photocopy of all essential qualification certificates and relevant documents (attested/self attested) must be submitted through Registered post/ By hand to "HMSCL, IT Park, 5th floor, Sector-22, Panchkula. Before the closing date i.e. 16.01.2024 by 5:00 P.M After that, no application forms/documents will be accepted and no separate correspondence in this regard will be entertained by this office. This office will not be responsible for any postal delay. Candidates are also advised to visit web site hmscl.org.in. regularly for any corrigendum/notice/updates etc. Incomplete application forms shall be rejected. Candidates are also advised to read the instructions carefully before applying for the post.

Sr. No	Name of the posts	No. of posts	Eligibility Criteria	Age Limit	Salary
1	Bio Medical Consultant	1	(i) B.Tech in Mechanical/Electrical or Equipment (ii) Minimum 5 years experience is required. (iii) Hindi/Sanskrit up to Matric.	18-42 Years	16,290/-
2	Doctor (Equipment)	1	(i) B.Tech in Mechanical/Electrical or Equivalent. (ii) Minimum experience 5 years. (iii) Hindi/Sanskrit up to Matric.	18-42 Years	16,290/-
3	District Bio-Medical Engineer	4	Essential: (i) Diploma in Mechanical/Electrical (ii) Maximum Experience 2 years. (iii) Hindi/Sanskrit up to Matric. Desirable (i) B.E. in Electronics/Instrumentation/Bio-Medical Engineer with experience in Bio Medical Field/Hospital, for installation, Commissioning and maintenance of Bio Medical Equipment.	18-42 Years	13,830/-
4	Manager Finance	1	(i) M.B.A (Finance) with Computer knowledge of Tally/Double entry System. (ii) Hindi/Sanskrit up to Matric.	18-42 Years	16,090/-
5	Section Officer	1	(i) M.Com with Computer Knowledge of Tally/Double entry System (ii) Hindi/Sanskrit up to Matric.	18-42 Years	13,830/-
6	Pharmacist (Warehouse)	1	Essential: (i) 10+2 with Science (Physics & Chemistry). Diploma in Pharmacy from Recognized Institute. (ii) Registered as Pharmacist with Haryana Pharmacy Council under section 31 (a) or 31 (c) or 32 (a) of the Pharmacy act, 1948 as applicable to Haryana State. (iii) Hindi/Sanskrit up to Matric. Desirable: (i) Computer proficiency with familiarity of Data management and commonly used	18-42 Years	12,500/-

			packages like MS word, Power Point and Excel etc. (ii) Knowledge of Hindi up to Matric standard.		
7	Account/Information Assistant cum computer operator	2	(i) B.Com with at least 55% marks. (ii) Knowledge of Tally ERP.9 Software (Certificate for the same is required) (iii) Hindi/Sanskrit up to Matric.	18-42 Years	12,500/-
8	Office Assistant	1	(i) Bachelor in any stream. (ii) PGDCA or one year diploma in computer applications. (iii) Post qualifications experience in office work. (iv) Good knowledge of handling accounts (v) Hindi/Sanskrit up to Matric.	18-42 Years	12,500/-
9	Computer Operator Cum Record Keeper-H.Q.	5	Essential: (i) 10+2 with 50% marks & 'O' level course from DOEACC/one year Diploma in Computer Application/Course of Programming Assistant/NCVT Certificate with at-least 50% marks OR Graduate & 'O' level course from DOEACC/ one year Diploma in Computer Application/Course in programming Assistant/NCVT Certificate with minimum 50% marks OR Three Years diploma in modern office practices/office management & computer application/computer Engg./ Electronics & Communication/ B.Sc. (IT/Computer Science)/BCA with 50% marks OR Post Matric one Year ITI course/NCVT in stenography with 60% marks (ii) Hindi/Sanskrit up to Matric. (iii) POST QUALIFICATION WORK EXP: Minimum two years. Desirable: (i) Typing speed of 15 WPM in Hindi. (ii) Excellent Knowledge and experience of MS-office (Word, Excel and power point), Internet & E-mail etc. (iii) Knowledge of filing, Indexing and Document Management. (iv) Excellent writing and verbal communication skills. (v) Proficient in drafting notes and letters in English.	18-42 Years	7,580/-
10	Computer Operator Cum Record Keeper	3	Essential: (i) 10+2 with 50% marks & 'O' level course from DOEACC/one year Diploma in Computer Application/Course of Programming Assistant/NCVT Certificate with at-least 50% marks OR Graduate & 'O' level course from DOEACC/ one year Diploma in Computer Application/Course in programming Assistant/NCVT Certificate with minimum 50% marks OR Three Years diploma in modern office practices/office management & computer application/computer Engg./ Electronics & Communication/ B.Sc. (IT/Computer Science)/BCA with 50% marks	18-42 Years	7,580/-

