

GOVT. OF ASSAM
OFFICE OF THE SUPERINTENDENT
DISTRICT CIVIL HOSPITAL :: HOJAI

Jurapukhuri :: Hojai :: Assam - 782442
Email: dch.hojai.nhm@gmail.com

Memo No-DCH/HJ/2025./273

Date:22-01-2026

ADVERTISEMENT NOTICE

District Civil Hospital, Hojai Assam (India) invites applications from the citizens of India for a "Walk-in-Interview" as per the following schedule to fill up the following posts on a **purely contractual basis for a period of Six (6) months**, which may be extended based on individual performance and project requirements under the World Bank-funded "ASSIST" Project, Medical Education & Research Department, Government of Assam, India.

The interviews will be held at District Civil Hospital, Hojai. The date and time of interview along with reporting time are mentioned in the table given below.

SL NO	Name of Posts	No. of Posts	Date of Interview	Time of Interview	Reporting Time
1	Security Staff	6 Nos.	09/02/2026	11:00AM	10:00AM
2	OPD Attendant (Male & Female)	6 Nos.	09/02/2026	02:00PM	01:00PM
3	Receptionist	2 Nos.	10/02/2026	11:00AM	10:00AM
4	Data Entry Operator	1 Nos.	10/02/2026	02:00PM	01:00PM

How to Apply :

The willing interested candidates fulfilling above condition should report for the "Walk-in-Interview" with duly filled/ Signed **Standard Form of Application (Assam Gazette Part-IX)** by the candidates himself/herself along with complete self-attested testimonials should be submitted to "**The O/o Superintendent, District Civil Hospital, Hojai, Jurapukhuri, PS: Hojai, PO: Hojai, PIN: 782442**" on the date of interview. Incomplete applications in terms of advertisement and applications received after the closing date will be summarily rejected.

For Essential Qualification & Experience, Remuneration and Other Details, refer to the Terms of Reference (ToR) associated with the above Posts.

Application Fee:

An application fee of ₹50/- (Rupees Fifty only) shall be paid by the candidates at the time of submission of the application form.

The application fee once paid shall not be refunded under any circumstances.

Other Conditions :

1. A Candidate can apply for only one post mentioned above.
2. NOC for employed candidates.
3. The age limit of the candidates will be calculated on the basis of the School/Matriculation/HSLC Admit card and Birth Certificate issued by a recognized Board / Council / School or other Government Institutions as applicable and notified.
4. a) The eligible candidates applying for all the posts as mentioned above will have to appear for a Walk-in-interview.
b) In case of Data Entry Operator proficiency/Skill test on computer will be conducted.
5. The candidate cannot claim salary increment, extension or regularization during or after the engagement period


22/1/26
Superintendent
District Civil Hospital,
Hojai (Assam)



GOVT. OF ASSAM
OFFICE OF THE SUPERINTENDENT
DISTRICT CIVIL HOSPITAL :: HOJAI

Jurapukhuri :: Hojai :: Assam - 782442
Email: dch.hojai.nhm@gmail.com

Memo No-DCH/HJ/2025/274

Date:22-01-2026

TERMS AND REFERENCE (ToR)

ENGAGEMENT OF CONTRACTUAL POSTS FOR DISTRICT CIVIL HOSPITAL, HOJAI Under World Bank's Assam State Secondary Healthcare Initiative for Service Delivery Transformation "ASSIST" PROJECT.

The ASSIST (Assam State Secondary Healthcare Initiative for Service Delivery Transformation) Project is a World Bank-funded initiative under the Medical Education & Research Department, Government of Assam. It aims to strengthen the healthcare systems by improving infrastructure, service delivery and institutional capacity across various levels of care in the state. The overarching goal of the project is to enhance access to quality and affordable healthcare services, particularly for rural and underserved populations. District Civil Hospital, Hojai functions as an IPA Unit under this project.

To implement and manage the project activities effectively, District Civil Hospital, Hojai is undertaking recruitment for various contractual posts. These posts are being offered on a **purely contractual basis for a period of six (6) months**, which may be extended based on individual performance and project requirements. Selected candidates will support the Hospital in executing project-specific responsibilities in co-ordination with the broader goals of the ASSIST Project.

In this regard, a Walk-in Interview will be conducted at District Civil Hospital, Hojai as per the schedule mentioned below for engagement of suitable candidates in the following posts.

