



GOVERNMENT OF HARYANA
DIRECTOR MEDICAL EDUCATION & RESEARCH, HARYANA
Bays No. 55-58, Paryatan Bhawan, Sector-2, Panchkula

Adv.No. :SHKM/Rectt./13/08

Closing Date: 14/12/2013

The following posts on contract basis for six months extendable as per Haryana Govt. Rules or till the regular candidate joins, are proposed to be filled on DC rates (Mewat) for Shaheed Hasan Khan Mewati, Govt. Medical College, Nalhar (Mewat).

S.no	Posts & Distribution						No. of Posts
1	Medical Record Officer						1
2	Coding Clerks						2
3	Clerk cum DEO (GC=6; inc. 1 EBP; 1 ESM, SC=1, BCA=1, SBC=1)						8
4	Librarian						1
5	Assistant Librarian						1
6	Cataloguer						1
7	Audiovisual Technician						1
8	CSSD Supervisor						2
9	Dietician						1
10	Biochemist						1
11	Pharmacist						4
12	Biomedical Engineers						2
13	Senior Technician (Mechanical-1; Electrical-1; Electronic-1; Refrigeration-1 each)						4
14	Director Physical Education (Physical Instructor)						1
15	Hostel supervisor- Boys						1
16	Hostel supervisor- Girls						1
17	Refractionist						1
18	Psychiatric Social Worker						1
19	Health Inspector/Health Asst. Male						1
20	Health Educator						3
21	Plaster technician						2
22	Staff Nurses:	GC = 22	SC =10	BCA=8	BCB =5	SBC	50
		22(incl.5 EBP of general Caste Cat.); 3 ESM;	9; 1ESM	6; 2 ESM	4; 1 ESM	5	

Note: - The eligibility criteria, details of post categories and other terms & conditions etc. along with prescribed application form may be downloaded from the official website www.gmcnewat.ac.in of institute.

Terms & Conditions:

- Reservation as per Haryana Govt. rules.
- Two recent passport size photographs and a Fee of Rs. 300 /- for General category and Rs. 100/- for Reserved Category in the shape of demand draft/ Indian postal order/ Treasury Challan in departmental receipt head 0210; in favour of Director, SHKM GMC Nalhar (Mewat) payable at Nuh should be submitted along with application form .
- The application on prescribed performa must reach the office of Director, Shaheed Hasan Khan Mewati Govt. Medical College, Nalhar, Mewat on or before Dt. 14/12/2013 through Registered/ Speed Post.
- The institute may shortlist the candidate based on certain criteria or can conduct a screening test, if the number of applicants happens to be large.
- The list of eligible candidates along with place, date and time of interview will be displayed on official website of the institute by 17/12/2013; however the final eligibility will be decided at the time of interview.
- The interview will be held on 19th and 20th December, 2013 from 11:00 AM onwards in the office of Director, Shaheed Hasan Khan Mewati, Govt. Medical College, Nalhar (Mewat). The candidates must bring all the essential certificates/ documents in original for verification at the time of interview.
A clinical/ practical test will be held at the time of interview for all technical posts.
- Seats can be increased or decreased, by the competent authority, without any further notice.
- Incomplete application form & without attested copies of educational certificates and other relevant documents will be rejected.

Director
Medical Education & Research, Haryana,
Bays-55-58, Sector-2, Panchkula

Basic Qualification and Eligibility Criteria:

