

Office of the Mission Director
National Health Mission
State Health & Family Welfare Society, Tripura
Palace Compound, Agartala.


No. F.3 (5-4135) FWPM/SHFWS/Recruitment/2022 /15072; 25th March, 2022

NOTICE FOR RECRUITMENT

The State Health & Family Welfare Society, Tripura is going to fill up 36 nos. of HMIS Assistant (UR- 9, ST-18 & SC-9) and 39 nos. of Administrative cum Accounts Assistant (UR- 12, ST-19 & SC-8) on contractual basis at a fixed pay for 1(one) year which may further be extended based on performance or till project period.

Interested candidates are hereby requested to submit their Bio- data online as per the prescribed format from 1st April, 2022 from 11.00 AM to 15th April, 2022, 4.00 PM.

All details are available/ will be published in the NHM website (<http://tripuranrhm.gov.in/>) time to time.


24/03/22
(**Dr. Siddharth Shiv Jaiswal, IAS**)
Mission Director, National Health Mission
Government of Tripura

No. F.3 (5-4135) FWPM/SHFWS/Recruitment/2022

/15069

25th March, 2022

NOTICE FOR RECRUITMENT

The State Health & Family Welfare Society, Tripura is going to fill up different category of posts under NHM, Tripura on contractual and fixed pay basis from the candidates who are permanently resident in Tripura. The engagement will be initially for a period of 1(one) year which may further be extended based on performance annually till the completion of the project. The details are as follows:-

Sl. No.	Name of the post	Salary/ month (Rs.)	Total vacant post	Category wise breakup			Minimum Eligibility criteria
				SC	ST	UR	
1	HMIS Assistant	Rs.15,000/-	36	9	18	9	<ul style="list-style-type: none"> Any Graduate from Govt. recognized University with 'O' Level / 'A' Level from DOEACC/ NIELIT/ Post Graduate Diploma in Computer Application from Govt. affiliated institution. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> B.Sc in Computer Science / Bachelor in Computer Application (BCA) / Bachelor in Health Information Management / B. Tech in Computer Science / B.E in Computer Science / B.Sc in IT / BE in Electronics & Telecommunication from any affiliated & Govt. recognized College/University.
2	Administrative cum Accounts Assistant	Rs.15,000/-	39	8	19	12	<p>Essential:-</p> <ul style="list-style-type: none"> B.Com / M.Com from any Govt. recognized University. One year Diploma in Computer Application from registered Govt. Institution <p>Desirable:- - One year post-qualification experience in the field of Accounting.</p>
Total			75	17	37	21	



Syllabus:**A. Syllabus for Administrative cum Accounts Assistant:**

Sl. no.	Topic	Weight age (Marks)
1.	Logical Reasoning	10
2.	General Awareness and Current Affairs	20
3.	General Administration of Health Department and National Health Mission	10
4.	MS Office, Tally Application	20
5.	Vendor Management, Contracting and Fund Management, AMC, Book Keeping, Double entry, Journal, Ledger, Stock Ledger maintenance, Receipt and Payment Account, Income and expenditure Account, Account types, Bank Reconciliation, Income Tax, GST, Professional Tax	40
Total		100

B. Syllabus for HMIS Assistant:

Sl. no.	Topic	Weight age (Marks)
1.	General Awareness and Current Affairs	10
2.	General Administration of Health Department and National Health Mission	10
3.	Basic knowledge of computer hardware and software	20
4.	Basic knowledge of Microsoft Office	20
5.	Basic knowledge on data component of Health portal/ app	20
6.	Basic knowledge on data component of RCH Program, different MIS System	20
Total		100

Candidates' selection criteria:

1. Candidates will be selected based on the score obtained in the Competency Assessment Test (CAT)/ Written Test *i.e.*, 100% on CAT. There will be no viva-voice. Candidates will be selected purely based on merit.
2. The cut-off marks for qualifying the written examination is 30% for all categories *i.e.*, UR/SC & ST.
3. The examination will be conducted for 100 marks in Multiple Choice Question (MCQ) pattern carrying 1 (one) marks each. For every wrong answer 0.25 marks will be deducted.
4. Candidate will be provided with OMR Sheet for answering the questions.
5. After finalizing the result on Merit Basis, selected candidates will be called for Counselling Session on a scheduled date and time. In this session original documents will be verified. If any candidate fails to appear or produce the requisite document before the authority on the scheduled date and time, his/her candidature will be cancelled and in this regards no further communication will be entertained. Accordingly, the next eligible candidate as per Merit List will be selected.

Age limit:

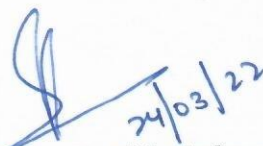
- Age Limit up is upto 45 years as on 31st March, 2022 for all categories *i.e.* (UR/ST/SC).

Application receiving system:

1. All application is to be received only through online in the NHM Website Job Section (www.tripuranrh.gov.in). No application will be accepted on any other alternative routes i.e, hard copy/scan copy sending through e-mail or any other means. The online application system will be available from 11:00 am of 01/04/2021 to 4:00 pm 15/04/2021.
2. The State Health & Family Welfare Society will not responsible/liable for any kind of rejection of the online application.

Instructions:

1. The following documents needs to be submitted online: (a) Copies of qualification (Mark Sheet & pass certificate), (b) Caste Certificate (if the candidates belongs to SC /ST category), (c) Experience certificate/s, if any, (d) Permanent Resident Certificate of Tripura (PRTC), (e) Recent Colour Photograph, (f) Any other as per the online application form.
2. All applications will be subjected to a screening process and shortlisted candidates will have to undergo with the recruitment procedure.
3. Selection will be subject to reservation policy as per State Government Rules.
4. Name of short listed eligible candidates will be published in the official website of NHM (<http://tripuranrh.gov.in/>) on due time.
5. The date, time, venue & other details of the mode of examination/ Test will be notified in due course of time in the official website of NHM. (<http://tripuranrh.gov.in/>).
6. T.A. & D.A. will not be admissible for appearing the recruitment procedure.
7. The number of post/s may increase/ decrease any point of time during the recruitment procedure or even the entire recruitment process may be cancelled.
8. Further correspondence in this regard, will be notified in the official website of NHM. (<http://tripuranrh.gov.in/>) time to time.


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