		<p>OR Post Matric one Year ITI course/NCVT in stenography with 60% marks</p> <p>(ii) Hindi/Sanskrit up to Matric.</p> <p>(iii) POST QUALIFICATION WORK EXP: Minimum two years.</p> <p>Desirable</p> <p>(i) Typing speed of 15 WPM in Hindi.</p> <p>(ii) Excellent Knowledge and experience of MS-office (Word, Excel and power point), Internet & E-mail etc.</p> <p>(iii) Knowledge of filing, Indexing and Document Management.</p> <p>(iv) Excellent writing and verbal communication skills.</p> <p>(v) Proficient in drafting notes and letters in English.</p>		
Total	20			

Important Instructions for candidates:-

1. The candidates should be between the age of 18 to 42 years. Age relaxation will be given to the categories as per Haryana Govt. policy and NHM Haryana rules.
2. NHM Selection criteria issued vide memo no. NHM/Admin/HRC-1/2022-23/10885-905, dated 20.03.2023 shall be followed for recruitment. It is clarified that no written test/Interview shall be conducted for the recruitment of above said posts.
3. Private practice after duty time and on holidays to staff recruited under HMSCL is strictly prohibited.
4. A candidate must be in good mental and physical health and free from any physical defect, which is likely to interfere with the efficient performance of the duties required for the post. The appointment shall be subject to their being declared medically fit as per medical fitness standards followed by the Health Department. A certificate of Civil Surgeon concerned is required.
5. The candidates are required to attach the attested/self arrested legible copies of following certificates and relevant documents along with the Application form:-
 - I. Valid Document as a proof for Date of Birth (10th certificate/Birth certificate).
 - II. Essential qualification Certificates.
 - III. Mark sheet of each year/Semester.
 - IV. Additional Relevant Post Experience Certificate (if any) issued from (any State Govt./Semi Govt./UT/any Govt. Board/Corporation/HMSCL) specifying the working on full time basis with complete details like Letter no. and date of issue, Designation, Date of joining and Date of Resignation, Work details and last Salary drawn etc. The period of experience rendered by a candidate on part time basis shall not be counted while calculating the valid experience.
 - V. Two latest passport size colored photographs.
 - VI. Self attested/attested copies of any of the three documents mentioned below as residential proof.
 - a. Passport
 - b. Voter ID Card
 - c. Ration Card with Address
 - d. Caste and Domicile Certificate with address and the photo issued by State Govt.
 - e. Parivar Pehchan Patra
 - f. Electricity Bill (no older than last three months)
6. The candidates should:
 - (I) Mark page number on the top at right hand side corner of each page and mention the total number of pages in the Application Form.
 - (II) Sign all the pages of the Application Form, certificates and documents.
7. Candidates applying for a post must ensure that they fulfill all the eligibility conditions as on the previous day of closing date. Ineligible candidates not need to apply.
8. List of provisionally shortlisted eligible candidates will be uploaded only on web site i.e. www.hmscl.org.in after scrutiny of applications. Candidates are advised to visit the web site regularly for any updates i.e. date of original

