



# NATIONAL RURAL HEALTH MISSION, PUNJAB

## Health & Family Welfare Department, Punjab

### PUBLIC NOTICE-Recruitment

Applications on the prescribed Performa are invited for filling up the following posts on contractual basis under National Rural Health Mission (NRHM) Punjab.

SN	CATEGORY	SALARY (CONSOLIDATED)	QUALIFICATION	AGE CRITERIA	NO. OF VACANCIES
1	Personal Assistant cum Stenographer for State Headquarter	Rs 15,000/- per month with annual increment of 5 %	Any retired Personal Assistant from any State Govt/Central Govt/ any other Govt Organization with diploma in English & Punjabi Stenography is must; knowledge of MS-Office is desirable.	-	2
2	Computer Operator for State Headquarter	Rs. 5750/- per month	10+2 with minimum 6 months Diploma/ Course in Computer Applications (with knowledge of MS-Word, MS-EXCEL, E-mail and Surfing of Internet) from recognized/ reputed institute. Speed in Computer Typing in English of at least 30 wpm is an essential requirement for the post. Punjabi typing speed up-to 30 wpm is also desirable.	18-37 Years	8
3	Office Assistant for State Headquarter	Rs. 8050/- per month	Graduate with one year Diploma in Computer Applications from a recognized institution.	18-37 Years	10

For details of qualification, experience, vacant posts etc, please visit our website [www.pbnrhm.org](http://www.pbnrhm.org)

- Note:**
- (1) Last date for receipt of applications is 18-03-2011. Applications received after closing date and applications incomplete in any respect will not be entertained.
  - (2) Posts may increase/decrease. These posts may be discontinued at any time depending upon the work load, requirement or validity of the project.
  - (3) Reservation policy of the Govt. of Punjab will be followed in the recruitment of above categories of staff.
  - (4) The posts will be place specific and non-transferable.
  - (5) Candidates should submit their applications complete in all respects along with attested photocopies of all testimonials to Mission Director, NRHM, 5<sup>th</sup> Floor, Prayaas Building, Dakshin Marg, Sector 38-B, Chandigarh-160036.
  - (6) Applicants should clearly note that NRHM will not be responsible for non receipt of their applications or any delay in receipt thereof on any account whatsoever.
  - (7) Candidates should have passed subject of Punjabi up-to Matric standard.

Detailed Terms of Reference comprising summary of the job, educational qualifications, experience, specific duties & responsibilities, station and consolidated honorarium for each post along with application format can be downloaded from the Department's website [www.pbnrhm.org](http://www.pbnrhm.org). The candidates are advised to check the Department's website from time to time to update themselves about the changes in number of vacancies, posting and change of schedule of interview etc.

**Mission Director, NRHM,  
Punjab**

## FORMAT OF APPLICATION

1. Post applied for:
2. Name of the applicant (in Block Letters):
3. Father's name (In Block Letters):
4. Date of birth (with age in yrs):
5. Male/ Female:
6. Nationality:
7. Marital Status:
8. Whether belongs to reserve category (Yes/No)  
If yes, specify the name of the Reserved Category & enclose Certificate:-
9. Permanent Address:
  
10. Correspondence Address with Contact (Mobile) (Res.):

Affix recent  
passport size  
photograph  
(attested)

11. Qualifications:

Sr. No.	Education & other qualifications	Year of passing	University/ Board	Maximum Marks	Marks obtained	%age
1						
2						
3						
4						

12. Experience if any:

Sr. No.	Name of the Employer	Designation	Duration		Total Period
			From	To	
1					
2					
3					
4					
<b>TOTAL</b>					

**Signature of the Applicant**

Dated: