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बिहार सरकार

Government of Bihar
State Health Society
Parivar Kalyan Bhawan, Patna-800014

बिहार सरकार
राज्य स्वास्थ्य समिति
परिवार कल्याण भवन, शेखपुरा,
पटना-800014

सं० सं० : SHSB/AO Cell/265/10

पत्रांक : 32530

सेवा में,

क्षेत्रीय उप निदेशक, स्वास्थ्य सेवायें, बिहार
पटना, मगध, पूर्णिया, मुंगेर, कोशी, तिरहुत एवं भागलपुर

पटना, दिनांक - 16.12.11

विषय : प्रमंडल स्तर पर क्षेत्रीय कार्यक्रम प्रबंधन इकाई में क्षेत्रीय कार्यक्रम प्रबंधक, क्षेत्रीय लेखा प्रबंधक, क्षेत्रीय अनुश्रवण एवं मूल्यांकन पदाधिकारी तथा क्षेत्रीय एच० एम० आई० एस० सुपरवाइजर के शेष बचे रिक्त पदों पर नियुक्ति करने के संबंध में।

प्रसंग - इस कार्यालय का पत्रांक 21667 दिनांक 29.11.10

महाशय,

उपर्युक्त विषयक प्रासंगिक पत्र द्वारा क्षेत्रीय कार्यक्रम प्रबंधन इकाई हेतु क्षेत्रीय कार्यक्रम प्रबंधक, क्षेत्रीय लेखा प्रबंधक, क्षेत्रीय अनुश्रवण एवं मूल्यांकन पदाधिकारी तथा क्षेत्रीय एच० एम० आई० एस० सुपरवाइजर के पदों पर राज्य स्वास्थ्य समिति, बिहार द्वारा चयनित अभ्यर्थियों की नियुक्ति करने संबंधी निदेश दिया गया था, जिसके आलोक में चयनित अभ्यर्थियों का क्षेत्रीय कार्यक्रम प्रबंधन इकाई में नियुक्ति की जा चुकी है। पटना, मगध, पूर्णिया, मुंगेर, कोशी, तिरहुत एवं भागलपुर प्रमंडल में विभिन्न पदों हेतु रिक्तियाँ शेष रह जाने की स्थिति में उक्त पदों पर नियुक्ति करने के लिए पुनः समाचार पत्रों में विज्ञापन प्रकाशित कर आवेदन-पत्र आमंत्रित किये गये तथा अभ्यर्थियों का साक्षात्कार लिया गया। साक्षात्कार के पश्चात् निम्न रूप से श्रेणीवार अभ्यर्थियों का चयन प्रमंडलवार किया जाता है -

- | | |
|---|--|
| (1) <u>क्षेत्रीय कार्यक्रम प्रबंधक</u> - | (i) श्री नजमूल होदा - पूर्णिया |
| | (ii) श्री प्रशांत कुमार - तिरहुत |
| (2) <u>क्षेत्रीय लेखा प्रबंधक</u> - | (i) श्री प्रसन्न कुमार मिश्रा - मुंगेर |
| | (ii) श्री मन्तोष क्रमल - मगध |
| | (iii) श्री धर्म कुमार - पटना |
| | (iv) श्री पवन कुमार वर्मा - कोशी |
| | (v) श्री विजय कुमार राम - भागलपुर |
| (3) <u>क्षेत्रीय अनुश्रवण एवं मूल्यांकन पदाधिकारी</u> - | (i) डा० विश्वविजय कुमार - पूर्णिया |
| | (ii) अमिता ज्ञानी - भागलपुर |
| | (iii) श्री सरदेन्दु भूषण - कोशी |
| (3) <u>क्षेत्रीय एच०एम०आई०एस० सुपरवाइजर</u> - | (i) श्री राहुल कुमार गुप्ता - भागलपुर |

तदनुकूल निदेश दिया जाता है कि सभी पदों के लिए चयनित अभ्यर्थियों का नियुक्ति पत्र निर्गत करते हुए इन्हें क्षेत्रीय कार्यक्रम प्रबंधन इकाई में पदस्थापित करने का कष्ट करें। इस पद से संबंधित TOR एवं आवेदन पत्र इस पत्र के साथ आवश्यक कार्यार्थ संलग्न किया जाता है।

विश्वासभाजन

Sanjay Kumar
(संजय कुमार)

स्वस्थ शिशु, स्वस्थ परिवार, स्वस्थ बिहार

(2)

ज्ञापांक - 32530

पटना, दिनांक - 16.12.11

प्रतिलिपि - संबंधित प्रमंडलीय आयुक्त, बिहार को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

प्रतिलिपि - सभी चयनित अभ्यर्थियों को सूचनार्थ एवं अनुपालनार्थ प्रेषित। उन्हें निदेश दिया जाता है कि वे एक पखवारे के अंदर संबंधित क्षेत्रीय उप निदेशक के यहाँ अपना योगदान देना सुनिश्चित करें।

16/12/2011

सचिव, स्वास्थ्य-सह-
कार्यपालक निदेशक

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

Terms of Reference (ToR)

REGIONAL PROGRAMME MANAGEMENT UNIT

1. Position: Regional Programme Manager

Reporting to Executive Director, SHSB & Additional Director – Planning, Monitoring & Evaluation, State Health Society, Bihar, Regional Deputy Director, Health.

Place of Posting – Regional Headquarter/Districts

No. of Position – 1

Category – Unreserved

Roles and Responsibilities:

1. Provide technical and managerial assistance for implementation of the NRHM and its goals in the districts falling under that region, as may be agreed upon from time to time with State Health Society.
2. Assist the ED, SHSB in all the matters relating to overall management of human and financial resources under the package of NRHM in the region.
3. Set up and manage regional programme management unit.
4. Analyze financial and physical progress report of all the districts in the region and take corrective measures for improving output.
5. Submit regional reports and organize regional meetings for reviewing the NRHM programme in the districts.
6. Support and guide District Programme Management unit of the concerned districts in the region in matters related to expenditure, releasing grant, preparation of budget etc for overall control of financial matters.
7. Provide necessary support to technical consultant appointed at state and field level during their field visit in their region.
8. Identify the cause of any unreasonable delay in the achievement of milestones or in the release of funds and propose corrective action.
9. Regular follow up of the programs and report to concerned authority accordingly. Ensure participation of Government authorities, development partners in the process to develop operational plans and strategies, monitoring the implementation process and progress.
10. Ensure Preparation of annual action plan for District under NRHM and ensure that proposed activities are implemented timely and as per the prescribed process.
11. Documentation of the best practices/success stories.
12. Undertake studies & budgeting and financial planning as required by the low performing districts of the region.
13. Undertake field visits in the districts falling under that region.
14. Undertake any other duties assigned to him by ED - SHSB and his team.

Qualification & Experience:

- Post graduation or higher qualification from AICTE recognized institute in Public health /Community health/ Social Sciences /Social Welfare/Rural Development/Rural Management
- At least 3 years of relevant work experience in any Health Systems areas – HR, HMIS, Planning etc preferably with government/NRHM set up.
- 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 programme at field level / working in strengthening district level health systems.
- Existing District Programme Managers under NRHM may also apply.

Age - Maximum age limit 45 years (As on 30.6.2011).

Salary : Rs. 43,000/- (Rupees Forty three thousand only) per month consolidated.

2. Position: Regional Accounts Manager

Reporting to Executive Director SHSB, Additional Director – Finance, SHSB and RPM and RDD at RPMU Level

Place of Posting – Regional Headquarter / District

No. of Position – 5

Category – Unreserved – 4, SC - 1

Roles & Responsibilities:

1. Periodic auditing/checking of accounts maintained by district health society / health facilities within the region and take remedial measures for proper maintenance of accounting system. Carry out regular internal checks and coordinate with external auditors and AG/CAG for meeting audit requirements and submit audit reports as required annually.
2. To establish audit & accounting systems, Procedures and internal controls on regular basis for programme funding to all the stakeholders and health facilities within the regional office.
3. To implement records and reporting formats to ensure that all financial transaction and information are accurately recorded and adequately monitored for decision making and projection.
4. Consolidate monthly and quarterly financial reports and variance analysis, assess the financial impact from the budget and suggest appropriate corrective actions.
5. To ensure that all expenses are in conformity with established rules and regulations.
6. To develop yearly financial plans and budgets, and timely disbursement of funds to all the stakeholders and health facilities within the region for the effective implementation of various programme.
7. Support supervision visit within the region.
8. Compile and monitor financial information of the various programme and other agencies as required.
9. Undertake any other finance related duties assigned to him by reporting officer.

