



Ayushman Bharat-Pradhan Mantri Jan Arogya Yojana Bihar Swasthya Suraksha Samiti (BSSS)

Advt. No. BSSS PMJAY-07/2019



Walk-in-Interview for State Level Manager Positions

Bihar Swasthya Suraksha Samiti (BSSS), a society registered under the Societies Registration Act, 1860, is the nodal agency working under the auspices of Health Department, Government of Bihar and is mandated for the implementation of AYUSHMAN BHARAT-PRADHAN MANTRI JAN AROGYA YOJNA (AB-PMJAY) in the state.

Bihar Swasthya Suraksha Samiti (BSSS) intends to notify the walk-in-Interview for the below mentioned positions at State Level on **Contractual Basis**, initially for 3 years, depending on the candidate satisfactory performance, continuance of the programme and sanction of the post under AB-PMJAY through the state health agency. Details of the vacancies are as follows:

Sl. No.	Position Name	No. of Vacancy	Monthly Salary (Rs)	Maximum Age (as on 01-01-2020)	Essential Qualification and Experience
1	Monitoring & Evaluation Manager	1-UR	75000/-	45 Years	Essential Qualification: <ul style="list-style-type: none">• Masters in Statistics; or• Master in Population Science from recognized University/Institute; or• MBA/Two-Year Post Graduate Diploma in Health Management or Public Health from recognized Institution/University. Essential Experience <ul style="list-style-type: none">• At least 5 years of relevant experience in monitoring and evaluation and data analysis in social sector schemes with public/ private sector
2	Capacity Building & Information Education & Communication Manager	1-UR	75000/-	45 Years	Essential Qualification: <ul style="list-style-type: none">• Two years MBA or Two years Post Graduate Diploma in Business Administration from recognized Institution/University, or• Master's degree in Social Work from recognized Institute/University Essential Experience: <ul style="list-style-type: none">• Minimum 5 years of working experience in health sector.• Preference will be given for experience under government organization.

Details about the Terms of Reference (TOR) – Essential Qualification, Experience and Application Form can be downloaded from the official website: www.statehealthsocietybihar.org or www.health.bih.nic.in. Filled up application along with required documents to be presented at the time of selection process.

Walk-in-Interview Details:

Positions	Monitoring & Evaluation Manager	Capacity Building & Information Education & Communication Manager
Date of Interview	20 th January 2020 (Monday)	22 nd January 2020 (Wednesday)
Reporting Time for Registration	10:00 AM to 12:00 AM	
Venue of the Interview:	AB-PMJAY Bihar Swasthya Suraksha Samiti, Annexy Building, Block-3, 2 nd Floor, Old Secretariate, Patna-15	

II. SELECTION PROCEDURE:

- On the day of selection process, document verification team will verify the application (In prescribed format) of candidate according to the TOR and presented document.
- Candidate have to present a valid Photo ID proof and Address proof at the time of Document verification including Qualifications and Experiences certificate (Original and one self-attested photo copy) with Two passport size photographs along with detailed updated Resume.

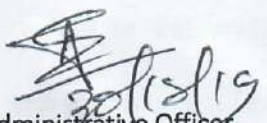
List of Documents;

- 1 Any one valid Proof of Identity viz. Aadhaar Card / Voter ID Card / Driving Licence / PAN Card / Identity Card issued by any Govt. Office/Department etc.
 - 2 Age Proof certificate like Birth Certificate/secondary examination Certificate.
 - 3 Mark Sheets & Certificates of all academic & technical courses related to the post applied for and essential according to the advertisement.
 - 4 All work experience certificates related and essential as per TOR/Job description advertised for the position applied.
- c. Only those candidates who meet the essential eligibility criteria for the concerned position will be allowed to participate in the Group Discussion and Personal Interview Process.
- d. The Criteria for Selection for above mentioned positions shall be prepared by assigning a weightage of 40% for Group Discussion (GD) and 60% to the Personal Interview (PI) marks.
- e. Any vacancy arising because of non-joining by selected candidates in this Walk-In-Interview, the post will be offered to the candidates from the waiting list according to the merit. Waiting list will be valid for 1 year. Number of candidates in the waiting list will be decided by the selection committee.
- f. All candidates must provide mobile numbers and email id, for faster communication about such vacancies.
- g. Experience/Age/etc. will be counted as on date of 1st January 2020.

*Interview may be spilled over to the next day depending upon the number of candidates present on the scheduled day of interview. Therefore, candidates should be prepared to be available for interview for next day also, if necessary.

III. TERMS & CONDITIONS:

- a. Candidates are not entitled for any TA/DA for attending the walk-in interview.
- b. Candidates cannot claim for employment regularization in any case.
- c. The appointment of mentioned post is on contractual basis, initially for 3 years or more depending on candidate's performance, continuance of the programme and sanction of the post under AB-PMJAY (Ayushman Bharat-Pradhan Mantri Jan Arogya Yojna) through State Health Agency (SHA).
- d. The candidate should not have been convicted by any Court of Law.
- e. Canvassing of any kind will lead to disqualification. The prescribed qualification is minimum essential and mere possessing the same does not entitle any candidate for selection.
- f. S/he is expected to conform to the rules of conduct and discipline as applicable to the BSSS employees.
- g. The competent authority reserves the right to assign any duty as and when required after selection.
- h. No extra/additional allowances will be admissible in case of such assignment.
- i. The appointee is entitled for all the benefits which are applicable to AB-PMJAY through SHA contractual employees.
- j. In case of any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action may be taken as deemed fit by the appointing authority.
- k. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
- l. Incomplete applications in any aspect will be summarily rejected.
- m. Bihar Swasthya Suraksha Samiti (BSSS) reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.