SL NO	Name of Posts	No. of Posts	Date of Interview	Time of Interview	Reporting Time
1	Security Staff	6 Nos.	09/02/2026	11:00AM	10:00AM
2	OPD Attendant (Male & Female)	6 Nos.	09/02/2026	02:00PM	01:00PM
3	Receptionist	2 Nos.	10/02/2026	11:00AM	10:00AM
4	Data Entry Operator	1 Nos.	10/02/2026	02:00PM	01:00PM

Interested eligible candidates who are citizen of India as defined under the Constitution of India and fulfil the eligibility norms of educational qualification, experience, age etc. may Walk-In accordingly along with the filled in application form with all the original certificates/documents relating to qualification, experience, age, identity/address proof, two passport size-colored photographs etc. and also a set of self-attested copies of the same. The required qualification &

GOVT. OF ASSAM
OFFICE OF THE SUPERINTENDENT
DISTRICT CIVIL HOSPITAL :: HOJAI

Jurapukhuri :: Hojai :: Assam - 782442

Email: dch.hojai.nhm@gmail.com

experience, age required for the posts is mentioned below in brief:

Name & No. Of Posts	Essential Qualification & Experience	Remuneration	Durations
Security Staff (No. of Posts: 6 Nos.)	<p>JOB RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Maintain safety and security of hospital premises, patients, staff, visitors, and hospital property. • Perform security duties in OPD, IPD, Emergency, wards, and other hospital areas as per duty roster/schedule assigned by hospital authorities. • Regulate entry and exit of patients, attendants, visitors, and vehicles as per hospital norms. • Assist in crowd control, queue management, and maintaining order in OPD, emergency, wards, and other public areas. • Support patient movement during emergencies and ensure unobstructed access to critical service areas. • Prevent unauthorized entry, theft, vandalism, and any form of misconduct within hospital premises. • Assist hospital administration during emergencies, disasters, and law-and-order situations. • Support implementation of hospital safety, security, and quality protocols. • Coordinate with hospital authorities and local law enforcement agencies when required. <p>ELIGIBILITY CRITERIA:</p> <ul style="list-style-type: none"> • Minimum educational qualification: Class VIII / Class X Passed. • Prior experience as security personnel (preferably in hospital / institutional setting) will be preferred. • Must be physically fit and capable of working in shifts, including night duty. • The candidate should have working knowledge of Assamese, 	8000/-	6 Months

GOVT. OF ASSAM
OFFICE OF THE SUPERINTENDENT
DISTRICT CIVIL HOSPITAL :: HOJAI

Jurapukhuri :: Hojai :: Assam - 782442

Email: dch.hojai.nhm@gmail.com

	<p>Bengali, Hindi, and English.</p> <ul style="list-style-type: none"> • Age Limit: Age limit will be applicable as per Government of Assam norms. • Age Relaxation: Upper age limit is relaxable for reserved categories as per Government rules. <p>•</p> <p>SKILLS REQUIRED:</p> <ul style="list-style-type: none"> • Basic communication skills and ability to interact courteously with patients and visitors. • Alertness, discipline, and sense of responsibility. • Understanding of safety procedures, emergency response, and hospital rules. • Ability to work under pressure and as part of a team. 		
<p>OPD Attendant (Male & Female) No. Of Posts: 6 Nos.</p>	<p>JOB RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Assist patients in registration, consultation, investigation, and pharmacy flow within OPD. • Support doctors, nurses, and OPD staff in smooth day-to-day functioning. • Ensure proper queue management and guide patients to designated service areas. • Assist elderly, disabled, pregnant women, and critically ill patients. • Support quality-related documentation and record maintenance as required. • Maintain cleanliness, orderliness, and patient-friendly environment in OPD areas. • Assist in crowd management during peak hours and emergencies. • Follow hospital infection prevention and control (IPC) protocols and quality standards. <p>ELIGIBILITY CRITERIA:</p> <ul style="list-style-type: none"> • Minimum educational qualification: Class VIII / Class X Passed. • Prior experience in hospital or healthcare setting will be preferred. • Must be physically fit and willing 	<p>8000/-</p>	<p>6 Months</p>

