

**No: A.11011/4/2022-MO(BLP)PHC/IPA/5**  
**GOVERNMENT OF MIZORAM**  
**OFFICE OF THE MEDICAL OFFICER**  
**PRIMARY HEALTH CENTRE, BUALPUI NG**

Memo no: A.11011/4/2022-MO(BLP)PHC/IPA/5


Dated the 16<sup>th</sup> March 2023, Bualpui NG

**ADVERTISEMENT**

Applicants are invited for filling up of the mentioned post under Medical Officer Bualpui NG PHC on contractual basis with remuneration of ₹5,000/- per month for 3 months under Mizoram Health System Strengthening Project (MHSSP). Interested Candidates may submit application to the Medical Officer Bualpui NG PHC till 29<sup>th</sup> March 2023. Application from eligibility criteria and terms of reference can be downloaded at <https://cmolawngtlai.mizoram.gov.in/> from 29<sup>th</sup> March 2023.

Date of Personal interview: 30<sup>th</sup> March 2023

| Name of Post | Qualification |
|--------------|---------------|
| IV Grade     | CLASS VII     |

  
16/3/2023.  
R. MALSAWMTLUANG/  
Medical Officer  
Bualpui NG PHC.  
**(Dr. R MALSAWMTLUANGA)**  
**Medical Officer**  
**Bualpui NG PHC**

**Terms of Reference**  
IV Grade  
for  
Primary Health Centre, Bualpui NG

**Post Vacant: IV Grade**

The Mizoram Health Systems Strengthening Project with financial and technical assistance from the World Bank aims to improve the management, quality, accessibility, and delivery of health

services in the state of Mizoram at various health facilities and units. With funding from the MHSSP,

Primary Health Centre, Bualpui NG proposed to engage IV Grade for efficient execution of Internal Performance Agreement (IPA)

**Contract duration:** 3 months

**Objective:** To work with the facility in order to maintain a clean environment, providing man power to the healthcare and for efficient execution of Internal Performance Agreement

**Scope of work:** The Employee is to be solely recruited by the Health Facility i.e., Primary Health Centre, Bualpui NG. Hence, the scope of work is to assist the functioning of the Primary Health Centre.

**Job Responsibilities:** The IV Grade plays a key role in the basic functions of the Health Care Facility.

1.He/She will provide manpower in maintaining a clean and healthy environment of the Primary Health Centre.

2. He/She will assist in the functioning of the Office by delivering required files, documents and letters to the designated person or address as promptly as possible.

3. He/She will take care of the Biomedical Wastes bins as required and maintain the protocol of disposal of all wastes to all Standard Operating Procedures.

3. He/She shall assist in the care of patients directly or indirectly as per the requirements of the Nurses or Doctors.

5. He/She shall maintain the upkeep of orderly conduct towards the Primary Health Centre.

8. He/She shall adhere to all hospital rules, regulations, and standards.

9. She shall maintain absolute confidentiality regarding patient files and status of conditions & illnesses.

**Key Skills:** Hardworking, Cleanliness, Sober, Confidentiality and sincerity to the abovementioned responsibilities.

**Qualification(s):**

a). Applicants must be Class VII passed or above in educational Qualification

b). Skills and Competencies:

- Knowledge of English and Mizo language.

(Knowledge of Lai language is also preferable.)

- Effective communication skills, prompt response to instructions and orders.

- Previous working experience as Group D or IV Grade .

- Computer proficiency is preferable.

- Person who is not indulgent on Alcohol or any narcotics is preferred.

**Age limit:**

Up to 35 years as on January 2023 with five years' relaxation for reserved (SC/ST/OBC) category.

**Emoluments:**

- a). The gross remuneration shall be of ₹ 5,000/- (Rupees Five Thousand only) per month for Three months.
- b). Location: Primary Health Centre, Bualpui NG

**Reporting:**

The IV Grade will report to Medical Officer, Bualpui NG PHC.

**Contract Term:**

The assignment is on purely contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government. The tenure will be 3 months duration and extended based on availability of funds and satisfactory performance. If the applicant decides to resign before the contract period, she may give notification prior One month to the facility.

**General Information:**

Engagement of the IV Grade will be on a full-time basis. Short listed candidates will be informed via email and phone call. Selection will be made on the basis of

- a). Interview
- b). Scrutiny of the Certificates

All selected candidates will be informed about the outcomes of the interview by email and phone call. The results will also be displayed in the website of the district facility. The selected candidates must report for joining within one week of announcement of results.

Eligible candidates interested in this position are requested to send their:


1. Application form
2. Self-Attested copy of required Certificates
3. Passport size photographs
4. Birth Certificate

**Last Date of Application:** 29<sup>th</sup> March 2023

**Interview Date:** 30<sup>th</sup> March 2023

Advertisement and Application form is available for download below:

<https://cmolawnqtlai.mizoram.gov.in>

  
16/3/2023.  
MALS/WMTLUANG/  
Medical Officer  
Bualpui NG PHC;

**GOVERNMENT OF MIZORAM  
OFFICE OF THE MEDICAL OFFICER  
PRIMARY HEALTH CENTRE, BUALPUING**

Name of applied post: \_\_\_\_\_

**PERSONAL INFORMATION:**

|                |  |
|----------------|--|
| Name:          | Affix Latest Passport sized<br>Photo here. |
| Father's Name: |  |
| Address:       |  |
| Date of Birth: |  |
| Mobile No:     | SIGNATURE: Across the photo                |
| Email:         |  |

**EDUCATIONAL QUALIFICATIONS:**

| Qualification | Institute/ University | Course<br>Duration Years | Year of Passing | % of marks<br>obtained |
|---------------|-----------------------|--------------------------|-----------------|------------------------|
|               |                       |                          |                 |                        |
|               |                       |                          |                 |                        |

**EXPERIENCE DETAILS:**

| Name of Organisation | Designation | Job Responsibility | Year of Service |
|----------------------|-------------|--------------------|-----------------|
|                      |             |                    |                 |
|                      |             |                    |                 |

**DECLARATION:** I hereby declare that all statement made in this application are true, complete and correct to the base of my knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage of not satisfying any of the eligibility criteria stipulated, my candidature is liable to be cancelled.

Signature:

Date:

**DOCUMENT REQUIRED:**

1. Birth Certificate
2. Qualification Certificate and Marksheet
3. Experience Certificate (if any)