	Department	Eligibility criteria
i.	Medical Record Officer (1)	(i) Bachelor's Degree from recognized University and having one paper of Statistics. (ii) PG Diploma in Computer from a Recognized University /Institution. (iii) At least one year experience (preferably in a teaching hospital) in organizing and maintenance of medical records, Medico-legal aspect, Birth & Death rules, and adequate experience of computerization of medical record department. (iv) Hindi up to Matric.
ii.	Coding Clerks (2)	i. Graduation from a recognized university. ii. Six Months Training of Medical Record Technician from a Govt. recognized Institute. iii. One year experience in Medical Record Department preferably of a teaching hospital. iv. Knowledge of Computer having training not less than 6 months. v. Hindi up to Matric.
iii.	Clerk cum DEO (8)	i. Bachelor's Degree from recognized University ii. Knowledge of computers: Candidates will also be required to qualify the test at the speed of 8000 key depressions per hour in MS-Word or PG Diploma in Computer from a Recognized University /Institution. iii. Two years experience as Data entry operator in Data entry operations and word processing; iv. Hindi upto Matric.
iv.	Librarian (1)	i. Graduate from a recognized university; ii. Master Degree in Library Science from a recognized Institution/ University; iii. 3 years experience of Librarian; preferably in a medical college. iv. Knowledge of Hindi upto Matric. v. Knowledge of Library Software.
v.	Assistant librarian (1)	Graduate from a recognized university; OR B. Lib. Degree in Library Science from a recognized Institution/ University; 2 years experience of Library; preferably in a medical college. Knowledge of Hindi upto Matric.
vi.	Cataloguer (1)	Graduate from a recognized university; OR B. Lib degree in Library Science from a recognized University; having one year experience in a library.
vii.	Audiovisual-Technician (1)	i. 10+2 ii. Knowledge of computer OR Graduate from a recognized University, Training of Computer for preparation of slides, animation software. One year experience in handling the multi-media projector with handling of sound equipment
viii.	CSSD Supervisor (1)	i. Matric pass with Hindi ii. B.Sc. Microbiology or Biophysics or B.V. Sc. ; iii. One year experience. Preference will be given to a person having experience in a Govt. institute / medical college.
ix.	Sr. Technician Mechanical (1)	i. 10+2, Matric with Hindi; ii. Diploma in instrument Mechanic (not less than 60% marks in aggregate) with atleast one year experience. Preference will be given to a person having experience in a Govt. institute / medical college.
x.	Sr. Technician Electrical (1)	i. 10+2, Matric with Hindi; ii. Diploma in Electrical (not less than 60% marks in aggregate) with atleast one year experience. Preference will be given to a person having experience in a Govt. institute / medical college.
xi.	Sr. Technician Electronic (1)	i. 10+2, Matric with Hindi; ii. Diploma in Electronic (not less than 60% marks in aggregate) with atleast one year experience. Preference will be given to a person having experience in a Govt. institute / medical college.
xii.	Sr. Technician Refrigeration (1)	i. 10+2, Matric with Hindi; ii. Diploma in Refrigeration or Air Conditioning from ITI / B.T.C (NCVT) Delhi (not less than 60% marks in aggregate) with atleast one year experience in running maintenance of H.V.A.C Plant. Preference will be given to a person having experience in a Govt. institute /medical college.
xiii.	Dietician (1)	i. Graduate in Science or Home-Science Diploma in Dietetics from All India Institute of Hygiene and Public Health, Calcutta or any other recognized institute. ii. Knowledge of Hindi upto Matric;

