

OFFICE OF THE PHURA PHC  
SIAHA DISTRICT: SIAHA

No.D.21013/1/2022-PHC(P)/MHSSP//IPA/PROC

Dated: 17<sup>th</sup> October 2022

**ENGAGEMENT ORDER**

*RL.BENJAMIN RUFFY FLORS S/O RL.BEIKAO 'L', MEISAVAIH WEST* is hereby engaged to the post of *Data Entry Operator* on contractual basis solely by *The PRIMARY HEALTH CENTER PHURA*, w.e.f the date of joining the post up to the period of 6 months. He will be given a fixed approved remuneration of Rs 12000/- per month from the MHSSP-IPA funds received at the facility/unit.

He is informed to sign a contract agreement and submit joining report to the Medical Officer, Phura PHC and Chief Medical Officer within 5 days from issue of this order. No joining report will be accepted after the expiry of this date and shall be deemed to deny his appointment.

The engagement shall not bestow upon his right to claim for regular appointment and shall not infer propositions other than the stipulated positions and tenure. It should be noted that the Health & Family Welfare Department do not partake nor infer engagement within the system but *The PRIMARY HEALTH CENTER PHURA*, alone. It may also be noted that he may be terminated from his services for unsatisfactory performance and conduct even before the expiry of the contract period.

*Nemesi*  
i/c **Medical Officer**  
Primary Health Centre  
PHC Phura, Siaha District

*Memo.No.D.21013/1/2022-PHC(P)/MHSSP//IPA/PROC*

*Dated: 17<sup>th</sup> Oct, 2022*

*Copy to:*

1. Chief Medical Officer, Siaha District
2. District Quality Manager, MHSSP, Siaha
3. Office Copy

To

CHIEF MEDICAL OFFICER  
SIAHA DISTRICT : SIAHA

Through : Medical Officer i/c PHC Phura

Subject : Joining report

Dear Sir/madam

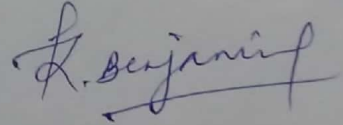
With due respect, I have the honour to state that I have joined my post as *Phura  
PHC Data Entry Operator* under MHSSP-IPA on 18<sup>th</sup> October 2022.

Thanking you.

Dated : 18/10/2022

Place : Siaha

Yours Faithfully



RL.BENJAMIN RUFFY FLORS

Meisavaih West, Siaha

**AGREEMENT FORM**  
**(For employment on Contract Basis)**

ARTICLE OF AGREEMENT made this day of 18<sup>th</sup> October 2022  
between R.L. BENJAMIN RUFFY FLORS of the first part and the Primary  
Health Center, PHURA

Whereas the PRIMARY HEALTH CENTER, Phura having engaged the party of the first part has agreed to serves the Primary Health Center, Phura on the terms and conditions here in their contained. Now these PRESENTS, WITNESS AND THE PARTIES here to respectively agreed as follows.

1. The party of the first Part shall submit to the orders of the Primary Health Center, Phura and shall remain in the designated post w.e.f the date of submission of joining report up to period of 6 months.
2. The party of the first part shall devote his whole time to his duties and always obey the rules prescribed from time to time for the regulation of the branch of the public service which he may belong and shall, whenever requires, proceed to any part of Mizoram and there perform such duties as may be assigned to his.
3. The services of the Party may be terminated as follows
  - i) At the end of the contract period by either partly or wholly without notice.
  - ii) By the Procurement Committee without previous notice if the Primary Health Center, Phura IPA committee is satisfied on medical evidence that the party of the first part is unfit and is unlikely by reason of ill health for the discharged of his duties provided that the decision of the IPA Committee that the party of the first part is likely to continue unfit shall be conclusively binding on the party of the first part.
  - iii) By the head of IPA unit having appropriate authority without any previous notice if Party of the first part shall be guilty of any insubordination, temperance, or other misconduct or if any breach or non-performance of any of the provisions of these presence or any rules pertaining to the Branch or Public Service to which he may belong or is found unsuitable for the efficient performance of his duties,
  - iv) There is no restriction on the upper age limit except that no person beyond 35 years should be employed on contract service.
4. The engagement is purely specified for Primary Health Center, Phura and stationed in CMO Office, Siaha for the Post of DEO his by any means may not claim for transfer/Posting in other place and shall not render nor infer vantage point(s) for engagement under Health & Family Welfare Department, Government of Mizoram.
5. The Renumeration for the post of DEO to which the party of the first is appointed shall comprise fixed pay of Rs 12,000 /- per month.
6. The party of the first part shall be eligible 5 days casual leave and 15 days Earned Leave per year without carry over of the unspent balance of the next year and no-encashment of unutilized Earned Leave. (CL/EL may/may not be laid down as per IPA Unit's decision) in witness there of the party of the first part and the **Primary**

Health Center Phura and on behalf of the Phura Primary Health Center have here unto set their hands the day and year first above written.

