

Advt. No. 1/2013

Closing Date: 08.06.2013

VACANCIES

GEN	OBC	SC	ST	Total
2760	1314	489	153	4716

Cat. No: - 01 District Coordinator = 523 Posts

Salary =22,500/per month + Medical + HRA + T.A

Qualification: - (i) Post Graduate in any discipline from recognized university & its equivalent.
 (ii) Basic knowledge of Computer.

Age Limit: - 21-40 years

Not below 21 years and not above 40 years as on 01.01.2013 i.e. candidates must have been born not earlier than 02.01.1973 and not later than 01.01.1992 (both days inclusive)

Relaxation in the Upper Age Limit to Reserved category candidates

Upper age is relaxable by

- (i) 3 years in the case of OBC candidates.
 (ii) 5 years in the case of: (a) SC/ST candidates. (b) Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989.

NOTE: CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.

Cat. No: - 02 Instructor = 523 Posts

Salary =20,300/per month + Medical + HRA + T.A

Qualification: - (i) ANM or GNM (Any one) from recognized university & its equivalent.

Age Limit: - 18-40 years

Not below 18 years and not above 40 years as on 01.01.2013 i.e. candidates must have been born not earlier than 02.01.1973 and not later than 01.01.1995 (both days inclusive)

Relaxation in the Upper Age Limit to Reserved category candidates

Upper age is relaxable by

- (i) 3 years in the case of OBC candidates.
 (ii) 5 years in the case of: (a) SC/ST candidates. (b) Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989.

NOTE: CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.

Cat. No: - 03 Field Assistant = 1049 Posts

Salary =19,400/per month + Medical + HRA + T.A

Qualification: - (i) Graduation in any discipline from the recognized board/University
 (ii) Basic Knowledge of computer

Age Limit: - 18-40 years

Not below 18 years and not above 40 years as on 01.01.2013 i.e. candidates must have been born not earlier than 02.01.1973 and not later than 01.01.1995 (both days inclusive)

Relaxation in the Upper Age Limit to Reserved category candidates

Upper age is relaxable by

- (i) 3 years in the case of OBC candidates.
 (ii) 5 years in the case of: (a) SC/ST candidates. (b) Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989.

NOTE: CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.

Cat. No: - 04 Data Entry Operator cum Clerk = 523 posts

Salary =17,300/per month + Medical + HRA + T.A

Qualification: - (i) 10+2 in any discipline from the recognized board.
(ii) Basic knowledge of computer (Word, Excel etc)

Age Limit: - 18-40 years

Not below 18 years and not above 40 years as on 01.01.2013 i.e. candidates must have been born not earlier than 02.01.1973 and not later than 01.01.1995 (both days inclusive)

Relaxation in the Upper Age Limit to Reserved category candidates

Upper age is relaxable by

- (i) 3 years in the case of OBC candidates.
(ii) 5 years in the case of: (a) SC/ST candidates. (b) Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989.

NOTE: CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.

Cat. No: - 05 Supporting Staff = 2098 Posts

Salary =19,000/per month + Medical + HRA + T.A

Qualification: - (i) 10+2 in any discipline from the recognized board.
(ii) Preference will be given to the higher education

Age Limit: - 18-40 years

Not below 18 years and not above 40 years as on 01.01.2013 i.e. candidates must have been born not earlier than 02.01.1973 and not later than 01.01.1995 (both days inclusive)

Relaxation in the Upper Age Limit to Reserved category candidates

Upper age is relaxable by

- (i) 3 years in the case of OBC candidates.
(ii) 5 years in the case of: (a) SC/ST candidates. (b) Candidates who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir between 1st January, 1980 and 31st December, 1989.

NOTE: CUMULATIVE AGE RELAXATION WILL NOT BE AVAILABLE EITHER UNDER THE ABOVE ITEMS OR IN COMBINATION WITH ANY OTHER ITEMS.

SELECTION PROCEDURE:

(a) Phase-I: Written Examination (250 marks) consisting of Objective Tests and Descriptive Test.

(i) Objective Tests (200 marks): The Objective Tests with 2 hour duration will consists of 4 Sections with 50 marks each as follows:

- (a) Test of English Language (Grammar, Vocabulary, Comprehension etc)
(b) Test of General Awareness, Marketing and Computers
(c) Test of Data Analysis and Interpretation
(d) Test of Reasoning

The candidates are required to qualify in the Objective Tests by securing passing marks, in each of the tests, to be decided by the Organization on the basis of the performance of all the competing candidates taken together in each test to a minimum required level for each category.

(ii) Descriptive Test (50 marks): The Descriptive Test with 1 hour duration will be of "Test of English Language (comprehension, short précis, letter writing & essay)". The candidates are required to qualify in the Descriptive Test by securing passing marks, to be decided by the Organization.

Descriptive Test paper of only those candidates will be evaluated who have scored qualifying marks in the Objective Tests as stated above in (i).

(b) Phase-II: Interview (100 marks)

The aggregate marks of candidates qualifying in both the Objective Tests and Descriptive Test will be arranged in descending order in each category and the candidates in the order of merit, will be called for Interview. The qualifying marks in Interview will be as decided by the Organization.

(c) Final Selection:

The candidates will have to qualify both in Phase-I and Phase-II separately.

Marks secured by the candidates in the Written Test (out of 250 marks maximum) are converted to out of 100 and marks secured in Interview (out of 100 marks maximum) are converted to out of 50. The final merit list is arrived at after aggregating converted marks of Written Test and Interview out of 100 for each category. The selection will be made from the top merit ranked candidates in each category.

Results of the candidates who have qualified for Phase II and thereafter, the list of candidates finally selected will be available on the Organization's website.

APPLICATION FEE AND INTIMATION CHARGE: (Non Refundable)

S. No.	Category	Total
1.	SC / ST	Rs. 250/- (Intimation Charges only)
2.	General and Others	Rs. 500/- (App. fee including intimation charges)

Fee / Postal charges once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection.

How to Apply & General information: -

1. Download the application form from our website or Fill online application form.
2. Self-attested copies of educational qualifications, experience etc. should be attached with the application.
3. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before send of application.
4. Candidates are required to attach (application fee) a Demand Draft of:
General and OBC candidates: Rs. 500/- (Rs. Five hundred only)
SC/ST candidates: Rs. 250/- (Rs. Two hundred fifty only)
With the Application form as application fee (non-refundable) in favour of **NATIONAL HEALTH CARE ORGANIZATION** payable at **DELHI**. Candidate must write their name and address at the reverse of the demand draft.
5. The refund of cost of application form will not be allowed in any case.
6. The applications complete in all respect should reach at **“The Secretary, NATIONAL HEALTH CARE ORGANIZATION, R.O-6, Ram Bagh Road, Subzi mandi, Delhi-110007”** on or before **08.06.2013 up to 05:00PM**.
7. Application received in the organization after the closing date and time will not be considered.
8. All the posts are on contractual basis (Three years) but likely to continue.
9. **Salary will be increased yearly 10%.**
10. Organization reserves the right to fill up or not to fill up any post(s).
11. **Candidates can apply for more than one post will have to submit separate application for each post.**
12. Application can be sent only by registered post & speed post.
13. Application that are not in conformity with the requirements indicated in this advertisement/ in complete application/ those received after the last date will not be entertained.
14. The organization reserves the right to reject any application without assigning any reason whatever.
15. Canvassing in any form or bringing of any influence, political or otherwise, will be treated as a disqualification.
16. The recruitment process can be postponed/suspended/ terminated without any prior notice assigning any reason at any stage.
17. For any clarification(s), you can contact over send mail to contact@nationalhealthcare.org.in
18. **Any Person who is belonging from India can apply for any of the above vacancy.**
19. **Please mention the Post name on the Envelope.**

