

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

No. F.3 (5-4232) FWPM/SHFWS/CHOs/2022

2nd November, 2022

NOTICE FOR RECRUITMENT FOR THE POST OF COMMUNITY HEALTH OFFICER (CHO)

The State Health & Family Welfare Society, Tripura is going to fill up 191 nos. post of Community Health Officer on contractual and fixed pay basis. The engagement will be initially for a period of 11 (eleven) months, which may be extended for further periods based on performance till the completion of the project, with an intervening gap of at least one day.

Interested candidates are hereby requested to submit their Bio- data online in the prescribed format as per the schedule mentioned below:

1. Online submission of Application commences from 07.11.2022 at 12.01 AM (IST).
2. Last date for receipt of online Applications is 17.11.2022 at 11.59.59 PM (IST).

Interested and eligible candidates may refer to the detailed advertisement published in NHM web portal (<http://tripuranhm.gov.in/>). Further modifications, if any, and updates will also be published in the same web portal.

(Subhasis Das, TCS, SSG)
Mission Director, NHM
(Addl. Secretary, H & FW Deptt.)
Government of Tripura

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November 2, 2022

NOTICE FOR RECRUITMENT FOR THE POST OF COMMUNITY HEALTH OFFICER (CHO)

The State Health & Family Welfare Society, Tripura, is going to fill up vacant post of Community Health Officers (CHO) under NHM, Tripura, on contractual and fixed pay basis from the candidates who are permanent resident of Tripura. The engagement will be initially for a period of 11 (eleven) months, which may be extended for further periods based on performance till the completion of the project, with an intervening gap of at least one day. The details are as follows:-

A. **Number of Vacant Post:** 191 (One hundred ninety one) nos.

The number of posts may increase / decrease at any point of time during the recruitment procedure; even the entire recruitment process may be cancelled, without showing any reason there for.

B. Essential Educational Qualification:

1. General Nursing and Midwifery (GNM) or Bachelor of Science in Nursing (B. Sc Nursing) or higher qualification in the same field from a recognized Institute/University.
2. Such candidate must be registered under Tripura Nursing Council and submit valid registration certificate.
3. Candidate belonging to Scheduled Caste & Scheduled Tribe must have supporting document in the form of SC/ST Certificate, duly issued by competent authorities.
4. Candidate must be the permanent resident of Tripura.

C. Syllabus:

Sl.	Subject	Marks
1	General Knowledge (About about Health system and health schemes in India, with particular reference to Tripura)	10
2	Basic Anatomy and Physiology	05
3	Child Health Common Childhood illnesses, symptoms, diagnosis, risk assessment, basic knowledge of congenital anomaly : names and signs, Immunization, Growth & Development of Children	10
4	Adolescent Health (Common health issues in adolescent age group, drug addiction, menstrual hygiene)	05
5	Maternal Health (Basic Ante Natal Care, Basic Obstetric Management, Menstrual Hygiene, Infections of the female reproductive Tract, Type and causes of Menstrual Irregularities)	15

Sl.	Subject	Marks
6	Family Planning Names of Methods available in Public Sector, Utility, Benefits, Complications of these methods	10
7	Communicable Diseases (Various Communicable Diseases endemic in the community, Basic Management of Pneumonia, Diarrhoea, Diagnostic tests and clinical features of various common infectious diseases)	10
8	Non- Communicable Diseases (Risk factors leading to non-communicable diseases, clinical features and diagnostic investigations for common Non Communicable Diseases, Healthy Life Style Practices, Health issues in elderly: Names, Diagnosis, Prevention of Complications)	10
9	Nutrition (Basic knowledge of various macro and micro nutrients, common nutritional deficiency disorders, Nutritional issues in Pregnant women, Children, Adolescent and Geriatric Age : Names, Clinical Features, Causative Factor, Social Factors, Treatment)	05
10	Skill Based (Resuscitation, IV Lining, Neonatal Management in Home, Breast Feeding Counselling, Dressing, Injury Management, Measuring of Vitals)	05
11	Basic concept on Public Health (Structure of Urban and Rural Health Care Delivery System, Health Care Workers at Each Level, National Health Programs, Environmental Health & Sanitation, Bio Medical Waste Management)	15
Total		100

D. Important dates:

1. Online submission of Application commences from 07.11.2022 at 12.01 AM (IST).
2. Last date for receipt of online Applications is 17.11.2022 at 11.59.59 PM (IST).

Notes: Only online applications successfully submitted by the candidates; by or before the aforesaid deadline, shall be considered. Applications received through other sources/ modes shall be deemed invalid.

E. Age relaxation limit:

1. 42 years for UR candidates & 47 years for SC/ST candidates for all categories of post.