xiv.	Biochemist (1)	<ul style="list-style-type: none"> i. M.Sc. in Biochemistry; Preference will be given to candidates possessing Ph.D. in Biochemistry Or one year teaching or research experience in a recognized medical college or hospital; ii. Knowledge of Hindi upto Matric
xv.	Pharmacist(4)	<ul style="list-style-type: none"> i. Matric with Science (Physics and Chemistry) ii. Diploma in Pharmacy from a recognized Institute; iii. Registered as Pharmacist with Haryana Pharmacy Council; iv. Knowledge of Hindi up to Matric Standard. <p>Preference: may be given to the candidate having Knowledge of Computer with training not less than 6 months.</p>
xvi.	Biomedical Engineers (2)	<ul style="list-style-type: none"> i. B.Tech in Bio-Medical Engineering / Electronics & Communication/ Electronics & Instrumentation from any recognized Institute/University approved by UGC or AICTE with minimum 55% marks in aggregate in all semesters. ii. Post qualification experience of two years. Preference will be given to a person having experience in a Govt. institute / medical college.
xvii.	Director Physical Education (1)	<ul style="list-style-type: none"> i. M.A. 2nd Division in Physical Education OR 2nd Division Master's Degree in Physical Education (MPE) Two years Course OR M.A. 2nd Division with Diploma in Physical Education in 2nd Division; ii. 2 years experience as Physical Instructor; iii. Knowledge of Hindi upto Matric.
xviii.	Hostel supervisor (2)	<ul style="list-style-type: none"> i. Graduate from a recognized University ii. 2 years experience of managing and supervising a hostel. Preference will be given to a person having experience in a Govt. institute / medical college. iii. Knowledge of Hindi upto Matric.
xix.	Psychiatric Social Worker (1)	<ul style="list-style-type: none"> i. M.Phil in Sociology or Social Works or Postgraduate diploma in Psychiatric social work; ii. M.A. in Sociology or Social work; iii. One year experience in Social Work or Research; iv. Matric with Hindi/Sanskrit or 10+2/ BA/ MA with Hindi as one of the subjects;.
xx.	Refractionist (1)	<p>Diploma in Ophthalmic Technique/ Ophthalmic Assistant/ Optometry/ Refraction, with at least one year experience OR B.Sc in Ophthalmic Technique/ Optometry OR M.Sc in (Optometry)</p>
xxi.	Health Inspector / Health Asst. Male (1)	<ul style="list-style-type: none"> i. Matric with Hindi/Sanskrit ii. One year diploma of sanitary inspector from Govt. recognized institute . iii. One year experience as health inspector / health asst. male .
xxii.	Health Educator (3)	<ul style="list-style-type: none"> i. Graduate in any discipline preferably social science; ii. Two years diploma in Health Education or certificate course in Health Education with experience in Health Education; <p>Preference : may be given to the candidate having experience of Public Health field work;</p> <p>Knowledge of Hindi/Sanskrit upto Matric Standard;</p>
xxiii.	Plaster technician (2)	<ul style="list-style-type: none"> i. Diploma from Polytechnic Institution or Certificate from I.T.I. with training in the plaster moulding and casting; OR one years experience as Plaster Technician in plaster work in Artificial Limb Centre or orthopaedics workshop or Orthopaedics Department. ; ii. Knowledge of Hindi upto Matric Standard;
xxiv.	Staff Nurse (50)	<ul style="list-style-type: none"> i. A-Grade Nurse with Midwifery Training, OR Certificate in General Nursing & Midwifery from a recognized institution or equivalent qualification from a institution recognized by the Indian Nursing Council. OR Any recognized higher qualification (B.Sc / Msc (Nursing) ii. Should be registered or get registered with Haryana Nursing Council within six months of joining. iii. Hindi /Sanskrit upto Matric standard.

15. Experience:

Experience From	Name of Organization	From	To	Duration (YY/MM/DD)
Recognized Govt. Medical College				
Recognized Private Medical College				
MCI Permitted medical College/ Teaching Hospital other than Med. Coll. With Tertiary care services				
Corporate / Multi Specialty hosp. (More than 300 bedded)				
Non Teaching Hospital: District/Civil/Gen. Hosp./others				
CHC (Comm. Health Centre)				
PHC (Primary Health Centre)				
Private: Dispensary/ Clinic/ Nursing Home/ others				

16. Extra Curricular Activities (Attach Certificate):

S. No.	Type of Activity	
1	Sports (mention Level: Distt./State/ University/National/Inter-national)	
2	Blood donation (times: attach certificate)	
3	NSS/NCC-C Certificate	

17. Any other experience

18. Languages Known (Read)

(Write)

(Speak)

19. Hobbies and Interest

Declaration: I hereby declare that:-

1. All statements made in this application are true, complete and correct to the best of my knowledge and belief.
2. I have never been convicted by Criminal Court.

Place: _____

Date: _____

Signature of the candidate
(Unsigned application will be rejected)