State wise Detailed Vacancies: -

Haryana State						
Cat No.	Post Name	GEN	OBC	SC	ST	Total
01	District Coordinator	30	14	6	2	52
02	Instructor	30	14	6	2	52
03	Field Assistant	60	28	12	5	105
04	Data Entry operator cum clerk	30	14	6	2	52
05	Supporting Staff	120	56	24	10	210
	Total	270	126	54	21	471
Punjab State						
Cat No.	Post Name	GEN	OBC	SC	ST	Total
01	District Coordinator	26	13	9	2	50
02	Instructor	26	13	9	2	50
03	Field Assistant	55	29	12	4	100
04	Data Entry operator cum clerk	26	13	9	2	50
05	Supporting Staff	110	58	24	8	200
	Total	243	126	63	18	450
Uttar Pradesh State						
Cat No.	Post Name	GEN	OBC	SC	ST	Total
01	District Coordinator	110	50	20	7	187
02	Instructor	110	50	20	7	187
03	Field Assistant	220	100	40	15	375
04	Data Entry operator cum clerk	110	50	20	7	187
05	Supporting Staff	440	200	80	30	750
	Total	990	450	180	66	1686
Delhi State						
Cat No.	Post Name	GEN	OBC	SC	ST	Total
01	District Coordinator	15	7	4	1	27
02	Instructor	15	7	4	1	27
03	Field Assistant	30	14	8	2	54
04	Data Entry operator cum clerk	15	7	4	1	27
05	Supporting Staff	60	28	16	4	108
	Total	135	63	36	9	243
Rajasthan State						
Cat No.	Post Name	GEN	OBC	SC	ST	Total
01	District Coordinator	50	23	7	2	82
02	Instructor	50	23	7	2	82
03	Field Assistant	105	40	15	5	165
04	Data Entry operator cum clerk	50	23	7	2	82
05	Supporting Staff	210	80	30	10	330
	Total	465	189	66	21	741
Madhya Pradesh State						
Cat No.	Post Name	GEN	OBC	SC	ST	Total
01	District Coordinator	73	40	10	2	125
02	Instructor	73	40	10	2	125
03	Field Assistant	146	80	20	4	250
04	Data Entry operator cum clerk	73	40	10	2	125
05	Supporting Staff	292	160	40	8	500
	Total	657	360	90	18	1125

APPLICATION FORM

1. Fill the form in English only.
2. Use only Capital Block letters while filling the form.

Serial No.
(For Office Use)

1. Post Applied For 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">PHOTO</div> <div style="border: 1px solid black; padding: 5px;">Please Paste Your Recent Coloured Photograph</div>
2. Full Name 	
3. Father's Name 	
4. Sex : M F 	
5. Category : GEN OBC SC ST 	
6. Marital Status : Single Married 	
7. Mobile : 	Land Line
<div style="text-align: center; margin-bottom: 5px;"> D D M M Y Y Y Y </div> 8. Date of Birth : 	
9. E-mail : 	
(i) Are you seeking age relaxation ? Yes No 	10. Nationality
(ii) If yes, attach proof on standard format.	

11.Educational Qualification (Attach self attested copy as proof)

S.No.	Examination passed/Appearing	University/Board	Year of Passing	% of Marks	Division
1.					
2.					
3.					
4.					
5.					
6.					

12. Detail of Demand Draft (DD) enclosed :

Name of Bank	DD No.	Date of DD	Amount

13. Preference for State Choose : 1. 2. 3. 4.

14. (A) Address of Correspondence (This address shall be used till and of selection process) in Capital Letters :

State _____ Pin

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(B) Present Address (in Capital Letters) :

State _____ Pin

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15. Mention Detail if registered in Employment Exchange (Optional)

Name & Address of Employment Exchange	Registration No.	Date of Registration

16. Experience if any starting from previous to present : Total Experience.....years.....months

Name & Address of Employer	Designation	Scale of Pay/Salary per month	Service Period		Total Experience	Nature of Duty
			From	To		

17. Declaration :

I.....Son/Daughter/Wife of.....hereby declare that :

- A) All the Statement made in this application are true, complete to the best of my knowledge and belief, and have been filled in my own handwriting.
- B) I have read and understood all the provisions mentioned in the advertisement and undertake to abide by them.
- C) I understand that in the event of any information being found suppressed, false or incorrect or any ineligibility being detected before or after the examination/selection, my candidature/selection/appointment is liable to be cancelled.

(A) Left Hand Thumb Impression

(B) Signature of Candidate

Place :

Date.....

Please Tick mark (✓) the following check list :

- (i) Application Form signed and photograph pasted.
- (ii) Self attested copies of all required certificate/documents attached.
- (iii) Proof of Age (i.e. self attested copy of Xth Class certificate) attached.
- (iv) Original Demand Draft attached.
- (v) Self attested copies of SC/ST/OBC etc. certificate attached, if claimed.