



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting application

State Health Society Bihar, under National Rural Health Mission (NRHM), invites application from suitable candidates for the under mentioned posts to be appointed on contractual basis:-

<u>Sl. No.</u>	<u>Name of posts</u>	<u>No. of Posts</u>	<u>Qualification & Experience</u>	<u>Consolidated Salary (PM in Rs.)</u>
1.	Consultant - PC & PNDT	UR - 01	<ul style="list-style-type: none">• PG degree/Diploma in Health Management or Rural Management or Master in Social Work (MSW) or Law Graduate.• At least 3 years of relevant work experience.• Preferable experience of at least one year working on health sector and gender issues.	35,000/-
2.	Monitoring & Evaluation Officer - PC & PNDT	UR - 01	<ul style="list-style-type: none">• Post graduation or higher qualification in Public health /Community health/Social welfare/Social Science/Rural Development/ Rural Management from AICTE recognized institute.• At least 2 years of relevant work experience in any Health Systems areas–HR, HMIS, Planning etc preferably with government/NRHM set up.	30,000/-

General Condition:

1. Maximum Age limit is 45 years.(As on 31.12.12)
2. The recruitment will be on contract basis for a period of 1 year, which may be renewed every year based on the performance & conduct of the contractual staff.
3. Application fees is Rs. 500/- for applicants under General category, Rs. 300/- for BC/EBC and Rs. 200/- for SC/ ST candidates.
4. No application will be accepted without submission of application fee.
5. Application Fee in the form of Bank Draft drawn on any nationalized bank and payable at **Patna** favoring "**State Health Society, Bihar**" should be enclosed with application.
6. Only shortlisted candidates will be called for interview. All original educational certificates must be carried at the time of interview.
7. No TA/DA will be given for attending the interview for any position.
8. State Health Society, Bihar reserves the right to cancel any or all the positions mentioned above without assigning reason.
9. Application in the prescribed format and complete in all respect must be sent to **The Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800014** containing original bank draft and self attested photocopies of certificates in sealed envelope, only through speed/registered post so as to reach the above address on or before 5:00 pm, **14/02/2013**. **The name of the post applied for must be mentioned on the top of the envelope.**
10. **Detailed ToR, qualifications/experience/emoluments of above positions and application form is available on the society's official website (www.statehealthsocietybihar.org).**

Last date of submission of form is 14/02/2013 at 5 pm.

11. Applications should be sent in prescribed format available on the above mentioned website, clearly mentioning the position applied for. **Applications in other format will not be accepted.**
12. For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted on working days during office hours (10AM to 5PM) on Contact No. 7488270145

Executive Director
State Health Society, Bihar

State Health Society, Bihar
Pariwar Kalyan Bhawan, Sheikhpura, Patna - 800014

Terms of Reference (ToR)

State Health Society, Bihar under National Rural Health Mission (NRHM) invites application from suitable candidates for the under mentioned posts to be appointed on contractual basis. The details are as follows:-

1. Post	:	Consultant- PC & PNDT
No. of Position	:	01 (UR)
Reporting to	:	Executive Director, SHSB, Nodal Officer/State Programme Officer – PC & PNDT, State Health Society, Bihar
Place of posting	:	State Health Society, Bihar, Patna.
Duration of Contract	:	One Year which may be renewed every year based on performance & conduct of the contractual staff.
Maximum Age Limit	:	45 years (As on 31.12.12)
Remuneration	:	Rs. 35,000/- (Rupees Thirty-Five Thousand only) per month consolidated.

ESSENTIAL QUALIFICATION & EXPERIENCE

- PG degree/Diploma in Health Management or Rural Management or Master in Social Work (MSW) or Law Graduate.
- At least 3 years of relevant work experience.
- Preferable experience of at least one year working on health sector and gender issues.

DUTIES and RESPONSIBILITIES

- Provide technical support to state health society in planning, implementation and monitoring of approved activities under NRHM PIP.
- Prepare training calendar for capacity building of District Appropriate Authorities and other stakeholders as approved under the PIP.
- Organize capacity building programs for the DAA and other stakeholders. The consultant will also coordinate with other agencies for ensuring availability of required resource persons as well as materials.
- Support the nodal officer in organizing SAA and SAC meetings as per the schedule and support in preparation of necessary presentation and material for the said meeting based on the HMIS data.
- Undertake field visits to districts to monitor the act implementation as per the guidelines. The consultant during the meeting will also visit some of registered USG centers to assess the level of compliance with the act.
- Establish a strong coordination with the professional bodies like IMA, FOGSI and Radiologist Association to ensure support in improving act implementation.
- Provide required technical support to districts in organizing the orientation cum capacity building workshop for block level authorities and attend some of them on random basis to check the quality of such workshops.
- Coordinate and facilitate registration, renewal and deregistration of clinics in collaboration with DAA.
- Support the nodal officer in conducting regular review meetings with DAA to review the progress of act implementation and planned activities.
- Participate in few DAA meetings every month and will provide required technical inputs during the meeting for improving the implementation of act.
- Guide the DAA in preparing the case for sealing or de registering the clinic, filing of court case etc.

