



BHOPAL MEMORIAL HOSPITAL AND RESEARCH CENTRE

Raisen Bypass Road, Karond, Bhopal – 462 038

(A 350 Bed Super- Specialty Hospital, Under Department of Health Research (MoH&FW), Govt. of India)

Adv. No. 62

VACANCY- CONSULTANT (PUBLIC RELATION) - ONE (01)

Walk-In-Interview on :25/10/2017(Wednesday)

The above position of consultant is to be filled up on a purely temporary contract basis in BMHRC, Bhopal. The Essential Qualifications, Experience, Age, Consolidated Monthly Consultancy Fee, the job requirements and tenure of the position is given below:-

Essential Requirement :- Retired Officer from Govt./Autonomous body. Graduate in any discipline, with minimum 7 years of experience as Public Relations Officer in Govt./other health care organization and 12 years experience in Journalism. Minimum 5 years experience of liaison work with Government Offices/Institute & other offices. Minimum 5 years experience of Coordination of legal matters in any Government Institute.

Age :- Upto 65 years. (The maximum age is relaxable upto 70 years by the Director, BMHRC in case of deserving candidates).

Consolidated Monthly Consultancy Fee :- Rs.25000/- per month. All applicable taxes as per Govt. rules and regulations will be deducted at source.

Job Requirement :- To assist BMHRC in adapting its administrative to work including Liaison, Coordination of Legal Matters in accordance with the rules and regulations of the Central Government as applicable to employees of the Department of Health Research, Ministry of Health & Family Welfare.

Place of Duty :- The place of duty will be BMHRC, Bhopal located at the above address.

Tenure :- The individual will be initially engaged for a period of one year but the period of engagement may be curtailed or extended at the discretion of the competent authority.

GENERAL INSTRUCTIONS

- (i) The Competent Authority reserve the right to make any amendment, cancellation and changes in this advertisement in whole or in part without assigning any reason.
- (ii) The candidates are advised to ensure that they fulfill the eligibility criteria as mentioned in the advertisement before applying for the posts.
- (iii) Crucial date for determination of eligibility with regards to Educational Qualification and Experience will be the closing date of application **i.e. 25/10/2017.**
- (iv) **Incomplete applications in any respect will not be considered.** Only applications in response to this advertisement on prescribed pro forma attached herewith will be considered.
- (v) Other service conditions will be applicable as per service condition prescribed from time to time by the Government of India.
- (vi) The candidate should ensure that they should be present at 09:00 a.m. positively.
- (vii) All original documents of qualification, experience along with proof of date of Birth will have to be brought by the candidate at the time of walk in interview.
- (viii) **Application Form (hard copy only)** should be accompanied by copies of necessary documents duly self attested **by the candidate.**
- (ix) The candidates, who are employed in Central / State Government should submit a '**No Objection' certificate** from their employer at the time of interview. In case, they do not furnish the same for some reasons or other, their candidature will not be considered.
- (x) Inter hospital / Inter Institutional transfer shall not be permitted.
- (xi) Any canvassing by or on behalf of candidates or to bring political or other outside influence with regard to selection/recruitment will lead to disqualification.
- (xii) The candidates must submit the application in the prescribed form and paste recent passport size photograph on it. All the documents must be self-attested including his/her photograph on the application form.
- (xiii) No correspondence or personal inquiries shall be entertained.
- (xiv) The competent authority reserves the right to verify the authenticity of the certificates submitted. If found incorrect, the candidature will be cancelled without any further notice.

- (xv) As the engagement of Consultant would be on full-time contract basis they would not be permitted to take up any other assignment either part time or full time during the period of consultancy.
- (xvi) The candidates are advised see the hospital website (www.bmhrc.org) frequently for any amendment OR corrigendum.

IMPORTANT

- * Applicants should indicate the post applied for legibly on the first page of prescribed **“APPLICATION FORM”**.
- * **JURISDICTION OF ANY DISPUTE** :- In case of any legal dispute the jurisdiction of the court will be Bhopal.
- **Application Form** can be downloaded which is attached herewith.

Director
BMHRC,Bhopal

APPLICATION FORM

BHOPAL MEMORIAL HOSPITAL & RESEARCH CENTRE

Raisen Bypass Road, Karond, Bhopal-462038 (MP)
(Department of Health Research, MoHFW, Govt. of India)

Affix a
recent
Pass Port
Size
Photograph

Advt. No.62/ 2017

**Application for the Post of : Consultant (Public Relation).
Walk –in-Interview on 25/10/2017 (Wednesday)**

Category (Tick the Applicable Word)

General Scheduled Caste Scheduled Tribe Other Backward Class

Physically Handicapped

(Enclose proof of Caste Certificate issued by Competent Authority)

1. Name of the Applicant : _____

2. Sex : Male Female Marital Status : Married Unmarried

3. Father's Name : _____

4. Name of the Spouse : _____

5. Date of Birth : _____

6. Age as on 25/10/ 2017 :

Days	Months	Years
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7. Present Address : _____

: _____

: _____

Mobile No. : _____

Email : _____

8. Permanent Address : _____

: _____

: _____ Telephone No. _____

Mobile No. : _____

9. Nationality : _____

10. Educational Qualification : (Enclose photocopies of degree/diploma certificates & mark sheets)

Examination	Subjects	Board/ Council/University	Month & Year of Passing	Aggregate % of Marks	No. of Attempts	Award / Distinction
X th (HSC)						
XII th (HSSC)						
Graduation						

11. Current Activities :

12. Experience: (Enclose copies of Work Experience Certificates)

Name of the Present & Previous Employer with Address /Contact Nos.	Present/ Previous Post	Period		Nature of Work
		From	To	

(Use separate sheet if space is inadequate)

13. Name and address of two referees knowing the applicant's work :

Name	Occupation or Position	Address with telephone No. & e-mail

14. Details of relatives in BMHRC if any :

Name	Post & Department	Telephone No. & e-mail

15. Any other information you wish to add :

16. Check List : (Please tick in the box given below as proof of enclosures.)

All Certificates must be duly self attested and be attached in the following order :

(i) Certificate in support of age (10 th)	<input type="checkbox"/>
(ii) Mark Sheet of 10+2	<input type="checkbox"/>
(iii) Mark Sheets of Degree.....	<input type="checkbox"/>
(iv) Certificate of Degree	<input type="checkbox"/>
(v) Experience Certificate	<input type="checkbox"/>
(vi) Last Pay Certificate	<input type="checkbox"/>
(vii) Retirement order	<input type="checkbox"/>

DECLARATION

I, _____ declare that the information furnished above is true and correct to the best of my knowledge and belief and no related information is concealed. I am aware that if any of the above statements are found to be incorrect or false or any material information or particulars of relevance have been misstated, suppressed or omitted, I am liable to be disqualified for appointment and if appointed, my appointment will be liable to be terminated.”

Place :

Date :

(Signature of the applicant)

Full Name :