

**OFFICE OF THE DISTRICT MEDICAL SUPERINTENDENT  
DISTRICT HOSPITAL, SERCHHIP  
GOVERNMENT OF MIZORAM**

\*\*\*\*\*

No. D.11028/1/24-DMS(S)/MHSSP/IPA 120

Dated Serchhip the 12<sup>th</sup> June, 2024

**ADVERTISEMENT**

MHSSP IPA Unit Serchhip District Hospital invites application for the post of:

1. Name of the post : Quality Assistant (QA)
2. Essential Qualification : B.sc Nursing and above
3. Salary : Rs. 20000 per month
4. No. of post : 1
5. Duration : 3 months

Eligible candidates may submit their written application in prescribed application form to the undersigned latest on or before 16<sup>th</sup> June 2024.

Engagement is temporary for the period of 3 months only which may be extended based on performance as per decided by MHSSP-IPA Unit Serchhip District Hospital.

Candidates will be selected through personal interview.

Date & time of interview : 2:00 Pm, 19<sup>th</sup> June 2024 at DMS Office Chamber.

Documents to be submitted:

1. Educational Certificates.
2. DCA Certificate.
3. Experience Certificate

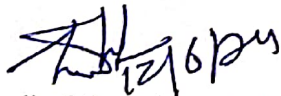
Sd/-

**DR.ZD LALMUANAWMA**  
District Medical Superintendent  
District Hospital Serchhip  
Dated Serchhip the 12<sup>th</sup> June, 2024

*Memo No. D.11028/1/24-DMS(S)/MHSSP/IPA 120*

**Copy to:**

1. The Project Director, Mizoram Health System Strengthening Project for kind information.
2. Hospital website Administrator for information and necessary Action.
3. Notice Board.

  
District Medical Superintendent  
District Hospital, Serchhip

**APPLICATION FORM  
FOR  
QUALITY ASSISTANT (QA)  
MHSSP-IPA UNIT  
DISTRICT HOSPITAL, SERCHHIP**

Attach  
Passport size  
Photo here

1. Name of the applicant(in Block Letter): \_\_\_\_\_

2. Father's Name : \_\_\_\_\_

3. Date of Birth : \_\_\_\_\_

4. Address : \_\_\_\_\_

5. Educational Qualification : \_\_\_\_\_

6. Experience : \_\_\_\_\_

Signature : \_\_\_\_\_

Date of Application : \_\_\_\_\_

**Attach copy of Documents -**

1. Educational Certificate
2. DCA Certificate
3. Experience Certificate

## **TERM OF REFERENCE – QA Assistant**

### **Background**

The Mizoram Health Systems Strengthening Project with financial and technical assistance from the World Bank aims to improve the management, quality, accessibility and delivery services in the state of Mizoram at various health facilities and units. With funding from the MHSSP Office of the District Medical Superintendent, District Hospital Serchhip proposed to engage Health Assistant for efficient executive of NQAS & Internal Performance Agreement (IPA) and to improve the quality of the facility.

**Name of Post :** Quality Assurance Assistant (QA Assistant)

**Contract Duration :** 3 Months

### **Objective**

To improve the management of the NQAS, Kayakalp & Quality related activities at District Hospital Serchhip and to play a crucial role in bringing out a quality system within the facility.

### **Scope of Work:**

QA Assistant is to be solely recruited by the Health Facility i.e. Office of the District Medical Superintendent, District Hospital Serchhip. Hence, the scope of work is to assist the DHQM & all departments for NQAS Certification & sustained the quality achieved and all IPA related activities.

### **Job Responsibilities :**

1. NQAS, Kayakalp & IPA related works.
2. Assist facility in attaining quality system within the facility.
3. Any other task assigned by the facility.

### **Key Skills :**

- A. Qualification(s)
1. BSC Nursing or above
  2. Master degree in Management or B.Sc Nursing.

**B. Experience**

- a. Desirable: Preference shall be given to candidates with experience on NQAS & Quality related knowledge.
- b. Experiences of working in the Health care sector will be advantage.

**C. Skills and Competences**

- c. Sound knowledge on the concepts of quality to the Hospital.
- d. Knowledge of English and Mizo both written and Oral
- e. Effective communication skills, with demonstrated ability to talk and listen to the people and build rapport with them.

**D. Age Limit:**

Up to 35 years of age as on 30<sup>th</sup> April 2024 with 5 years relaxation for reserve (SC/ST/OBC) category.

**Emoluments:**

1. The gross remuneration budgeted for the position is Rs. 20000/- per month for 3 months.
2. Location: Office of the District Medical Superintendent, District Hospital Serchhip.

**Reporting :**

The QA Assistant will report to the DMS and Nursing Superintendent at the facility/unit.

**Contract Term:**

The assignment is purely on contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government initially, the tenure will be for 3 months at a time and may be extended based on availability of funds and satisfactory performance.

**General information:**

Engagement of the QA Assistant will be on full time basis. Short listed candidates will be inform via email or phone call. Selection will be made on the basis of

1. Personal Interview.
2. Scrutiny of the original degrees and certificates



Selected candidate will be informed about the outcomes of the interview by email or phone call. The results will also be displayed in the notice board of the facility. The selected candidates need to report for joining within 5 days of the announcement of results.

**Last Date for Application:** 14<sup>th</sup> June 2024

**Date of Interview:** 19<sup>th</sup> June 2024 ; 2:00pm

**Date of Interview Result:** 21<sup>st</sup> June 2024

Eligible candidates interested in this position are requested to send their

- Applications
- CV
- Self-Attested Documents required
- Experience certificates
- Passport size photograph

To the Office of District Medical Superintendent Office, District Hospital Serchhip in person or through Postal service or by email [dmsscp2020@gmail.com](mailto:dmsscp2020@gmail.com)