

No: A.11013/1/2023-MO(BLP)PHC/IPA
GOVERNMENT OF MIZORAM
OFFICE OF THE MEDICAL OFFICER
PRIMARY HEALTH CENTRE, BUALPUI NG
LAWNGTLAI DISTRICT: MIZORAM

Memo no: A.11013/1/2023-MO(BLP)PHC/IPA

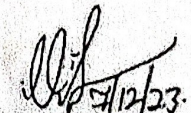
Dated the 7th December 2023, Bualpui NG

ADVERTISEMENT

Applicants are invited for filling up of the mentioned post under Medical Officer Bualpui NG PHC on contractual basis with remuneration of ₹7,500/- 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 12th December 2023. Application from eligibility criteria and terms of reference can be downloaded at <https://cmolawngtlai.mizoram.gov.in/> from 8th December 2023.

Date of Personal interview: 13th December 2023

Name of Post	Qualification
IV Grade Cum Driver	Class VII


(Dr. R MALSAWMTLUANGA)
Medical Officer
Bualpui NG PHC

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

**Terms of Reference
IV. Grade cum Driver**

for
Primary Health Centre, Bualpui NG

Post Vacant: IV Grade cum Driver

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 cum Driver for efficient execution of Internal Performance Agreement (IPA)

Contract duration: 3 months

Objective: To work with the facility on improving Nursing 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 cum Driver plays a key role in optimizing the function of the Health Care Facility

1. He/She will provide direct assistance to the Nurses and Doctors during office hours whenever required.
2. He/She will provide escort and logistics for transportation of personnel, goods, medicines and vaccines of the facility to desired designation as per the order of the office.
3. He/She will provide delivery of office going letters, parcels and goods to the facility.
4. He/She will take good care of the vehicle and provide good maintenance as possible.
5. He/She shall adhere to all hospital rules, regulations, and standards.
6. He/She shall maintain absolute confidentiality regarding patient files and conditions.

Key Skills: Driving Skills, Driving License, Cleanliness, Ability to abstain from any form of narcotics especially during duty, Confidentiality and sincerity to the above-mentioned responsibilities.

Qualification(s):

- a). Applicants possess a valid Government Approved Driving License.
- b). Skills and Competencies:
 - Knowledge of and Mizo language.
(Knowledge of Lai language is also preferable.)
 - Previous experience as a IV Grade / Driver shall be given priority.\

Age limit:

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

Emoluments:

- a). The gross remuneration shall be of of ₹ 7500/- (Rupees Seven Thousand and Five Hundred only) per month for total of Three months.
- b). Location: Primary Health Centre, Bualpui NG

Reporting:

The IV Grade cum Driver 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 cum Driver will be on a full-time basis. Short listed candidates will be informed via email and / or via phone call and / or SMS. 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 valid Drivers License
3. Passport size photographs
4. Birth Certificate

Last Date of Application: 12th December 2023

Interview Date: 13th December 2023

Advertisement and Application form is available for download below:
<https://cmolawnglai.mizoram.gov.in>

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PRIMARY HEALTH CENTRE, BUALPUI NG
LAWNGTLAI DISTRICT: MIZORAM**

Name of applied post: _____

PERSONAL INFORMATION:

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

EDUCATIONAL QUALIFICATIONS:

Qualification	Institute/ University	Course Duration Years	Year of Passing	% of marks 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. Self-Attested copy of valid Drivers License or equanent required certificate.
3. Experience Certificate (if any)