

# Office of Civil Surgeon Cum Chief Medical officer, Khunti.

(Department of Health and Family Welfare)

## Recruitment Notice

**Advt. No. – 01/2022**

**Interview Date :- 05.11.2022**

Civil Surgeon, Khunti invites application for contractual recruitment for District Programme Coordinator under AB -MMJAY (Ayushman Bharat- Mukhyamantri Jan Arogya Yojna).

Sl No.	Position	No. of Post	Desired Qualification and Experience	Remunerati on (Rs./per Month)	Age Limit
1	District Program Coordinator	01-UR	<b>Essential Qualification .</b> <ul style="list-style-type: none"><li>• MBBS/MBA in healthcare or Master of health/ Hospital Administration or Master of Public Health full time regular university degree.</li><li>• At least 2 years of experience in implementation of government health insurance programme or insurance industry or TPA (Third Party Administrator)</li></ul>	50,000.00	Up to 45 Years

### Terms and Conditions:-

Relevant document can be downloaded from <http://khunti.nic.in>

- The desirous candidates having requisite qualifications and fulfilling other eligibility conditions may come for appearing in **walk-in-interview** along with filled application on prescribed format and all the certificates in original in support of their qualification, experience in District Collectorate Hall, Khunti, at 11:00 AM on November 5<sup>th</sup> 2022.
- No TA/DA will be paid to candidates attending the interview.
- Chairman, Selection Committee will have the sole authority to accept or reject any application, if he is satisfied with the cause to do so, without assigning any reason thereof.
- Selection to the above posts will be on the basis of meritorious academic record and performance in the Interview conducted by the District Administration.
- Candidate with higher qualification will be given preference for the post.

Civil Surgeon –Cum-  
Chief Medical Officer, Khunti.

Deputy Commissioner  
Khunti

## Scope of Work :-

Sl. No.	Post	Scope of Work
1	District Programme Coordinator	<ul style="list-style-type: none"><li>• Supervises the operations at district level including overall administration of AB-NHPM in the district.</li><li>• Ensuring compliance with the guidelines on beneficiary identification, utilization of services, awareness generation, expansion of hospital network, monitoring, audit, training, reporting, MIS etc.</li><li>• Maintaining the quality and timeliness of programme data for report generation.</li><li>• Random reviews of pre-authorizations and claims</li><li>• Work with the teams across functions and other stakeholders to ensure smooth flow of data to state level on a periodic basis</li><li>• Organize routine, periodical and surveillance visits to all the entities participating in the scheme to ensure that all processes are running as per defined standards</li><li>• Any other work assigned by JSAS/District Nodal Officer</li></ul> <p><b>Required Skills:</b></p> <ul style="list-style-type: none"><li>• Strong analytical and Management skills</li><li>• Ability to Manage teams</li><li>• Strong strategic focus and project Management skills.</li><li>• Excellent interpersonal and communication skills.</li><li>• Ability to operate effectively with people at all levels.</li><li>• Strong business focus</li><li>• Fluent in English language.</li></ul>

## Application format for Walk – in - Interview

Name of the Post Applied for :- .....

Please past a  
latest self attested  
colour photo of  
the candidate

1. Name of the Candidate : .....

2. Date of Birth (as per class 10<sup>th</sup> Marks sheet/Certificate : .....

3. Father's Name : .....

4. Category (SC/ST/OBC/GEN/PWD) : .....

5. Sex (Male/Female) : .....

6. Married/Un-Married : .....

7. Correspondence Address (with PIN Code) :

.....

.....PIN .....

District : ..... State: .....

Mob. No. .... Email.....

8. Permanent Address :

.....

.....PIN .....

District : ..... State: .....

Mob. No. .... Email.....

9. Educational & Professional Qualifications (Starting from 10<sup>th</sup> onwards) :

S. N.	Examination Passed/Degree obtained	Name of the Board/University/ Institution	Year of passing	Class of Division	% of marks/GPA	Subjects taken/ Specialization

10. Experience if any (Starting from the present employment(Experience certificate needs to be attached) :

Sl. No.	Name & Address of the employer	Post held/Nature of employment	Period		Salary & Grade Pay (In Rs.)	Nature of duties
			From	To		

11. Check List of documents attached (Photocopies to be attached here) Pl. Mark ✓ on documents attached & ✕ on others)

1. Class 10<sup>th</sup> Mark sheet
2. Class 12<sup>th</sup> Mark sheet
3. Graduation/Diploma/Final Mark sheet
4. Document in support of higher educational qualification
5. Any other document (list them)

12. Declaration by Candidate

I hereby declare that all the statement made by me in this application is true and complete to the best of my Knowledge and belief and nothing has been concealed or distorted. I am aware that if at any time I am found to have concealed/distorted any material information, my appointment is liable to be summarily terminated without notice.

SIGNATURE OF THE  
CANDIDATE

Place : .....

Date : .....