F. Entitlement:

1. The shortlisted candidates will be appointed as Community Health Officer at Health Sub-Centre level with pay of Rs. 25,000/- (Rupees twenty five thousand) per month only, as salary / remuneration and there will be a provision for Performance Linked Incentives of up to Rs. 15,000/- (Rupees fifteen thousand) only p.m.

G. Age Reference: 31.10.2022

H. Candidates' selection criteria:

1. Candidates will be selected based on the score in an Competency Assessment Test (CAT) i.e, 100% on CAT. There will be no viva-voice. Candidates will be selected based on merit.
2. The cut off marks for qualifying the written examination is 30% for all categories of candidate's i.e, UR/SC & ST.
3. The examination will be conducted for 100 marks in Multiple Choice Question (MCQ) pattern carrying 1 (one) each. For every wrong answer 0.25 marks will be deducted.
4. Candidate will be provided with OMR Sheet for answering the questions.
5. In case of a tie in the marks secured in the written examination to be conducted, preference shall be given as per the details mentioned below:
 - i. The candidate obtaining the higher marks in 12th/ Higher Secondary.
 - ii. Even if tie persists, relative age seniority.

H. Important instruction:

1. Vacancies shall be subject to the State Reservation Policy of Tripura. Horizontal reservation for women in the posts shall be applicable as per the policy notified by the State Government. Only those candidates having the Permanent Resident Certificate of Tripura (PRTC), issued by the Govt. of Tripura shall be eligible.
2. Merely becoming successful in the recruitment examination shall not confer any right to any candidate for being recruited to the post of CHO. Recruitment from amongst the successful candidates shall depend upon actual availability of vacancies.
3. Any successful candidate before being recruited to or after having been recruited to a post of CHO may have to undergo a certificate course of prescribed duration and/ or clinical training/ attachment either pre-service/in-service as per the decision of the authority. Failure to complete such course/ training/ attachment may lead to cancellation/ denial/ termination of the contractual engagement/ recruitment.
4. Candidates recruited to CHO posts shall not be issued No Objection Certificate (NOC) for better employment/ perusing any higher studies before completion of two successive terms of contractual engagement, which however may be relaxed at the discretion of the authority, if doing so is justifiable and warranted. Any candidate abandoning/ deserting the contractual engagement shall be bound to refund to the account of the State Health & Family Welfare Society, Tripura, an amount equal to the expenditure made on his/her course/ training/ attachment, and the candidate shall have to execute a Bond to this affect before joining the contractual engagement.
5. Candidates recruited to CHO posts shall be amenable to be posted/relocated/transferred anywhere in the State.
6. Candidates recruited to CHO posts shall be on probation for two successive spells of contractual engagements of 11 (eleven) months each (subject to the condition of satisfactory performance in the first spell for being eligible to be engaged for the second spell), during which no plea can be made for any relocation/transfer from his/her place of posting.
7. The examination will be conducted at Agartala, Tripura.
8. The examination date shall be announced on the official website of SAMS and NHM, Tripura.
9. The E- Admit card can be downloaded from the SAMS website (<http://www.sams.co.in>) and the NHM website (<http://tripuranrhm.gov.in>) seven days before the examination date.

5. For filling up the vacant posts mentioned above, all formalities will be maintained which indicate the transparency of the recruitment process, including the 100 point roster as per the State Govt. reservation policy.
6. T.A. & D.A. will not be admissible for appearing the recruitment procedure.
7. All applications will be subjected to a screening process and shortlisted candidates will have to undergo with the recruitment procedure.
8. Further correspondence in this regard, will be notified in the official website of NHM. (<http://tripuranrhm.gov.in/>).
9. Name of short listed eligible candidates will be published in the official website of NHM (<http://tripuranrhm.gov.in/>) in due course of time.
10. The engagement will initially be for 11 (eleven) months which may further be extended based on performance till project period, subject to an intervening gap of at least one day.
11. Candidate must fill and submit the Online Application Form (OAF) available on SAMS website; no other mode for submission of application is required.
12. Applicants must ensure that all details are correctly filled and successfully submitted online before the closing date. Applicants should ensure that the Applicant Status on Application Form is "**Submitted Successfully**." Half-filled or applications filled incorrectly shall be treated as incomplete and rejected.
13. **Only a full-time course** for the essential qualifications as required in the ToR/ Eligibility Criteria shall be considered valid.
14. In the case of CGPA/ GPA, applicants shall provide marks details in percentage at the time of filling the online form and documentary proof for the basis of calculation of percentage shall be produced whenever it is required. If the applicant fails to present the above, supporting documents s/he shall be liable for the disqualification/ cancellation of her/ his candidature.
15. If at any stage of recruitment, it is found that the candidate does not fulfil the eligibility criteria and/or that she/ he has furnished incorrect/ false information/ certificate/ documents or has suppressed any material fact(s), his/her candidature shall stand cancelled, apart from taking actions as per legal provisions.
16. The decision of the competent authority of the State Health & Family Welfare Society, Tripura in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidate.
17. Any candidate against whom a criminal case is pending in any court or has been convicted by any court of such offence shall be disqualified to apply for the posts.
18. The Mission Director, National Health Mission, Tripura shall have the right to suspend/ cancel any application/ entire recruitment process without giving any reason there for.
19. The Mission Director, National Health Mission, Tripura reserves the right to amend recruitment rules and process at any time of the selection. Any such amendment shall be valid and binding for the recruitment process.
20. Any legal dispute pertaining to the recruitment process shall be under the jurisdiction of the courts in Agartala, Tripura.
21. Name of the short listed eligible candidate will be published in the official website of NHM (<http://tripuranrhm.gov.in/>) in due course of time.
22. Further correspondence in this regard will be notified in the official website of NHM.
23. Candidates already employed in any Govt./ Semi-Govt./ Societies/ any other organization shall have to submit No Objection Certificate from their employer. Issuance of No objection certificate to any official employed with the State Health and Family Welfare Society, Tripura,

