

**DIRECTORATE OF HEALTH SERVICES JAMMU**  
(Near MLA Hostel, Indira Chowk, Jammu (J&K) Pin: 180001)

E-mail [dhsjammu@rediffmail.com](mailto:dhsjammu@rediffmail.com)

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**To**  
**The Joint Director**  
**Information Department**  
**Jammu**

No.: DHS-J/Sch/NPCB&VI/

Dated:

**Subject: Publication of Notification for hiring of Contractual Staff  
Under National Programme for Control of Blindness &  
Visual Impairment (NPCB&VI).**

Sir,

Please find enclosed Notification no. DHS-J/Sch/NPCB&VI/359 dated: 30.11.2017, regarding hiring of Contractual Staff under National Programme for Control of Blindness & Visual Impairment alongwith prescribed Application Format for publication in 2 leading daily English newspapers for wide publicity.

**Director Health Services**  
**Jammu**

**Copy to the:**

1. Commissioner/Secretary to Govt., Health & Medical Education, J&K Civil Secretariat, Jammu for information please.
2. Notice board.
3. Concerned File

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**Notification for Hiring Contractual Staff**

Application on the prescribed form, are invited from eligible candidates for contractual hiring of services under National Programme for Control of Blindness & Visual Impairment (NPCB&VI) for following vacant posts.

The application form complete in all respects be deposited in the NPCB&VI Cell Directorate of Health Services, Jammu before 22.12.2017.

The candidates who have already applied for the same post in response to this office notification no. DHS-J/Sch/NPCB/24 dated: 02.05.2017 & further extended vide no. DHS-J/Sch/NPCB/81 dated: 23.05.2017 need not to apply again.

S. No.	Name of the Post	District	No. of positions	Requisite Qualification	Desirable Experience
1.	<b><u>Paramedical Ophthalmic Assistant</u></b>	Doda	1	2 years diploma (Ophthalmic Assistant) from a Govt. recognized Institution.  <b><u>Age limit:</u></b> 40 years or below	Familiarity with Computer & Internet use
		Kathua	1		
		Kishtwar	1		
		Poonch	1		
	<b>Remuneration</b>	Rajouri	1		
	Rs. 12000.00	Ramban	1		
	per month	Reasi	1		
		Samba	1		
		Udhampur	1		
		<b>Total</b>	<b>9</b>		

For further details as to job profile & terms & conditions please visit Health Department website [www.jkhealth.org](http://www.jkhealth.org).

No:

Date:

Director  
Health Services  
Jammu

**Copy to: -**

Joint Director Information department, Jammu with the request to kindly get notification along with application format published in two leading Daily Newspapers for the wide publicity.

## **Job Profile**

- To screen patients for cataract and other minor surgical cases and bring them to the hospital.
- Refractive services to all the patients.
- Report to the District Ophthalmic Surgeon/District Programme Manager and perform duties as assigned by them.
- Maintain records and send regular reports to superior.
- To co-ordinate and participate in training of health personal on Eye Care activities.
- To assist Ophthalmic Surgeon in Ophthalmic care.
- To organize & conduct Eye Camps in association with District Blindness Control Society.

## **Terms and Conditions:**

- Must be a resident of J&K State. Candidates from all districts of Jammu Division can apply, however preference will be given to the local candidates of the respective Districts for which the post is advertised.
- The hiring is purely on contractual basis till 31.03.2018 which will be renewable on year to year basis, based on satisfactory work and conduct. The appointing authority shall have the right to terminate hiring without assigning any reason.
- The Candidate shall have to give one month advance notice before leaving the job.
- The Contractual hiring shall not confer any right on the candidate to claim extension or benefits.
- The consolidated honorarium per month is inclusive of all allowances and monetary benefits.
- The entitlement of leave, travel etc shall be governed by the rules in vogue and as applicable to the contractual/consolidated employees at State Health Society.
- The candidate shall have to join his/her duty within 7 days from the date of issuance of selection list, along with the requisite original documents failing which his/her appointment shall automatically be treated as cancelled.
- The candidate shall have to execute a contract agreement with the respective Chief Medical Officer of the District.
- The selected candidates will have to work in the Districts/Institutions against which they are selected and their engagement shall be non transferable.

- The hiring shall be governed by other terms and conditions as are not specifically mentioned herein but are made applicable in case of such appointments at any time by the contracting authority.
- If the number of applicants is more than five times the number of posts advertised then a screening test may be conducted.
- The date of screening test and its venue shall be notified in leading local newspapers.
- Qualifying candidates shall have to appear for the interview, the date for which will be notified in leading local newspapers.
- No separate interview call letters shall be issued individually.

**General Instructions:**

- No TA/DA shall be paid to the candidate for attending the screening test/interview.
- Applications not accompanied with necessary supporting documents, shall be rejected summarily.
- In case, the last date fixed for receipt of application is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.

**The applicants shall submit the duly filled application form in the prescribed format along with the following self attested documents:**

- Relevant Essential qualification certificate including marks cards and degree/diploma.
- Relevant experience certificate from Competent Authority.
- Marks certificate of education qualification (10<sup>th</sup> & 12<sup>th</sup>).
- Matriculation certificate/ Date of Birth Certificate.
- State subject certificate.

**DIRECTOR HEALTH SERVICES  
JAMMU.**

No.:

Date:

**APPLICATION FROM FOR HIRING OF CONTRACTUAL STAFF UNDER  
National Programme for Control of Blindness & Visual Impairment**

Post applied for \_\_\_\_\_

1. Name of Candidate \_\_\_\_\_
2. Date of birth \_\_\_\_\_
3. District of domicile \_\_\_\_\_
4. Sex \_\_\_\_\_
5. Address Present \_\_\_\_\_

Recent passport  
size photograph  
duly attested by a  
Gazetted Officer

Permanent \_\_\_\_\_

6. Telephone \_\_\_\_\_
7. Mobile no. \_\_\_\_\_
8. E mail address \_\_\_\_\_
9. Educational qualifications:

NAME OF EXAMINATION	UNIVERSITY/BOARD	SESSION	MARKS OBTAINED WITH % AGE	FULL TIME/PART TIME

10. Computer Literacy (mention all software(s)) \_\_\_\_\_
11. Details of experience .Use separate sheet, if required, starting with present employment. List in reverse order all the employment you have had with job responsibilities.

I certify that all statements made by me to the above questions are true, complete and correct to the best of my knowledge and belief.

Place:  
Date:

Signature of the Candidate

Name in block letters

