



GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE  
EX-SERVICEMEN CONTRIBUTORY HEALTH SCHEME  
STATION HQ (ECHS CELL), NAGPUR  
e-mail: [stnhqnagpur@gmail.com](mailto:stnhqnagpur@gmail.com)  
**EMPLOYMENT NOTICE**



1. ECHS invites applications to engage Medical Officers and Non-Medical Staff on contractual basis in ECHS Polyclinic Nagpur for a period from **01 Apr 2024 to 31 Mar 2025, renewable for additional period of one year/till attaining the maximum age subject to performance of candidate/ other conditions** according to the criteria as mentioned against each post:-

Appointment	Minimum Qualification	No of Vacancies	Fixed Remuneration
MEDICAL OFFICER	MBBS	TWO	Rs. 75,000/-
DATA ENTRY OPERATOR	GRADUATE/CLASS-1 CLERICAL TRADE (ARMED FORCE)	ONE	Rs. 16,800/-

2. **For Terms & Conditions, Application Form & Remuneration** Kindly see our website [www.echs.gov.in](http://www.echs.gov.in) → Advertisement → Nagpur. For additional details, please contact Stn HQ (ECHS Cell) Nagpur at Telephone No. **0712-2512771, Extn:7671, 0712-2990062 & e-mail ID [stnhqnagpur@gmail.com](mailto:stnhqnagpur@gmail.com)**, also approach ECHS Polyclinic, Nagpur for further details. **Vacancies are reserved for Ex-servicemen only.**

3. **Last date of receipt of application as per format given at our website** Application as per requisite format along with self-attested photocopies of testimonials in support of Educational Qualifications and Work Experience will be submitted to **Station Commander ECHS, Stn HQ ECHS, Nagpur, Maharashtra-07 by 29 Dec 23**. Any application received after **29 Dec 23** will not be accepted.

4. **Interview Date, Timing & Venue** All Shortlisted candidates will be informed the same through telephone & e-mail and their name will be displayed at **Main Gate (Futala Gate) of HQ MC, VSN, Nagpur-07**. Candidates must bring all the original certificates/mark sheets/degree of 10<sup>th</sup>/ Matric, 10+2 & Graduation / Post Graduation/ Diploma / course, work experience and Discharge Book, PPO service record and 02 PP size colour photographs at the time of interview. **No TA/DA is admissible. Only candidates meeting the Qualitative Requirement may apply.**



**APPLICATION FORM FOR EMPLOYMENT IN ECHS**

**NAME OF POST APPLIED FOR:** \_\_\_\_\_

**Name of Polyclinics applied for :** \_\_\_\_\_

Affix recent  
Passport size  
Photograph  
**(Don't staple)**

1. Name: \_\_\_\_\_ If Ex-servicemen,  
write Service No.: \_\_\_\_\_ Rank: \_\_\_\_\_  
Arms/Services: \_\_\_\_\_ Unit Last served : \_\_\_\_\_  
Date of retirement : \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_ and Age as on 01 Jan 2024: \_\_\_\_\_ Years \_\_\_\_\_ Months & \_\_\_\_\_ Days.
4. Sex : Male \_\_\_\_\_
5. Postal Address : \_\_\_\_\_  
\_\_\_\_\_ Pin \_\_\_\_\_

**Mob. No.:** 1. \_\_\_\_\_ 2. \_\_\_\_\_ **E-mail ID:** \_\_\_\_\_

6. Educational Qualification & Additional Qualification (Photocopies duly attested to be attached)-

Sl No.	Qualifications/ Degree	Year of Passing	Place and Name of School/College /Institute /University/Board	No. of Attempts	% Marks
(a)	10 <sup>th</sup>				
(b)	12 <sup>th</sup>				
(c)	Graduation				
(d)	Post-Graduation				
(e)	PG Diploma				

7. Work Experience (Experience certificate must be attached for consideration of experience)-

Sl No.	Place of work/Name of Institute and designation/ Appointment held	Period of Employment		Duration of employment	Experience Certificate attached (Yes / No)	Reason for leaving to Job
		From	To			
(a)						
(b)						
(c)						
(d)						
(e)						

8. Registration No. and date of registration with Indian/State Medical Council \_\_\_\_\_  
(Photocopy of registration to be attached)
9. Honours and Awards (Professional & Service) \_\_\_\_\_
10. Details of previous service in Defence/Centre/State Govt. (Photocopies of ESM I-Card, Discharge Book & PPO, duly attested to be attached)
11. Total period of service (including SSC if any) \_\_\_\_\_
12. Details of previous service if any with ECHS and reason for termination \_\_\_\_\_

**DECLARATION**

(a) I hereby solemnly declare that all the statement made in the above application are true and correct to the best on my knowledge and belief.

