



Government of Jharkhand
Jharkhand Rural Health Mission Society
Department of Health, Medical Education & Family Welfare
Namkum, Ranchi.

Phone No: 0651-2261000, 2261856 & 2261002 Mail ID: nrhmjharkhand3@gmail.com

(Please view details at www.jrhms.jharkhand.gov.in)

VACCANCY CURCULAR

Advt. No. - JRHMS-01(PMU)/2026

Last date of application: 25/04/2026

Under the **National Health Mission (NHM), Jharkhand**, applications are invited from eligible and experienced candidates for strengthening Human Resource and Finance Mangement, for selection to the contractual post of **General Manager (HR) & Auditor**. Eligibility criteria, Remuneration, essential qualification, experience etc. and duties/responsibility attached to the post are as under:

Sl. No.	Vacant Positions	Eligibility/Basic Qualification	Pay Scale (in Rs.)
1.	General Manager (Human Resource) (01 UR)	<ul style="list-style-type: none">The applicant must be a retired officer from the Government of India or State Government, who has held a position equivalent to Under Secretary or above.The candidate must have adequate experience in Human Resource-related work, especially in departments of the Jharkhand Government, preferably in the health sector.	As per State Govt. norms
2.	Auditor (Finance) (01 UR)	<ul style="list-style-type: none">The applicant must be retired personnel from the rank of Auditor/ Deputy Controller Finance & Accounts in any Government Organization.The candidate must have adequate experience in Audit/ Finance-related work, especially in departments of the Jharkhand Government, preferably in the health sector.	As per State Govt. norms

Address for submission of application.	Mission Director, RCH Campus, Jharkhand Rural Health Mission Society, GVI Campus, Namkum, Ranchi-10.
Details can be seen in website	www.jrhms.jharkhand.gov.in

Mission Director
National Health Mission, Jharkhand

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Regulation of pay and other terms of contractual appointment: Remuneration will be paid as per the guidelines/circulars issued by the Finance Department, Government of Jharkhand.

Age Limit: The maximum age after retirement shall be as per the prevailing rules of the State/Central Government.

Period of contract: Contract shall be done for initially one year which shall be renewed annually based on performance as per NHM norms.

Application in the prescribed format (attached overleaf) of the eligible candidates.

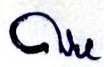
- The organization reserves the right to cancel the said advertisement without assigning any reason at any stage.
- Incomplete or delayed applications will not be considered.
- The competent authority reserves the right to cancel the selection process at any time without assigning any reason.
- The last date and other details are available on the official website of NHM Jharkhand.
- The application along with required documents mentioned above may be forwarded at the following address on or before 25/04/2026:-

"Mission Director
Jharkhand Rural Health Mission Society
GVI Campus, Namkum, Ranchi-834010
Jharkhand"

Details can be seen in website- www.jrhms.jharkhand.gov.in


Mission Director
National Health Mission, Jharkhand





Duties & Responsibilities of General Mnager (HR):

1. Provide consultancy on:
 - Implementation of Human Resource policies
 - Personnel management
 - Posting and transfer matters
 - Service conditions and related issues
2. Strengthen the Human Resource system under NHM Jharkhand

Duties & Responsibilities of Auditor:

- To ensure all books of accounts take place of all level (state/district/CHC/PHC/sub-centre).
- To ensure all mechanisms are developed from the point of view of audit (like BRS/Tally/Ledger etc).
- Study of all Audit Report of All Levels and to ensure compliance.
- Timely submission of Executive Summary to Central level. Provisional UCs and other institution cover in Audit of NHM fund. Verification and Disposal of Fixed Asset.

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Format for Application

N.B.- Candidates should fill in the application form in his/her own hand writing.

INCOMPLETE APPLICATION OR APPLICATION WITH DEFECT IN ANY RESPECT WILL BE REJECTED.

Fields Marked with (*) are mandatory

Advertisement Number* : JRHMS-01(PMU)/2026

Post Applied for* : _____

Paste recent
passport size
photograph duly
signed by the
candidate

1. Candidate's Details

First name*		Middle Name*	
Last Name*		Gender* (M/F)	
Father's Name		Mother's Name	
Date of birth*		Nationality	
Category ¹ (Gen/EWS/SC/ST/OBC)		State of Domicile	
Physically Challenged ² (Y/N)		Mobile No.	
Email			
Correspondence address		Permanent address	

Note: in case of:

1. Physically Challenged category, certificate issued by appropriate authority should be enclosed.
2. In case of reserved category, latest copy of caste certificate issued by Competent Authority of the State of Jharkhand to be enclosed.

2. Educational Qualification:

- i. All Educational Qualification starting from X to postgraduate to be mentioned.
- ii. Copy of duly signed certificate and mark-sheet of each qualification is to be enclosed.
- iii. In case of GPA, please enclose the appropriate GPA conversion table.

Examination Passed*	Board/ University	Passing Year	%of marks*/ GPA
XTh			
XIITH			
Graduation			
Post Graduation			
Extra Degree			

(Duly signed copy of Certificates & Testimonials should be enclosed)

3. Work Experience:

Note: Please do not mention experience gained as a volunteer. Start from most recent experience. If you have worked in more than one area/post within the same organization, please enter the details separately. Add more rows to the column if required.

Sl No	Name of Organization	Post held (regular/ adhoc/ deputation)	Scale of Pay and Basic Pay	Experience		Nature of duties (in details)
				From	To	

4. Nature of present employment:
5. In case the present employment is held on Deputation/ Contract basis, please state:
 - a) The date of initial appointment:
 - b) Period of appointment of deputation/ contract:
6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post:

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7. Total emoluments per month drawn at the time of retirement:.....
8. Additional information, if any, which you would like to mention in support of your suitability for the post:

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9. Full Postal address of the forwarding authority with name, Designation and telephone number:

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10. List of enclosures: List of certificates and mark-sheet enclosed is to be mentioned in the table below.

-527-

Sl. No.	Details of the particulars enclosed	No. of Page/s
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
	Total No of pages enclosed	

Certification:

I, the undersigned, certify that to the best of my knowledge & belief the above mentioned details correctly describe my qualification, experience and myself.

Date

Place

Candidate's Signature