Name of the Employee : R.L. Benjamin Ruffy Flobs  
Signature : R. Benjamin  
Address : Meisavash West  
Date : 18.10.2022

i/e Nenni  
Medical Officer  
Primary Health Centre  
Phura PHC, Phura

Witness :

Name : DR. FALNUNZIRI  
Signature : [Signature]  
Date : 18/20/22

GOVERNMENT OF MIZORAM  
OFFICE OF THE MEDICAL OFFICER  
PHURA PHC : SIAHA

NO.D.11012/1/2022-PHC(P)/MHSSP/IPA

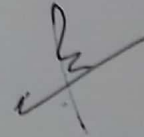
Dated Siaha, 14<sup>th</sup> October,2022

**NOTICE**

The Medical officer, Phura PHC through Chief Medical Officer, Siaha District invites application to provide the following service on contractual basis duration 6 months under IPA/MHSSP.

Sl.no	Name of post	No. of vacancies	Salary (Rs)	Qualification	Place of posting
1	Data Entry Operator	1	12,000	Applicants must possessed atleast a Bachelor Degree from any stream.	CMO Office, Siaha

Applicants must submit their Documents on or before 16<sup>th</sup> October 2022 in CMO Office, Siaha. Interview will be conducted on 17<sup>th</sup> October 2022 in CMO Chamber, Office of the Chief Medical Officer, Siaha.



(Dr.LALNUNZIRI)  
Chief Medical Officer  
Siaha District:Siaha

**TERMS OF REFERENCE**  
**Data Entry Operator**  
**for**  
**PHC Phura to be stationed in CMO Office, Siaha**

**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 of health services in the state of Mizoram at various health facilities and units. With funding from MHSSP, CMO Office, Siaha District proposed to engage Data Entry Operator for efficient execution of Internal Performance Agreement (IPA).

**Contract duration:** 6 months (extension depends on IPA committee)

**Project Objective**

The Project Development Objective (PDO) is "to improve management capacity and quality of health services in Mizoram." The project aims to improve the quality of and access to health delivery system as well as strengthening of governance and management capacity. The project will target investments towards health facilities and interventions across the state over the five-year project duration. The project will accomplish these objectives through implementation of four components:

1. Strengthen management and accountability through Internal Performance Agreements.
2. Improve the design and management of the state health insurance programs.
3. Enhance the quality of health services and support innovations.
4. Contingent Emergency Response Component.

**Scope of work**

The Data Entry Operator will provide technical and administration support for Internal Performance Agreement. He/She will be responsible for devising and operating data related to Internal Performance Agreements (IPA). He/She will report to Medical Officer, Phura PHC and Chief Medical Officer, Siaha upon joining.

**Qualifications**

1. Applicants must possess at least Bachelor's Degree of any stream.
2. Applicants must possess atleast CCC/DCA.
3. Experience:
  - a. Desirable: Applicant must possess a minimum one year of experience in office work/data management.
  - b. Skills and competencies

- Knowledge of English and Mizo both written and oral.
- Sound knowledge in administration work and accounting.
- Effective communication skills, with demonstrated ability to talk and listen to people and build rapport with them.
- Computer proficiency and familiarity with MS Word, Excel and PowerPoint.

### **Job Responsibilities**

-The Data Entry Operator will provide technical and administration support for Internal Performance Agreement.

-He/She will be responsible for devising and operating data related to Internal Performance Agreements (IPA).

-Any other task related to the project assigned by the Medical Officer, Phura PHC and Chief Medical Officer.

### **Age Limit**

Upto 35 years as on date of advertisement with five years relaxation for reserved (SC/ST/OBC) category.

### **Emoluments**

Consolidated Pay of Rs.12000 per month.

### **Reporting**

The Data Entry Operator will report to Medical Officer, PHC Phura and Chief Medical Officer, Siaha District upon joining.

### **Contract Term**

The assignment is on purely contractual basis and do not infer/bestow upon his/her right to claim for regular appointment in the government. The tenure will be 6 months and extension will be decide by the IPA committee.

### **General Information**

Engagement of the Data Entry Operator will be on full-time basis.