



**Applications Are Invited From Appropriate Candidate For  
Basic Recruitment Test To Fill-up The Following Post At  
'National Healthcare & Wellness Mission (NHWM)'**

**A collaborative initiative of Optim Health & Wellness (OPC) Pvt. Ltd.**

**Total Number of Vacant Posts – 3200**

**Regional Head or RWO :- Vacancy - 30 posts**

**Qualification :-** Graduate or equivalent in any science like Community Science, Life science, Veterinary Science, Agri. Science, MBBS, B.E, B.Tech, Food & Nutrition, MBA with 12th pass in Science or MSW with 12th pass in Science.

**Preference (not mandatory) :-**

- \* Any Master Graduate or equivalent with 12th pass in Science.
- \* 2 years & above working Experience in Hospital as Medical Officer or Healthcare & Wellness as Senior Executive or Pharmaceutical/Insurance industry as Team Leader.

**Service Type :-** Fulltime (work from home or office, 10:30 AM to 5:30 PM).

**Salary :-** Rs. 50,000/- to 1,00,000/- per month.

**Promotion :-** Applicable with 5% to 20% increment per year or candidate/s will be shifted to Career Progression Programme with no retirement.

**Pension Scheme :-** Available up to 75 years of Age, Retirement – at the age of 65 years.

**Mediclaime Facility :-** Available for 2 Adult + 2 Child.

**Group Term Insurance :-** Rs. 25,00,000/-

**Age Limit :-** 25 to 55 years as on 01-01-2024.

**Language :-** Candidate must have the ability to speak fluently (Read and Write also) in the regional language of the region for which he/she opted in the Application Form (consider one or more than one state as one region). Mandatory – English (speak, read & write) Hindi (speak & read)

**Job Responsibility :-** Team management; leadership development program for juniors; helping entire regional team in Healthcare & Wellness Awareness, Assessment and Healthcare Counselling Programmes; Monitoring daily activities of juniors; allotment & maintain the record of healthcare tools/foods/supplements allotted to the DWO and AWO; communicating with our 2nd party Vendors those are tied-up with us for supplying of various commodities and also perform other official duties that will be asked by the Mission Director.

**Reporting :-** Zonal Head OR Mission Director.

### **District Officer or DWO :- Vacancy - 650 posts**

**Qualification :-** Graduation Pass or equivalent

**Preference (not mandatory) :-** Graduate with intermediate in science or 2 year and above working Experience in Healthcare Industry or Pharmaceutical Industry/Insurance as executive.

**Service Type :-** Fulltime (work from home or office, 10:30 AM to 5:30 PM)

**Salary :-** Rs. 25,000/- to 45,000/- per month.

**Promotion :-** Applicable with 5% to 20% increment per year or candidate/s will be shifted to Career Progression Programme with no retirement.

**Pension Scheme :-** Available up to 75 years of Age, Retirement – at the age of 65 years.

**Medicclaim Facility :-** Available for 2 Adult + 1 Child.

**Group Term Insurance :-** Rs. 15,00,000/-

**Age Limit :-** 22 to 50 years as on 01-01-2024.

**Language :-** Candidate must have the ability to speak (Read and Write also) fluently in the regional or local language of the region for which he/she opted in the Application Form (consider one state as one region). Mandatory – English (read & write) Hindi (speaks)

**Job Responsibility :-** Team management; leadership development for self and for team; helping entire district's team in Healthcare & Wellness Awareness, Assessment and Healthcare Counselling Programmes; Monitoring daily activities of juniors; allotment and raise requirements of healthcare tools, foods/supplements; communicating with our 2nd party Vendors those are tied-up with us for supplying of various commodities with the help of RWO; have to perform other official duties that will be asked by the reporting RWO and the Mission Director;

taking care of or helping the healthcare entrepreneurs who will work on this mission in the concerned District/s. Maintain the financial transaction which will be involved in between freelancers and health-seekers in the field for delivery of food/supplements/healthcare-tools. Updating the health assessment fees, collected by the AWO or DWO himself/herself, daily basis in the system.

**Reporting :-** Reporting to concerned RWO OR Zonal Head OR Mission Director.

**Area Officer, AWO :- Vacancy - 2500 posts**

**Qualification :-** HS Pass or Equivalent.

**Preference (not mandatory) :-** 1 year & above experience in Healthcare or Wellness Industry/Pharma Industry/Insurance; Candidate/s having good experience in concerned field will get age relaxation of 5 years.

**Service Type :-** Fulltime (work from home or office 10:30 AM to 5:30 PM).

**Salary :-** Rs. 15,000/- to 30,000/- per month.

**Promotion :-** Applicable with 5% to 20% increment per year or candidate/s will be shifted to Career Progression Programme with no retirement.

