

**Office of the Chief Registrar of Births and Deaths
Chandigarh
Govt. Multi Speciality Hospital, Sector-16, Chandigarh**

Notice For Walk-in-Interview

File No. : B&D/2015/_____

Date : 1.07.2015

Applications are invited from India Citizens meeting the following conditions for engagement of following posts of State Coordinator/Data Processing Assistant on purely contract basis in the office of the Chief Registrar of Births and Deaths, Chandigarh and the office of District/ Addl.District Registrar of B&D for a maximum period of 1 year. The selected candidates will be responsible for monitoring of work on Civil Registration System and field work in Rural and Urban areas and would be placed at the office Registrar Births and Deaths at Chandigarh.

Mode of Recruitment : Walk-In-Interview
Date : 9th July, 2015
Time : 10:30 am
Venue : Office of Director Health & Family Welfare-cum-Chief Registrar (Births & Deaths)
Govt. Multi Speciality Hospital, Sector-16, Chandigarh

Post	No. of Posts	Salary (P.M)	Essential Qualifications	Desirable Qualifications	Age Limit As on 1/7/2015
State Coordinator	1	Rs.20,000/-	<ul style="list-style-type: none"> • Post Graduate with Statistics/Bio-Statistics/Health Statistics/Economics/Maths/Commerce/Computer Science/IT/Social Science/Sociology or Graduate in any branch of Engineering. • Should have good command over Hindi/English & Local language of the State • Candidate should be well conversant with basic computer knowledge in MS-OFFICE/Open Office Statistics tools etc. 	2 years of experience in surveys and statistical analysis.	21 – 30 years as on 1/7/2015
Data Processing Assistant	2	Rs.15,000/-	<ul style="list-style-type: none"> • Graduate Degree from any recognised University • Non-computer Degree candidates must have Diploma/Certificate in computers/IT for minimum duration of 1 year from any recognised Institute/organisation • Must be well conversant with typing on computer • Should have good command over Hindi/English & Punjab 	1 year experience in relative filed like Data Collection, compilation and data entry etc.	20 – 30 years as on 1/7/2015
Office Assistant cum Data Entry Operator	1	Rs.6500/-	<ul style="list-style-type: none"> • Graduate Degree from any recognised university • Six months diploma in computer basics from any recognised institute 	Nil	-do-

Terms and Conditions:

a) This engagement is purely on contractual basis for maximum period of 1 year.

- b) The selected candidates will have no claim for regular appointment.
- c) No TA/DA will be paid for attending the interview.
- d) The format for submitting the bio-data is as under:-
- a) Name (b) Date of birth & Age (as on date of interview)/Sex (c) Father/Husband's name (d) Correspondence address (e) Contact Phone/Mobile No. (f) E. Mail address (g) Educational Qualifications (h) Past experience (i) Photograph (j) Signature of the applicant.
- e) The eligible candidates may appear for walk-in-interview along with application on plain paper with passport size photograph, attested copies of educational qualifications and experience etc.
- f) The candidates are also required to bring their original certificates and testimonials for verification at the time of interview.

Criterion of Selection : As per Govt of India directions for the post.

Reservation/Relaxation : As per policy of Chandigarh Administration

Role & Responsibilities : As defined by the Govt. of India

DH&FW-cum-Chief Registrar (B&D)
Chandigarh Administration

No.B&D/2015/_____

Dated Chandigarh the,

A copy is forwarded to the

1. Nodal Officer, NHM, Sector-22 for displaying the Walk In Interview Notice on the website of NHM.
2. Notice Board O/o Chief Registrar B&D, GMSH-16, Chandigarh.

DH&FW-cum-Chief Registrar (B&D)
Chandigarh Administration