Qualification and Experience:

- CA / Post graduation or higher qualification in financial management/ICWA.
- At least 3 years of relevant work experience in any Health Financing/NRHM areas.
- Computer proficiency with high level of familiarity with commonly used packages like Tally, MS Word, Excel and Power Point.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Demonstrated experience in operationalizing health programme at field level / working in strengthening regional/district level health systems.
- Existing District Accounts Managers under NRHM may also apply.

Age - Maximum age limit 45 years (As on 30.6.2011).

Salary : Rs. 35,000/- (Rupees Thirty five thousand only) per month consolidated.

3. Position: Regional Monitoring & Evaluation Officer

Reporting to : Executive Director, SHSB, Deputy Director – Monitoring & Evaluation, State Health Society, Bihar and RPM and RDD at RPMU level.

Place of Posting – Regional Headquarter / Districts

No. of Position – 3

Category – UR – 1, EBC-1, SC-1

Roles & Responsibilities:

1. Responsible for supporting in overall monitoring of Program related activities including design, development, and implementation of data collection tools and information systems at regional level. (for all the concerned districts)
2. Provide feedback for policy and management at regional and society level.
3. Support process and impact monitoring of IEC materials, and other initiatives taken by Regional programme management unit.
4. Undertake field visits to project areas for monitoring of project activities and prepares routine reports on results of visits and project progress.
5. Develop Presentations; generate tables, graphs and relevant statistical data for technical review and monitoring purposes.
6. Support in building capacities at Regional, District and Block level on programme planning, monitoring and reporting and their importance in programme management.

Qualification and 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 3 years of relevant work experience in any Health Systems areas – HR, HMIS, Planning etc preferably with government/NRHM set up.
- 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.

Age - Maximum age limit 45 years (As on 30.6.2011).

Salary : Rs. 30,000/- (Rupees Thirty thousand only) per month consolidated.

4. Position: HMIS Supervisor

Reporting to : Regional Programme Manager, Regional Monitoring & Evaluation Officer.

Place of posting : Regional Headquarter & districts

Number of Position: 1 (Unreserve)

Roles and Responsibilities:

1. Supervision of HMIS data flow at the Regional level.
2. To compile HMIS reports, data entry and analysis and giving feedbacks to the health facilities and Regional Programme Management Unit.
3. Preparing monthly and quarterly HMIS reports at Regional level.
4. Collecting the monthly HMIS reports from health facilities.
5. Assisting regional monitoring & evaluation officer in his / her functioning and for setting and implementing indicators and targets.
6. Conducting HMIS initial or refresher training for the district / block level employees under NRHM based on the need of the programme.
7. Undertake field visits pertaining to his / her region.

Eligibility:

- Graduate in Computer application /information system.
- 2 years of relevant experience in management of MIS system
- Some experience of working with Health management System would be preferred for this position.
- Good communication and presentation skills, analytical and interpersonal abilities, along with working knowledge of Hindi also desirable.

Age - Maximum age limit 45 years (As on 30.6.2011).

Salary : Rs.12, 000/- (Rupees Twelve Thousand only) per month.

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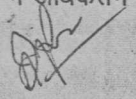
State Health Society, Bihar
Pariwar Kalyan Bhawan, Sheikhpura, Patna

Combined Scoring Sheet of candidates interviewed for the position : Regional Programme Manager