**Pension Scheme :-** Available up to 75 years of Age, Retirement – at the age of 65 years.

**Medicclaim Facility :-** Available for 2 Adult.

**Group Term Insurance :-** Rs. 10,00,000/-

**Age Limit :-** 20 to 50 years as on 01-01-2024

**Language :-** Candidate must have the ability to speak (Read and Write also) fluently in the regional or local language of the region for which he/she opted in the Application Form (consider one state as one region). Other language - Hindi (speaks), English (read & write).

**Job Responsibility :-** \* Self leadership development; Arranging or Conducting Healthcare & Wellness Awareness, Assessment and Counselling Programmes with the help of Senior officers along with qualified Health Specialist; taking care of or helping the healthcare entrepreneurs who will work on this mission in the concerned District of the AWO. Maintain the financial transaction which may be involved in between freelancers or health-seekers in the field for delivery of food/supplements/healthcare-tools. Collection of health assessment fees and updating daily basis in the system.

**Reporting :-** Reporting to mapped DWO and sometimes upper hierarchy also.

### **HR Officer, HRWO :- Vacancy - 10 posts**

**Qualification :-** BBA Pass or Equivalent (Human Resource/Sales & Marketing/Operations Management/Leadership Management)

**Preference (not mandatory) :-** \*MBA (Human Resource/Sales & Marketing/Operations Management/Leadership Management)  
\*2 years & above experience in respective field

**Service Type :-** Fulltime (work from office 10:30 AM to 6 PM).

**Salary :-** Rs. 35,000/- to 60,000/- per month + Yearly Bonus.

**Promotion :-** Applicable with 5% to 20% increment per year.

**Pension Scheme :-** Available up to 75 years of Age, Retirement – at the age of 65 years.

**Medicclaim Facility :-** Available for 2 Adult + 1 Child.

**Group Term Insurance :-** Rs. 15,00,000/-

**Age Limit :-** 22 to 45 years as on 01-01-2024.

**Language :-** Mandatory - English (read, write & speaks); Hindi (speaks)  
Optional - Assamese (speaks) or Bengali (speaks).

**Job Responsibility :-** HR management, Sales & Marketing Management, Business Analysis, Manpower Hiring Management, Employee Skill Management Leadership Management, Office Operation Management etc.

**Reporting :-** Mission Director.

### **IT Officer, ITWO :- Vacancy - 10 posts**

**Qualification :-** B.Tech, BCA Pass or Equivalent (Information Technology and Information Systems/Computer Science/information Science/Software Engineering/Computer Engineering/Cyber Security)

**Preference (not mandatory) :-** 2 years & above experience in respective field/software development/website designing and official IT management.

**Service Type :-** Fulltime (work from office 10:30 AM to 6 PM).

**Salary :-** Rs. 35,000/- to 60,000/- per month + Yearly Bonus.

**Promotion :-** Applicable with 5% to 20% increment per year.

**Pension Scheme :-** Available up to 75 years of Age, Retirement – at the age of 65 years.

**Medicclaim Facility :-** Available for 2 Adult + 1 Child.

**Group Term Insurance :-** Rs. 15,00,000/-

**Age Limit :-** 22 to 45 years as on 01-01-2024

**Language :-** Mandatory – English (speaks, read & write),  
Other – Hindi (speaks, read & write), Assamese (speaks, read & write), Bengali (speaks, read & write).

**Job Responsibility :-** Monitoring all IT system in the organization, Responsible to keep the organization handy in work with web, software and apps development, Security and Governance, Helping the entire employee with support, helping HR dept. with tools and software support.

**Reporting :-** Mission Director.

### **Selection Procedure:-**

- Candidate must fill-up the appropriate Online Application Form of recruitment test. Candidate must appear in the Basic Recruitment Test for which post he/she want to apply.
- Candidate for DWO & AWO must be appeared in Test of one paper with two parts i.e. Part 1- General Knowledge (MCQ) of 50 marks and Part 2- Special Paper of 50 marks as will be mentioned in the Syllabus (MCQ, Descriptive & Written).
- Candidate for HRWO must be appeared in Test of one paper of 100 marks on their Option selected in the Application Form and as will be mentioned in the Syllabus (MCQ, Descriptive & Written).
- Candidate for ITWO must be appeared in Test of one paper of 100 marks as will be mentioned in the Syllabus (MCQ, Descriptive & Written).
- Candidate for RWO must be appeared in Test of one paper of 100 marks as will be mentioned in the Syllabus (MCQ, Descriptive & Written).