- document verification etc; as no separate call letter/communication in hard copy will be sent to the provisionally eligible candidates on their correspondence addresses. The application shall be subject to subsequent scrutiny and can be rejected at any point of time if found incomplete/wrong/not fulfilling the eligibility criteria etc. No correspondence in this regard shall be entertained.
9. NHM Service byelaws governing the condition of contractual employees shall be applicable on above said posts.
 10. Selected candidate shall not have any claim for regularization of his/her services based on the duties performed under this contract, as he/she has been engaged for project financed by Govt. of India having specific tenure.
 11. (I) It is clarified that a person/candidate who has been terminated or discontinued from the services of HMSCL as per the provisions mentioned in NHM Service Bye Laws at clause no.21 (b) & (c), he/she will be treated as disqualified candidate for any fresh recruitment under HMSCL as per the provisions mentioned in NHM Service Bye Laws at Clause no 9 (2) "Disqualification"; No person, who has been dismissed from the Mission under any State or at National level or from the service of the Government of India or any State Government or a local authority, a corporation or institute, shall be eligible for appointment to any post.
(II) No court case/Police enquiry/FIR etc. should be pending against the applicant and he/she should not be convicted by any court.
"Selected Candidates shall submit the declaration regarding the same on legal stamp paper duly notarized".
 12. Any instructions issued by HMSCL, Haryana/National Health Mission Haryana from time to time will be followed.
 13. No TA/DA shall be paid for recruitment process.
 14. Number of post can be increased or decreased.
 15. Documents verification of shortlisted candidates will be done by this office. If any candidate is found with false documents at the time of appointment or later stage, his/her appointment/recruitment will be cancelled/terminated immediately without serving any notice and suitable action shall be taken against him/her as per rules/laws.
 16. The candidature shall be provisional and will be subject to verification of eligibility conditions with reference to original documents. Screening and selection will be based on the details provided by the candidate. Hence, it is necessary that applicants should furnish accurate, full and correct information in the application form.
 17. This office reserves the right to cancel the whole recruitment process at any time at any stage without assigning the reason to candidate.

Managing Director
Haryana Medical Corporation Limited, Haryana
Panchkula.

Haryana Medical Services Corporation Limited.

Application for the post of _____

- | | |
|---|-----------------------------------|
| 1. Name of the candidate : _____ | Paste Passport Size
Photo Here |
| 2. Father's/Husband Name : _____ | |
| 3. Sex : Male / Female | |
| 4. Date of Birth (DD/MM/YYYY) : _____ | |
| 5. Category to which belong : _____ | |
| 6. Telephone / Mobile No. : _____ | |
| 7. E-mail : _____ | |
| 8. Permanent Address : _____

_____ | |
| | PIN CODE _____ |
| 9. Correspondence Address : _____

_____ | |
| | PIN CODE _____ |

10. Educational / Professional Qualifications :

Examination Passed	Board/ University	Year of Passing	Maximum Marks	Marks Obtained	%age of marks	Division	Subject
10th							
10+2 / Vocational / Intermediate							
Graduation							
Post Graduation							
Any other Course / Diploma etc							

11. Internship / Training (if any): Year(s) _____ Month(s) _____ Day(s) _____

Name of Institution / Organization	Designation	From	To	Total period

12. Total Experience: Year(s) _____ Month(s) _____ Day(s) _____

Name of Institution / Organization	Designation	From	To	Pay/Salary / Honorarium p.m.	Total period

13. Detail of document attached : _____

14. Declaration : I hereby declare that

1. All statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being detected before or after the interview/selection/appointment, my candidature may be cancelled and action can be taken against me by the commission.
2. I have read the provisions in advertisement of the omission carefully and I hereby undertake to abide by them. I fulfill all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.
3. I have never been convicted by criminal court.

Date : _____

Place : _____

Signatures of the Candidate