Date of Interview : 16/11/2011

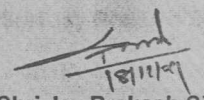
Sl. No.	Name of the Candidates	Cat.	Marks given by the members of the Selection Committee							TOTAL	Average Marks	Remarks
			Dr. D.K. Raman Adl. Director, RCH, SHSB, Patna	Satya Narayan Adl. Secretary, Disaster Management Authority, Govt. of Bihar	Pramod Kumar Adl. Director, Finance, SHSB, Patna	Jay Prakash Singh Sr. Deputy Collector-Cum- I/c HR, SHSB, Patna	Rashi Jayaswal SPM, SHSB, Patna	Nilesh Deshpandey State Programme Coordinator, UNFPA	Arvind Kumar System Analyst-Cum- Data Officer, SHSB, Patna			
1	NAJMUL HODA	GEN	33 ✓	23 ✓	33.5	35	31	36	40	231.5	33.0	
2	PRASANT KUMAR	GEN	31 ✓	23 ✓	29	35	28	32	38	216	30.8	
3	AMIT KUMAR	BC	30 ✓	18 ✓	36.5	31	26	31	37	209.5	29.9	
4	SOURENDRA KUMAR DAS	BC	25 ✓	20 ✓	38	36	25	26	29	199	28.4	
5	JWALA PRASAD	GEN	23 ✓	19 ✓	31	26	24	24	32	179	25.5	
6	RAJA GUPTA	EBC	25 ✓	18 ✓	31.5	23	21	26	30	174.5	24.9	
7	SUBHENDU BIKASH KAR	GEN	25 ✓	22 ✓	32	25	15	22	30	171	24.4	
8	DR. RANJEET BAHADUR YADAV	BC	27 ✓	21 ✓	28	26	17	20	23	162	23.1	
9	SANJAY KUMAR GAUTAM	GEN	26 ✓	20 ✓	28	23	19	25	16	157	22.4	
10	SANJEEV KUMAR MADHUKAR	GEN	20 ✓	17 ✓	26	24	19	18	22	146	20.8	
11	ANITA KUMARI	GEN	15 ✓	19 ✓	25.5	27	17	22	15	140.5	20.1	
12	ANJAY KUMAR KANTH	GEN	21 ✓	19 ✓	27	22	17	14	20	140	20.0	
13	SATYABRAT TRIPATHI	GEN	22	18 ✓	27.5	24	14	19	15	139.5	19.9	
14	VIKASH KUMAR	GEN	21 ✓	18 ✓	29	22	15	15	19	139	19.8	
15	SHASHANK KUMAR	GEN	20 ✓	17 ✓	23	17	15	17	27	136	19.4	
16	SATYENDRA NARAYAN	EBC	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	
17	MD. MURSHID REYAZ	GEN	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	

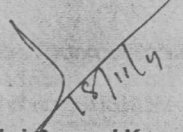
अनुशंसा : - साक्षात्कारोपरांत अभ्यर्थियों के प्राप्तियों को अवरोही क्रम में सूचीबद्ध कर दिया गया है। साक्षात्कार समिति द्वारा यह अनुशंसा की जाती है कि रिक्तियों के अनुसार आरक्षण कोटिवार अवरोही क्रम में अधिकतम अंक प्राप्त करने वाले अभ्यर्थियों को चयनित करने की कार्यवाही की जाय।


Arvind Kumar
System Analyst-
Cum-Data Officer,
SHSB, Patna

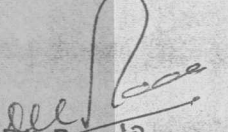

Nilesh Deshpandey
State Programme
Coordinator,
UNFPA


Rashi Jayaswal
State Programme Manager,
SHSB, Patna


Shri Jay Prakash Singh
Sr. Deputy Collector-Cum-
I/c HR, SHSB, Patna


Shri Pramod Kumar
Additional Director,
Finance, SHSB, Patna


Shri Satya Narayan
Additional Secretary,
Disaster Management
Authority, Govt. of Bihar


Dr. D.K. Raman
Additional Director,
Reproductive & Child
Health, SHSB, Patna

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

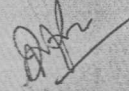
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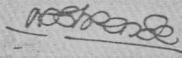
Combined Scoring Sheet of candidates interviewed for the position : Regional Monitoring & Evaluation Officer