- Qualified Merit Listed candidates will be selected for viva and then for TRAINING.
- Candidates who would be finally selected after evaluating the Training Assignment, will be appointed in concerned post, possibly in his/her preferred Region/District with proper official Appointment Letter.

**N.B:- Candidates are suggested not to afraid of the Basic Recruitment Test. It will be a very basic level of Test where everybody can appear very confidently. Final selection list will be prepared on the basis of completion of the assignment of Training Programme. A Guide Book will be published very soon from our side which will help the candidates for preparing better to the Recruitment Test.**

### **Language of Test & Interview:-**

Language of Recruitment Test will be in English or may be possibly in Hindi or Regional language. However, medium of communication in Viva will be in regional language or Hindi or English, whichever is comfortable for the candidate.

### **Recruitment Test OR Interview Processing Fees (Normal):-**

- For the post of **RWO Rs. 1200/-** (Twelve Hundred) per application, (a candidate can apply up to 5 regions according to his/her preference with 5 separate Applications & Fees).
- For the post of **DWO Rs. 900/-** (Nine Hundred) per application, (a candidate can apply up to 5 districts according to his/her preference with 5 separate Applications & Fees).
- For the post of **AWO Rs. 600/-** (Six Hundred) per Application, (a candidate can apply up to 5 districts according to his/her preference with 5 separate Applications & Fees).
- For the post of **HRWO & ITWO Rs. 900/-** (Nine Hundred) per Application, (restricted to only one application per candidate in these Posts, however such candidate/s can apply for other posts with separate Applications & Fees).

### **Important Dates:-**

- ❖ **Last Date of Exam Application Form Submission –**

**Without Late Fees** - Last date for the submission of Recruitment Test Application Form is **22nd of October, 2023** for ASSAM and **15th of November 2023** for Other States (for all post)

**With a Late Fees** - Last date for the submission of Recruitment Test Application Form is **30th of November, 2023** for ASSAM and **15th of December 2023** for Other States (for all post).  
Rs 50/- will be levied extra as late fees along with the Normal Exam Fees.

❖ **Examination date –**

- RWO, ITWO and HRWO tentatively in 1st or 2nd week of February 2024
- Others TBA.

❖ **Selection list of qualified candidates will be Published –**

- TBA

❖ **Viva Date for Selected Candidates –**

- TBA

❖ **Start of Training for Selected Candidates –**

- TBA

**Rules, Terms & Conditions:-**

Government or Private Servants, whether temporary or permanent, are eligible to appear at the examination provided they possess the requisite qualifications and are within the prescribed age limit. They may produce experience certificate from their employer.

- No application shall be considered, unless it is accompanied by proper proof of payment of exam fees as mentioned in the advertisement.
- The important dates might be changed which will be notified in the website of NHWM and Optimal Health, all rights are reserved by Mission Director, NHWM.
- No claim for refund of the fees shall in any circumstances be entertained.
- A candidate must be of good mental condition and bodily healthy and free from any physical defect likely to interfere with the discharge of his duties as an officer of the

service. A candidate, who after medical examination as the selection board may prescribe, is not found to satisfy these requirements will not be appointed.

- Candidates shall upload one copy of their recent passport size coloured photographs with online application form and one copy should be pasted on hard copy of application form duly self-signed by them (Signature should not be on the face portion of the candidate's photograph).
- Any attempt, on the part of candidate to obtain support for his candidature, by any means, may be held by the Selection board to disqualify him for admission to the examination at any stage.
- No person who has more than one spouse living or in case of woman candidate if married to a person having a spouse living shall be eligible for appearing at the examination. Provided, if satisfied that such marriage is permissible under the personal law applicable to such person, exempt from the operation of this rule.
- The decision of the Examination Board and Selection Board as to the eligibility of a candidate for admission to the examination or selection for the training and appointment shall be final and no candidate to whom a certificate of admission has not been issued by the board/s shall be admitted to the examination/training.
- The application of a candidate shall be summarily rejected if the same is not complete in all respects as provided in the rules, regulations, application form and supplementary instructions to the candidates and is not received by the last date notified for the receipt of application.
- On the basis of the results of the Competitive Recruitment Examination and tests conducted by the Examination Board of NHWM shall prepare a list of successful candidates found suitable for Training in order of merit. This list shall also be published by the Board in the concerned website of NHWM and will be informed the candidate/s in the possible ways.
- The candidate/s, who secures minimum qualifying marks in the Exam, as will be fixed by the Examination Board, shall be called to Viva & Physical test and will be selected for training. Original documents must be shown by the candidate in front of Interview Board at the time of Viva.
- Candidates which are selected for training must pay a Training Processing Fees which will be communicated after publication of selection list.
- Selection of candidate for training does not mean the final selection for appointment.