Tripura State Health Protection Society or State Ayush Mission, Tripura, shall be considered subject to fulfilling eligibility conditions prescribed for issuing No Objection; and in the event of their selection/recruitment, they shall have to resign from their current service before joining the post of CHO, or before joining any certificate course/training/clinical attachment relating to the recruitment/selection.

24. The merit list prepared on the basis of the recruitment examination, including the waiting list, shall be valid for 2 (two) years from the date of publication, unless decided otherwise by the competent authority; and future vacancies in the post of CHO may be filled up during the validity period from amongst the merit-listed candidates, including those wait-listed therein, in order of their merit and following the reservation policy.

I. Online Application Process:

Candidates are required to upload the following self-attested documents at the time of submission of online application form, without which the application will not be accepted:

- 1) Mark-sheet of High School Certificate (Madhyamik) Examination
- 2) Mark-sheet of Higher Secondary (10+2) Examination
- 3) All Mark-sheets issued by concerned University during the course for acquiring the Essential Educational Qualification.
- 4) Complete Experience Certificates through which experience eligibility and duration of experience filled by applicant can be checked/ validated.
- 5) Valid Registration Certificate from the Respective Council, as mentioned in the ToR, for those positions where Registration is required.
- 6) Valid Caste Certificate (Candidates belonging to Schedule Caste (SC) & Scheduled Tribe (ST) issued by the competent authority (For post where reservation is applicable)
- 7) Permanent Resident Certificate of Tripura (PRTC).
- 8) No Objection Certificate from current employer (if employed in Govt./Semi-Govt./Society/Private or any other organization).
- 9) Recent colour passport photograph.
- 10) Any other document as per the application form.

Note:

- 1) In the above documents, if the information is also mentioned in the back pages, then it will be mandatory to upload it too.
- 2) No document will be accepted after the closing date of application.
- 3) Applicants are required to provide all the mandatory information [Marked with * (asterisk) sign] in the application form.
- 4) Candidates failing to upload prescribed documents in the relevant sections of the Online Application Form shall be disqualified.
- 5) The applicants must ensure that all the details are correctly filled and successfully submitted online before the closing date. Applicants should ensure that the Applicant Status on Application Form is "Submitted Successfully"; Half-filled applications shall be treated as incomplete and shall be deemed to be rejected.
- 6) Incomplete details in application or application submitted without photograph along with signature/ supporting documents shall be rejected.

7) Request for change or correction of any information shall not be entertained once the online form is submitted. However, after the publication of the screening outcome, if there would be any query regarding the screening outcome and their status, candidates would be given 2-4 days (Depending upon the State Health & Family Welfare Society, Tripura approval) to raise their queries. The screening committee shall reply to the candidates' queries within four working days of receipt of the query on the online module created for the same. Based on the conclusion of the screening committee, the screening remark of a candidate may change.

(For detailed instructions and guidelines for filling the **Online Application Form**, please refer to the **Instructions for Filling Online Application Form** section provided below)

J. INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM:

Online Job Application Form is spread over different sections designed to obtain information related to the candidate's **Personal Profile, Educational Qualification, Experience, Image, Signature** and **Essential Documents Upload, Preview of Application** before submission and **Submit Application**.

Before filling up the **Online Job Application Form**, candidates are advised to go through the relevant advertisement and other details available on www.sams.co.in.