Date of Interview : 16/11/2011

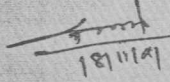
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1	DR. VISHWAVIJAY KUMAR	EBC	31	25 ✓	37	34	24	31	40	222	31.7	
2	MD. AZMAT AZEEM	GEN	24	20 ✓	31	26	20	14	28	163	23.2	
3	PRITI SINHA	GEN	27	21 ✓	23.5	28	16	18	21	154.5	22	
4	ROHIT KUMAR	BC	27	23 ✓	27	24	15	15	19	150	21.4	
5	GYAN PRAKASH SANJAY	GEN	25	20 ✓	27	23	16	19	17	147	21	
6	SARDENDU BHUSHAN	SC	20	19 ✓	30	22	18	11	27	147	21	
7	VIKAS KUMAR	GEN	24	21 ✓	29.5	16	16	12	27	145.5	20.7	
8	AMITA GYANI	EBC	27	22 ✓	23.5	19	13	18	16	138.5	19.7	
9	RAMPRIT MANJHI	SC	20	21 ✓	23.5	21	12	12	24	133.5	19	
10	PUSHP RAJ GAUTAM	SC	20	19 ✓	24.5	24	12	15	15	129.5	18.5	
11	AMRESH CHANDRA	GEN	23	20 ✓	25	21	12	12	16	129	18.4	
12	RAJA GUPTA	EBC	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	

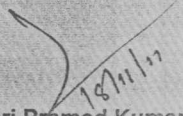
अनुशंसा : - साक्षात्कारोपरांत अभ्यर्थियों के प्राप्तांकों को अवरोही क्रम में सूचीबद्ध कर दिया गया है। साक्षात्कार समिति द्वारा यह अनुशंसा की जाती है कि रिक्तियों के अनुसार आरक्षण कोटिवार अवरोही क्रम में अधिकतम अंक प्राप्त करने वाले अभ्यर्थियों को चयनित करने की कार्यवाही की जाय।

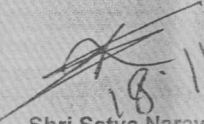

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System Analyst-
Cum-Data Officer,
SHSB, Patna

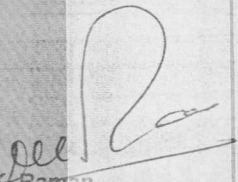

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Reproductive & Child
Health, SHSB, Patna

State Health Society, Bihar
Pariwar Kalyan Bhawan, Sheikhpura, Patna
Combined Scoring Sheet of candidates interviewed for the position : Regional Accounts Manager
Date of Interview : 17/11/2011

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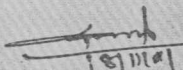
Sl. No.	Name of the Candidates	Cat.	Marks given by the members of the Selection Committee							TOTAL	Average	Remarks
			Dr. D.K. Raman Adl. Director, RCH, SHSB, Patna	Satya Narayan Adl. Secretary, Disaster Management Authority, Govt. of Bihar	Pramod Kumar Adl. Director, Finance, SHSB, Patna	Jay Prakash Singh Sr. Deputy Collector-Cum- I/c HR, SHSB, Patna	Rashi Jayaswal SPM, SHSB, Patna	Nilesh Deshpandey State Programme Coordinator, UNFPA	Arvind Kumar System Analyst-Cum- Data Officer, SHSB, Patna			
1	PRASANNA KUMAR MISHRA	GEN	32	--	38	40	40	42	36	228	38	
2	MANTOSH KAMAL	GEN	30	--	37	39	33	32	35	206	34.3	
3	DHARAM KUMAR	GEN	29	--	34.5	37	30	31	31	192.5	32	
4	PAWAN KUMAR VERMA	GEN	18	--	36.5	38	33	33	32	190.5	31.7	
5	RANDHEER KUMAR	GEN	30	--	32.5	40	25	26	28	181.5	30.2	
6	VIVEK CHATURVEDI	GEN	24	--	36	35	26	26	28	175	29.1	
7	PRADEEP KUMAR SINGH	GEN	25	--	33	35	25	23	31	172	28.6	
8	ASHWINI KUMAR	GEN	22	--	32.5	31	22	20	32	159.5	26.5	
9	SANTOSH KUMAR	GEN	23	--	34.5	34	21	19	25	156.5	26	
10	MD. NAUSHAD	GEN	19	--	30	28	21	21	27	146	24.3	
11	RAM BAHADUR CHHETRI	GEN	26	--	33	31	15	16	22	143	23.8	
12	BASANT KUMAR JAISWAL	GEN	25	--	29	26	22	22	11	135	22.5	
13	PRASHANT CHANDRA VERMA	GEN	23	--	29.5	26	22	21	12	133.5	22.2	
14	BALMUKUND YADAV	GEN	21	--	29.5	28	13	14	22	127.5	21.2	
15	RAVI SHANKAR PRASAD	BC	23	--	33	29	11	10	19	125	20.8	
16	IMTEYAZ AHMAD	GEN	21	--	30.5	22	15	14	22	124.5	20.7	
17	PANKAJ KUMAR	GEN	23	--	30.5	29	10	12	19	123.5	20.5	
18	BANSH MANI	GEN	20	--	28.5	25	15	14	12	114.5	19	
19	BIJAY KUMAR RAM	SC	17	--	28.5	00	14	13	18	90.5	18.1	
20	MANCHAN KUMAR	GEN	21	--	31	22	11	15	21	100	16.6	
21	SANJEEV KUMAR	GEN	Absent	--	Absent	Absent	Absent	Absent	Absent	Absent	Absent	
22	SUNIL KUMAR JAISWAL	BC	Absent	--	Absent	Absent	Absent	Absent	Absent	Absent	Absent	
23	KRISHAN KUMAR DWIVEDI	GEN	Absent	--	Absent	Absent	Absent	Absent	Absent	Absent	Absent	

