

Terms of Reference

Background

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, Office of the Medical Officer,Zawlnuam PHC proposed to engaged Group- D for efficient execution of Internal Performance Agreement (IPA).

Name of Post : Group - D

Contract Duration : 3 Months

Objective :

To improve the the overall hygiene and insufficiency of staff in the facility.

Scope of work :

The Group-D employee is to be solely recruited by the Health Facility i,e Zawlnuam PHC ,Mamit District .Hence,the scope of work is to assist the facility in all work related to Group-D.

Job Responsibilities :

1. Assisting facility in maintaining hygiene of the facility.
2. Assisting facility in Office related work.
3. Any work assigned by the Medical officer and IPA Committee for the benefit of the Quality in the facility.

Key Skills

A.Qualification(s)

- (a) Applicants must possess minimum Class VIII certificate.
- (b) Experience
 - i. Desirable: Hardworking and Punctual

B. Age limit:

Upto 35 years of age as on 30th March 2024 with five years relaxation for reserved (SC/ST/OBC)category.

Emoluments:

- a) The gross remuneration budgeted for the position is Rs.8000/-PM for 3 months
- b) Location: Zawlnuam PHC ,Mamit

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Reporting

The Group D Employee will report to the Medical Officer ,ZawInuam PHC.

Contract Term :

The assignment is purely on contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government . Initially,the tenure will be for 3 months at a time and may be extended based on availability of funds and satisfactory performance.

General Information

Engagement of the Group D will be on 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 original degrees and certificates

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