PROCEDURE AND STEPS TO BE FOLLOWED TO SUBMIT ONLINE APPLICATIONFORM

The application will be submitted online through the URL <https://sams.co.in> (Online submission of application shall start from the 7th **November, 2022 12.01 a.m.**)

STEP- 1: Click on the "**NEW REGISTRATION**" button to fill up the Registration Form. If you are already a registered user, click on the "**ALREADY REGISTERED**" button and enter **Login ID & Password** to proceed.

STEP- 2: After submission of the Registration Form, candidates need to validate their registration by putting their RMN (Registered Mobile Number) as it is indicated above. Applicants are requested to keep their User ID (which is RMN) and password in safe custody.

STEP- 3: Keep ready following documents before starting to fill the online Application Form:

- i. Profile Image (Candidates recent photograph)
- ii. Candidate's Signature Image
- iii. 10th Pass Certificate
- iv. 12th Pass Certificate
- v. Essential Qualification Documents
- vi. Essential Experience Documents [In case of current employment, candidates may upload their appointment letter and last three months' salary details instead of experience certificate].
- vii. Permanent Resident Certificate of Tripura.
- viii. Caste Certificate (if applicable).
- ix. Registration Certificate (If required as per the ToR).
- x. No Objection Certificate from current employer (if employed in Govt./ Semi-Govt./Societies/ any other organization etc.).
- xi. Other Required/ mandatory documents (As per the requirement of the position which is mentioned in the online form).

Note - The required/ mandatory documents should be uploaded in .jpeg, .jpg, .pdf or .png format in the relevant sections of the online application form. The maximum size of the file/photo/ documents should not exceed 5 MB.

STEP- 4: After successful registration, the applicant can log in to apply for the position. After login "JOB DASHBOARD" will be opened. The applicants can view position name, no. of vacancy, etc. "JOB DASHBOARD" section. (*Applicants are requested to read and understand the eligibility criteria for the post they are applying for*).

STEP- 5: Click on the "आवेदनकरें / Apply Now" button to apply for the position you are eligible and wish to apply.

STEP- 6: Once you click on the "आवेदनकरें / Apply Now" button following sections will appear in the Application Form.



STEP-7: Please complete the **PERSONAL SECTION** and click on the "SUBMIT & PROCEED TO NEXT" button.

STEP-8: Please complete the **QUALIFICATION SECTION** and click on the "SUBMIT & PROCEED TO NEXT" button.

STEP-9: Please complete the **EXPERIENCE SECTION** and click on the "SUBMIT & PROCEED TO NEXT" button.

STEP-10: Please upload the required image and documents in the **IMAGE & DOCUMENTS SECTION** and click on the "SUBMIT & PROCEED TO NEXT" button.

FINAL STEP:

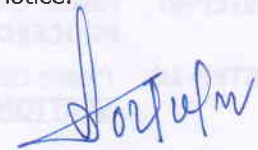
- After filling in all the details, there is a provision for reviewing the details which applicants have filled in the Application Form by clicking on the "Preview Application" button before final submission. The preview page will display all the details that Applicants have mentioned in his/ her application form.
- Applicants are advised to go through all the details filled for the position carefully and attentively, as, after the final submission of the application form; the applicant shall not be able to edit and/or resubmit the application again.
- Before final submission of the online Application Form, applicants are required to read the declaration given on the website carefully and provide their consent on it, failing which the applicant won't be able to complete registration. The applicants must check the details carefully before the final submission of the application form.
- Once Applicants are sure about the details filled by them in the application form, they can click on the "Confirm & Submit Application" button for the final submission of their applications.
- After successful submission of the Application Form, the applicant will receive an SMS on his/ her Mobile Number registered in the SAMS portal containing the application reference no, which can be used for future reference.
- Applicants can now print/download their application form for their further reference.



- Candidates are advised to take a print of this page by clicking on the "Print" option for their future reference.
- The applicant can view his/her application anytime by logging in to the above website.

GENERAL INSTRUCTIONS:

- 1) Applicants are advised to read the instructions and guidelines carefully before submitting the application form;
- 2) The applications submitted on or before the closing date (**17th November, 2022, 11:59:59 PM**) shall be accepted. The procedure of submission of the application form should be completed online only, applications sent by any other mode shall be rejected;
- 3) Incomplete applications or applications submitted without photograph, signature, or supporting documents shall be rejected based on lack of information;
- 4) Applicants are required to provide all the mandatory information [**Marked with * (asterisk) sign**] in the Application Form;
- 5) The applicants shall be responsible to ensure that all the details are successfully submitted online before the closing date. Applicants should ensure that the Application Status of the Application Form is "**Submitted Successfully**"; half-filled applications shall be treated as incomplete and shall be considered rejected;
- 6) If a candidate submits more than one application form for the same position, his/her candidature may be liable to get canceled without any prior notice.



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