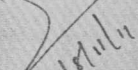
अनुशंसा :- साक्षात्कारोपरांत अभ्यर्थियों के प्राप्तियों को अवरोही क्रम में सूचीबद्ध कर दिया गया है। साक्षात्कार समिति द्वारा यह अनुशंसा की जाती है कि रिक्तियों के अनुसार आरक्षण कोटिवार अवरोही क्रम में अधिकतम अंक प्राप्त करने वाले अभ्यर्थियों को चयनित करने की कार्यवाही की जाय।



Arvind Kumar
System Analyst-
Cum-Data Officer,
SHSB, Patna

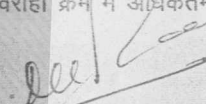

Nilesh Deshpandey
State Programme
Coordinator,
UNFPA


Rashi Jayaswal
State Programme Manager,
SHSB, Patna


Shri Jay Prakash Singh
Sr. Deputy Collector-Cum-
I/c HR, SHSB, Patna


Shri Pramod Kumar
Additional Director,
Finance, SHSB, Patna


Shri Satya Narayan
Additional Secretary,
Disaster Management
Authority, Govt. of Bihar


Dr. D.K. Raman
Additional Director
Reproductive & Child
Health, SHSB, Patna

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

Combined Scoring Sheet of candidates interviewed for the position : Regional HMIS Supervisor

Date of Interview : 17/11/2011

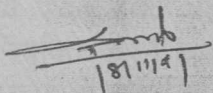
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1	RAHUL KUMAR GUPTA	BC	29	--	42	32	37	36	35	211	35.1	
2	RAJESH KUMAR	GEN	13	--	31.5	28	29	26	29	156.5	26	
3	MD. JAWAID ANSRI	GEN	15	--	30.5	21	25	22	18	131.5	21.9	
4	BIBHOR KUMAR PANDEY	GEN	13	--	28	15	10	11	13	90	15	
5	MUKESH KUMAR RAMAN	GEN	15	--	28.5	15	10	11	10	89.5	14.9	


अनुशांसा : - साक्षात्कारोपरांत अभ्यर्थियों के प्राप्तांकों को अवरोही क्रम में सूचीबद्ध कर दिया गया है। साक्षात्कार समिति द्वारा यह अनुशांसा की जाती है कि रिक्तियों के अनुसार आरक्षण कोटिवार अवरोही क्रम में अधिकतम अंक प्राप्त करने वाले अभ्यर्थियों को चयनित करने की कार्यवाही की जाय।


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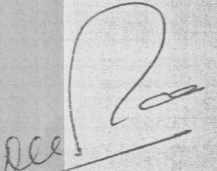

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