- Ensure monthly reports from all the districts in given format and support the district in collecting the Form – F from all registered clinics.
- Support in preparation of monthly report to be submitted to Gol.
- Support in writing the Project Implementation Plan (PIP) for coming year.

2. Post	:	Monitoring & Evaluation Officer - PC & PNDT
No. of Position	:	01 (UR)
Reporting to	:	Executive Director, SHSB, Nodal Officer/State Programme Officer – PC & PNDT, State Health Society, Bihar
Place of posting	:	State Health Society, Bihar, Patna.
Duration of Contract	:	One Year which may be renewed every year based on performance & conduct of the contractual staff.
Maximum Age Limit:	:	45 years (As on 31.12.12)
Remuneration	:	Rs. 30,000/-(Rupees Thirty Thousand only) per month consolidated.

ESSENTIAL QUALIFICATION & EXPERIENCE

- Post graduation or higher qualification in Public health /Community health/Social welfare/Social Science/Rural Development/ Rural Management from AICTE recognized institute.
- At least 2 years of relevant work experience in any Health Systems areas – HR, HMIS, Planning etc preferably with government/NRHM set up.

Desirable Criteria

- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel and Power Point.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi also desirable.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health monitoring & evaluation programme at field level/ working in strengthening district level health systems.
- Existing District Monitoring & Evaluation Officers under NRHM may also apply.

DUTIES and RESPONSIBILITIES

- Responsible for supporting in overall monitoring of Program related activities including design, development, and implementation of data collection tools and information systems at state level.
- Understanding of demography, statistics, and data analysis tools.
- Support process and impact monitoring of IEC materials, and other initiatives taken by the state unit.
- Analysis of data regarding the declining sex ratio. Build up systems for regular monitoring of the implementation of the act and build up systems to respond to this programme.
- Undertake field visits to project areas for monitoring of project activities and prepare routine reports on results of visits and project progress.
- Develop presentations; generate tables, graphs and relevant statistical data for technical review and monitoring purposes.
- Support in building capacities at Regional, District and Block level on programme planning, monitoring and reporting and their importance in programme management.
- Undertake other assignments, which may be assigned by the reporting officer from time to time.

Application Form

(To be filled in by the candidate with Ball Point Pen in his/her own handwriting after carefully reading instructions mentioned in the TOR)

Application for the post of						Affix recent coloured photograph here
Demand Draft Details	Issuing Bank: Branch: Demand Draft Number: Date of issue: Payable at: Category: Unreserved/EBC/BC/SC/ST (tick mark✓ whichever is applicable)					
Name						
Father's/ Husband's Name (Tick(v) whichever is applicable)						
Date of Birth						
Age (as on 31.12.12)						
Marital Status						
Nationality						
Category/Cast Tick(v) whichever is applicable	Unreserved () Extremely Backward Class () Backward class () Schedule caste () Schedule Tribe () Backward class (women) () Caste _____ (Specify) Handicapped Yes() No() % _____					
Present Address						
Permanent Address						
Contact Number						
E-mail ID						
Academic background (Starting from highest)						
Sl. No.	Qualification	School/Institute/University	Year of passing	% of Marks/Grade	Sub/Specialization	
1.						
2.						
3.						
4.						
5.						
Technical Qualification (Starting from highest)						
Sl. No.	Qualification	School/Institute /University	Year of passing	% of Marks/Grade	Sub/Specialization	
1.						
2.						
3.						
Typing/Shorthand Speed (If applicable)						
English		Hindi		Shorthand (Eng/Hindi)	Eng-	Hin-

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Trainings and workshops attended				
Sl. No.	Topic	Institution/ Organization	Year	Objective of the training/ workshop
1.				
2.				
3.				
4.				
Work Experience (starting from the latest)(Please enclose experience certificate)				
Experience 1	From			
	To			
	Organization with its brief profile			
	Designation held			
	Brief profile of the Responsibilities held			
Experience 2	From			
	To			
	Organization with its brief profile			
	Designation held			
	Brief profile of the Responsibilities held			
Experience 3	From			
	To			
	Organization with its brief profile			
	Designation held			
	Brief profile of the Responsibilities held			
Total Experience (in Year Months)				
Any other information that the candidate would like to give in support of his/her candidature				

Declaration : I do hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. In the event of any particulars or information furnished by me is found to be false/incorrect/incomplete, my candidature for the post is liable to be rejected/cancelled and in the event of any statement/information found false/incorrect even after my appointment, my contract is liable to be terminate without any notice.

Place : _____

Date : _____

_____ (SIGNATURE OF THE CANDIDATE)

NOTE: THE SIGNATURE DONE ON THE APPLICATION FORM SHOULD BE IN RUNNING SCRIPT (NOT IN BLOCK LETTERS)