(b) I fully understand that in the event of any information furnished by me about being found false or incorrect, action can be taken against me.

Place : \_\_\_\_\_

Signature \_\_\_\_\_

Date : \_\_\_\_\_

Name of Applicant \_\_\_\_\_



**EX-SERVICEMEN CONTRIBUTORY HEALTH SCHEME (ECHS)**  
**EMPLOYMENT NOTICE AND QUALITATIVE REQUIREMENTS (QRs)**

Ex-Servicemen Contributory Health Scheme (ECHS) desires to engage the following staff on contract basis for its **ECHS Polyclinic located in Nagpur, Maharashtra** as per the details given below:-

SI No.	Appointment	No. of Posts	Basic Qualification	Work Experience	Desirable Attributes	Reservation for Ex-Servicemen	Contractual Fees (per month)	Upper age limit as on 01 Nov 23
01	MEDICAL OFFICER	TWO	MBBS	Minimum 5 years after internship, preferable additional qualification in Medical /Surgery	Merit in MBBS, PG qualification , Experience of more than 10 years	100%	Rs. 75,000/-	66 Years
02	DATA ENTRY OPERATOR	ONE	Graduate/ Class 1 clerical trade (Armed Force)	Minimum 5 years work experience	Experience of more than 10 years.	100%	Rs. 16,800/-	53 Years



## GENERAL INSTRUCTIONS

1. **Contractual Terms & Conditions:** The contractual employment will be for a period from 01 Apr 2024 to 31 Mar 2025. The second year employment is allowed on extension after first year, subject to satisfactory conduct and performance in the first year based on Appraisal System. The contractual employee will not be entitled to any allowances, financial benefits or concessions as admissible to Government employees.
2. **Working hours:** The working hours would be 48 hours per week (8 hours X 6 days) from Monday to Saturday and Sunday will be holiday.
3. **Leave:** Admissible **2.5 days** for every completed month during the contractual period which will lapse, if accumulated, at the end of six months. Entitled leave will be besides, Sundays & Gazetted Holidays.
4. **Termination of Services:** Contract can be terminated by either side by giving one month's notice.
5. The desired candidates will submit Application form in closed envelop, alongwith duly self-attested copies of Academic/Professional/Work experience Certificate, copy of Aadhar & PAN card, two passport size photograph and residence/address proof at **Station Commander ECHS, HQMC(U), AF, Vayusena Nagar, Nagpur-440007**. The interview of all said categories will be held at Station HQs ECHS, Vayusena Nagar, Nagpur-440007. Original copies of Certificates should be carried on the date of interview for verification.
6. Only duly filled-in application which is supported by all required documents (as mentioned in para 5 above) will be accepted and **Incomplete applications will not be accepted**. Name of Post (applied for) may be written at the top left corner of closed envelop.
7. The said posts are reserved for Ex-Servicemen only.

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**The candidates who were earlier employed in ECHS but whose services were terminated/not extended for the second year employment, need not apply.**



**MEDICAL FITNESS CERTIFICATE**  
(FOR GOVT. SERVICE/NON GOVT. SERVICE)

1. I, do certify that have examined No. \_\_\_\_\_ Rank \_\_\_\_\_  
Name \_\_\_\_\_ S/O / D/O / W/O \_\_\_\_\_ a  
candidate for employment as (Name of Post) \_\_\_\_\_ has been  
Medically examined and found to be physically & mentally fit to perform his/her duties in ECHS  
Policlinic.

2. His/her age as on 01 Jan 2024 is \_\_\_\_\_ years as per date of birth \_\_\_\_\_  
recorded in the document.

**Signature of Candidate**

Place :

**Sign of MO with Stamp** \_\_\_\_\_

Date:

**COUNTERSIGNATURE OF SEMO/CMO**

Place : Nagpur

Dated :



## **SEQUENCE OF DOCUMENTS**

### **Details of documents required one set of photocopies:-**

1. Aadhar Card
2. PAN Card
3. 10<sup>th</sup> Certificate
4. 12<sup>th</sup> Certificate
5. Graduation Certificate
6. Diploma / Degree
7. Attempt Certificate/year wise mark sheets for passing MBBS
8. Valid Medical Council Registration Certificate
9. PPO, Discharge Book, ESM I-Card (for ESM only)
10. Medical Fitness Certificate
11. Experience Certificate (as applicable)
12. No Objection Certificate from current employer (if applicable)

**Note: All above documents (duly self attested) to be attached with application form.**