GOVT. OF ASSAM
OFFICE OF THE SUPERINTENDENT
DISTRICT CIVIL HOSPITAL :: HOJAI

Jurapukhuri :: Hojai :: Assam - 782442

Email: dch.hojai.nhm@gmail.com

	<p>to work in shifts.</p> <ul style="list-style-type: none"> The candidate should have working knowledge of Assamese, Bengali, Hindi, and English. Age Limit: Age limit will be applicable as per Government of Assam norms. Age Relaxation: Upper age limit is relaxable for reserved categories as per Government rules. <p>SKILLS REQUIRED:</p> <ul style="list-style-type: none"> Basic communication skills and polite behavior with patients and attendants. Understanding of patient safety, hygiene, and quality protocols. Ability to work as part of a team in a dynamic hospital environment. Responsible, punctual, and patient-centric attitude. 		
<p>Receptionist(No. of Posts: 2 Nos.)</p>	<p>JOB RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Receive and guide patients, attendants, and visitors at the reception desk in a polite and professional manner. Provide accurate information regarding OPD schedules, departments, doctors' availability, and hospital services. Maintain patient entry registers and support digital registration systems as required. Assist in quality-related documentation and record maintenance for OPD and patient services. Coordinate with OPD, wards, diagnostics, and administrative sections for smooth patient flow. Handle telephone calls, enquiries, and redirection of patients to concerned sections. Support queue management and patient satisfaction initiatives. Follow hospital quality standards, infection prevention and control (IPC) protocols, and confidentiality norms. <p>ELIGIBILITY CRITERIA:</p> <ul style="list-style-type: none"> Minimum educational 	9000/-	6 Months

**GOVT. OF ASSAM
OFFICE OF THE SUPERINTENDENT
DISTRICT CIVIL HOSPITAL :: HOJAI**

Jurapukhuri :: Hojai :: Assam - 782442

Email: dch.hojai.nhm@gmail.com

	<p>qualification: Class XII Passed (Graduation preferred).</p> <ul style="list-style-type: none"> • Certificate in Computer Applications with basic knowledge of MS Word and Excel. • Prior experience as a receptionist/front office staff in a hospital or healthcare facility will be preferred. • The candidate should have working knowledge of Assamese, Bengali, Hindi, and English. • Age Limit: Age limit will be applicable as per Government of Assam norms. • Age Relaxation: Upper age limit is relaxable for reserved categories as per Government rules. <p>SKILLS REQUIRED:</p> <ul style="list-style-type: none"> • Good communication skills in local language, Hindi, and basic English. • Basic computer operation and data handling skills. • Courteous behavior, patient-friendly attitude, and problem-solving ability. • Ability to work in shifts and handle work pressure. 		
<p>Data Entry Operator (No. of Post: 1 Nos)</p>	<p>JOB RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Enter patient and hospital data accurately into digital systems. • Maintain updated records and generate reports as required. • Support digital documentation of WB project deliverables. • Ensure data confidentiality and integrity. <p>ELIGIBILITY CRITERIA:</p> <ul style="list-style-type: none"> • Minimum educational qualification: Class XII Passed. Candidates from Commerce stream will be preferred. • Certificate in Computer Applications of 1 Year. • Minimum 1 year experience in data entry or MIS operations. • Age Limit: Age limit will be applicable as per 	<p>10,000/-</p>	<p>6 Months</p>



GOVT. OF ASSAM
OFFICE OF THE SUPERINTENDENT
DISTRICT CIVIL HOSPITAL :: HOJAI

Jurapukhuri :: Hojai :: Assam - 782442
Email: dch.hojai.nhm@gmail.com

	<p>Government of Assam norms.</p> <ul style="list-style-type: none">• Age Relaxation: Upper age limit is relaxable for reserved categories as per Government rules. <p>SKILLS REQUIRED:</p> <ul style="list-style-type: none">• Proficient in MS Office (Word, Excel).• Good typing speed and accuracy (minimum 30 wpm).• Attention to detail and ability to meet deadlines.		
--	---	--	--

The candidates shall have to bring all the original certificates/testimonials along with a set of self-attested copies of the same, for the interview/test along with the filled in application form and the tabulated sheet for the individual post. The originals of certificates/documents will be returned after corroboration with the self-attested copies of the same. If at any stage, the information furnished in the application or supporting documents is found to be forged/misrepresented/incomplete/ false, the candidature shall be liable for cancellation and penal action will be taken as per law.

REPORTING AND PERFORMANCE REVIEW :

Engagement of the Data Entry Operator, Multi-Tasking Staff, Security and Cleaners will be on a purely contractual basis. He/she will have to report to the Office of the Superintendent, District Civil Hospital, Hojai

CONTRACT TERM :

The assignment shall be purely on a contractual basis. The tenure of contract is intended for the entire duration of the project and co-terminus with the project period. However, the tenure is initially for Six (6) months and will be extended upon his/her satisfactory performance including the probation period. And the tenure of such engagement may vary depending upon the requirements of the ASSIST Project.

N.B.: LOCAL CANDIDATES WILL BE PREFERRED.


Superintendent
District Civil Hospital
Hojai (Assam)