- The final list of candidate/s selected for appointment will be prepared after the completion of training and evaluation of training assignment.
- The dropped out candidates after training will get relaxation of 10 marks in the next set of Competitive Recruitment Examination and 15 mark in the next training assignment along with 5 years of age relaxation during coming 5 years from the date of declaration of final selection list of 2023.
- If the number of candidates in the final selection list will exceed the number of vacant posts available, the appointment will be done on merit basis up to the fill up of vacant post. Other candidate/s that will not get appointed will be kept on Queue in a waiting list for one year (365 days) from the date of declaration of final selection list and will be called personally for next batch of appointment. However, such candidate can join in any other organization during this period.
- If any post will not be vacated during waiting period (365 Days) or new post would not be created by the management of NHWM, Queued candidate will get relaxation of 15 marks in the next set of Competitive Recruitment Examination and 20 mark in the training assignment along with 5 years of age relaxation during coming 5 years from the date of declaration of final selection list of 2023. Such candidates if selected again need not to pay any training processing fees during coming 3 years from the date of declaration of final selection list of 2023.
- No accommodation, remuneration and traveling cost will be provided by the management of NHWM to the candidate/s invited for viva or Physical Test.
- Candidates securing the highest places on the results of the Examination & Training Assignment shall subject to the order of preference that has been expressed by them in their applications, be allotted to those posts up to the number of vacancies that are decided to be filled up by the Management. Due consideration shall be given to the preference opted by a candidate in his/her application form.
- Candidates shall be considered for appointment to Services/Location subject to availability of vacancies in that Job/Location.
- In cases where the preferences given by candidates become unworkable either due to the number of candidates giving preference for a particular job/location being more than one number of vacancies or vice versa, Board of Selection of NHWM shall have the right to allot a candidate to any service/location for which he/she is consider most suitable irrespective of any preference given by her/him, in making such allotment, Board shall have regard as far as possible to the professional qualification and background that the candidate possesses.

- A candidate who is or has been declared by the Board to be guilty of –
  - 1) obtaining support for his candidature by any means
  - 2) impersonation
  - 3) procuring impersonation by any person
  - 4) submitting fabricated & tampered document
  - 5) making statements which are incorrect or false or suppressing material fact of information
  - 6) resorting to any other irregular or improper means in connection with his candidature for the examination
  - 7) using unfair means during the examination
  - 8) writing irrelevant matter including obscene language or pornographic matter in the script/s or uploaded in the online form
  - 9) misbehaving online or offline with the examinees or the invigilator in any manner before, in between and after the examination/training
  - 10) harassing or causing bodily harm to the staff employed/engaged by the board for the conduct of examination/training
  - 11) violating any of the instructions contained in the Exam Admit Card
  - 12) attempting to commit or as the case may be, abetting the Board of all or any of the acts specified in the forgoing clauses –

may be liable –

- a. to be disqualified by the Board from the examination for which he is a candidate
  - b. to be suspended, either permanently or for a specified period by the board, from appearing in any examination or selection held by the Board
  - c. if he/she is already in service under government/private and did not declare in application form, his/her candidature will be suspended either permanently or for a specific period which will be decided by the Board
  - d. to be faced legal events/action as decided to sue by the Management of NHWM.
- None, be it a candidate of examination; selected or non-selected; appeared or non appeared candidate in the examination/training or any employee new or existing of NHWM can approach to any third party organization/person be it Government or Non-Government for raising any dispute regarding anything against NHWM or against our collaborative partner 'Optim Health & Wellness (OPC) Pvt. Ltd.', unless and until Management of NHWM and Optim Health & Wellness (OPC) Pvt. Ltd. will deny in written to resolve the dispute internally.

- None, be it a candidate of examination; selected or non-selected; appeared or non appeared candidate in the examination/training or any employee new or existing of NHWM can involve in any union of any form or can involve in creation of union of any form.
- Board of Examination, the management of NHWM and our collaborative partner 'Optim Health & Wellness (OPC) Pvt. Ltd.' reserve the right to change, cancel, alter, decrease or increase the number of post, decrease or increase the salary fixed in this Advertisement according to the grade of post, postpone or terminate anything regarding this Advertisement before, during & after the examination, selection and appointment at anytime without prior notice to anybody inside or outside of NHWM.

**By order of the Mission Directors, NHWM**



**Dr. M.D. Boruah**

**Mission Director, NHWM**

**Reviewer Scientist – *European Journal of Nutrition***

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**Signing Date:- 15/09/2023**

**N.B. Guide Book & Syllabus for Recruitment Test of NHWM will be published shortly; Candidates are requested to keep patience and requested to visit our website time to time.**