

HARYANA STATE HEALTH RESOURCE CENTRE

Haryana Regional, Chapter Institute of Town Planners, India, Bay No.59-62, 2nd Floor,
Sector 2, Panchkula

ADVERTISEMENT

Application for filling up the following posts for HSHRC (which is a body working in tendem with NRHM Haryana) on contract basis are invited by Executive Director, HSHRC, Panchkula initially up to 31.03.2014 extendable further on year to year basis till project period with details as mentioned below:-

Name of Post	No. of Posts	Remuneration	Required Academic Qualifications and Experience	Age Limit
Consultant for Medical Record Department in District Hospitals	Five (5)	Rs. 20,000/- consolidated per month	Qualification:- (i) Science Graduate/B. Sc. Nursing/GNM or equivalent from recognized University. (ii) Minimum 1 year Diploma in Medical Records Technology from a recognized institution. (iii) IT skills with Computer proficiency in commonly used packages. (iv) Excellent oral and written communication skills in English. Desirable Experience:- Minimum 1 year experience in organizing and maintaining medical records in at least 50 bedded hospital/medical institution.	40 years
Computer Assistant in HSHRC, Head Quarter	One (1)	Rs. 9240/- consolidated per month	Qualification:- A. Graduate with one year P.G Diploma in Computer Application OR Graduate with 'O' level course from DOEACC/one year Diploma in Computer Application. OR Three years diploma/BE/B.Sc./B.Tech in IT/Computer Science or BCA. OR Two years diploma in IT/Computer Science after 10+2, with 50% Marks. B. Typing Speed of at-least 35 WPM in English C. Post Qualification relevant work experience of minimum one year. Desirable:- 1. Excellent Knowledge and experience of MS-Office (Word, Excel and Power Point), Internet & E.mail etc. 2. Knowledge of Filing, Indexing and Document Management. 3. Excellent writing and verbal communication skills. 4. Proficient in drafting notes and letters in English.	40 years

**Important
Instructions**

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- (i) Last date for receiving applications is 15-10-2013 upto 4:00 p.m.
- (ii) No TA/DA will be paid for coming for interview.
- (iii) Application with full particulars and contact no. with Pin code, two Passport size photo and attested copies of Educational/ Technical qualification & experience should be attached with the application.
- (iv) ***No application received in HSHRC office after the last date will be considered. The HSHRC will not be responsible for any postal delay.***
- (v) Name of post should clearly be stated in application.
- (vi) Number of Posts can be increased or decreased by the HSHRC.
- (vii) Post of reserve category will be filled up as per Haryana Government policy.
- (viii) Details are also available on NRHM website www.nrhmharyana.org.
- (ix) Proforma for giving basic information be downloaded from the NRHM website www.nrhmharyana.org and www.haryanahealth.nic.in.

**Executive Director,
Haryana State Health Resource Centre,
Panchkula**

PROFORMA FOR SUPPLYING BASIC INFORMATION ALONG WITH DETAILED BIO DATA

NAME OF POST:- _____

Sr. No.	Name and Address along with contact No.	Basic Qualification (As per requirement)	Percentage or Marks obtained	Additional Qualification	Percentage or Marks obtained	Experience		Computer Knowledge		
						(As per requirement)	Other	Essential (As per requirement)	Desirable (As per requirement)	Other

Signature of Candidate