

NATIONAL RURAL HEALTH MISSION, HARYANA,  
HEALTH DEPARTMENT,  
Paryatan Bhawan, Bay No.55-58, Sector 2, Panchkula

Advt. No. 16 / 2012-13

Date of Advertisement: 07.02.2013

**WALK-IN-INTERVIEW FOR THE POST OF CONSULTANT ACCOUNTS AND ACCOUNTS  
ASSITANT**

Candidates may appear for Walk-in-Interview on 12.02.2013 from 09:30 am to 11:00 a.m. for the following posts purely on contract basis initially upto 31.03.2014 with details as mentioned below at NRHM, Haryana, Panchkula office premises.

**Eligibility and Qualification:**

| Name of Post        | No. of Posts | Remuneration                  | Academic Qualifications and required experience  | Age Limit    |
|---------------------|--------------|-------------------------------|--|--------------|
| Consultant Accounts | One (01)     | Rs.20,000/- p.m. consolidated | <b>Educational:</b><br>1. MBA (Finance) regular with knowledge of computer and multi task management.<br>2. Knowledge of Tally ERP.9 Software<br><b>Experience:</b> At least one year Post Qualification experience in Accounts related work.  | Upto 55 year |
| Accounts Assistant  | Two(2)       | Rs.12,100/- p.m. consolidated | <b>Educational:</b><br>1. B.Com with atleast 45% marks.<br>2. Knowledge of Tally ERP.9 Software (Certificate for the same is required)<br>3. Experience: One year Post Qualification experience in Accounts related work.<br>4. Candidates having additional Qualification like MBA (Finance), M.Com, M.F.C and Master of Economics will be preferred. | Upto 55 year |

**Note:** Preference will give to candidates with relevant work experience in reputed Organization/Institution.

The interested candidates may check details/TOR and download the application form from our website [www.nrhmharyana.org](http://www.nrhmharyana.org) or collect in person from this office. The candidates should come with duly filled form along with attested copies of certificates (also original certificates), Curriculum Vitae and two passport size photographs. For further details please visit our website or contact at above mentioned address.

Helpline No.: 08146510000

**Mission Director,  
National Rural Health Mission, Haryana**

**Application for the post of** \_\_\_\_\_

|           |                               |   |   |                             |
|-----------|-------------------------------|---|---|-----------------------------|
| <b>1.</b> | Name of the candidate         | : | <hr/>                                     | <div>Paste Photo Here</div> |
| <b>2.</b> | Father's/Husband Name         | : | <hr/>                                     |                             |
| <b>3.</b> | Sex                           | : | Male / Female                             |                             |
| <b>4.</b> | Date of Birth<br>(DD/MM/YYYY) | : | <hr/>                                     |                             |
| <b>5.</b> | Category to which belong      | : | <hr/>                                     |                             |
| <b>6.</b> | Telephone / Mobile No.        | : | <hr/>                                     |                             |
| <b>7.</b> | E-mail                        | : | <hr/>                                     |                             |
| <b>8.</b> | Permanent Address             | : | <hr/><br><hr/><br><hr/><br>PIN CODE _____ |                             |
| <b>9.</b> | Correspondence Address        | : | <hr/><br><hr/><br>PIN CODE _____          |                             |

| 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 /<br>Honarium<br>p.m. | Total<br>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**