Administrative Officer
Bihar Swasthya Suraksha Samiti

Capacity Building (CB) & Information Education & Communication (IEC) Manager

Position	Capacity Building & Information Education & Communication Manager
No. of Post	1 (UR)
Location	Office of State Health Agency, AB-PMJAY, Bihar, Patna
Eligibility Criteria	
Age: Maximum 45 years as on 1 st January 2020	
Essential Qualification:	
<ul style="list-style-type: none"> • Two years MBA or Two years Post Graduate Diploma in Business Administration from recognized Institution/University, or • Master's degree in Social Work from recognized Institute/University 	
Essential Experience:	
<ul style="list-style-type: none"> • Minimum 5 years of working experience in health sector. • Preference will be given for experience under government organization. 	
Summary of Roles and Responsibilities:	
<ul style="list-style-type: none"> • Prepare roll-out plan for capacity building program • Conduct training needs assessment in consultation with the SHA • Development of training content (modules) – coordinate with SHA. Some of the areas of focus may include (i) Overview of the scheme (ii) Identification of beneficiaries (iii) Empanelment of hospitals (iv) Claim settlement (v) Fraud and corruption (vi) Grievance redressal etc. • Getting training content pre-tested and also reviewed by technical experts of different domains • Identify master trainers as well as resources for training • Coordinate and ensure roll-out of training activities as per plan; build capacities of state and district level staff • Ensure quality assurance of the trainings; develop necessary tools and formats for this process. • Undertake pre and post training assessment, analyze information and take actions on gaps • Develop guidelines for IEC/BCC Program for the scheme, keeping in view the evidence (data) based rationale, background work already undertaken, innovations etc. • Coordinate with the verticals of SHA and analyze need for IEC/BCC; this should be reflected in the guideline for the IEC/BCC program • Develop Media Plans and coordinate for execution of mass media campaigns, social media interventions. • Advise on the appropriate mix of materials to be developed as per the specific request for the communication campaigns and facilitate creating prototypes/ artworks for the same • Review available formative research to develop, guide the development/modification/adaptation of the communication materials • Identify and undertake the creative development of key messages that need to be included in communication materials for concerned campaigns. • Organize review of IEC/BCC activities. 	

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- Coordinate development of creative graphics and content suitable for social media
- Coordinate development of the following: annual report, e-book, newsletter, reports etc.
- Coordinate with print and electronic media to organize press briefings and subsequently prepare and disseminate press releases
- Manage and oversee the work of agencies contracted for the development of communication campaigns / materials, if needed. This includes guiding as well as overseeing aspects related to creative content development / treatment, graphic design and layout

Desirable skills:

- Strong communication skills.
- Ability to operate effectively with people at all levels
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point/ Office suites, internet and other relevant technology
- Excellent presentation Skills, sound comprehension, analytical and interpersonal abilities, excellent oral and written communication skills in English and Hindi

Salary (Cost to the Organization) : INR 7,50,00/- per month



Job Descriptions: Monitoring & Evaluation Manager

Position	Monitoring & Evaluation Manager
No. of Post	1 (UR)
Location	Office of State Health Agency, AB-PMJAY, Bihar, Patna
Eligibility Criteria	
Age: Maximum 45 years as on 1 st January 2020	
Qualification:	
Essential	
<ul style="list-style-type: none"> • Masters in Statistics; or • Master in Population Science from recognized University/Institute; or • MBA/Two-Year Post Graduate Diploma in Health Management or Public Health from recognized Institution/University. 	
Desirable	
<ul style="list-style-type: none"> • Certification in SPSS/R/Data Analytics/Data Mining /Data Sciences/Big data will be preferred 	
Experience:	
Essential	
<ul style="list-style-type: none"> • At least 5 years of relevant experience in monitoring and evaluation and data analysis in social sector schemes with public/ private sector 	
Desirable	
<ul style="list-style-type: none"> • Preference will be given for experience in the Public Health or Insurance Industry. 	
Purpose of Assignment:	
To develop and implement monitoring and evaluations plans consistent with program design; design and implement data collection systems; collect and analyze quantitative and qualitative data; conduct timely assessments and evaluations; and contribute to SHA reports as required.	
Summary of Roles and Responsibilities:	
<ul style="list-style-type: none"> • Monitor different activities of the scheme such as functioning of SHA, hospitals, field personnel, monitoring achievement of goals etc. • Organize routine, periodical and surveillance visits to all the entities participating in the scheme to ensure that all processes are running as per defined standards • Develop and coordinate risk and control assessment programs, fraud triggers and business intelligence tools in collaboration with the IT and medical management teams • Identify the bottlenecks in implementation, export and analyse data and provide feedback on the scheme implementation. • Socio- economic impact survey among the beneficiaries / community, cost of health/ burden reduced etc. Systemic alliance with Operations, Finance, Legal, Grievance to track all round progress and feed to other units on performance. • Implement the monitoring system and generating regular quality data from the field. • Use of data and information from M&E system for real time decision making to improve the scheme implementation • Design and implement feedback forms including in local vernacular ascertaining 	

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- awareness, utilization of benefits by beneficiaries and healthcare outcomes
- Facilitate baseline survey and impact assessment by the organization as and when needed
- Report to the Chief Executive Officer on all exceptional findings and provide routine dashboard support
- Produce regular progress and monitoring reports for district counterparts and ensure regular and systematic feedback loops
- Undertake any additional responsibilities given by the State Health Agency.

Desirable skills:

- Strong analytical skills and advance IT skills for making attractive presentations.
- Managing large scale technology implementation in government system, knowledge on working on statistical software package and handling of voluminous data. Ability to operate effectively with people at all levels
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point/ Office suites, internet and other relevant technologies.
- Excellent Communication & Presentation Skills, sound comprehension, analytical and interpersonal abilities, excellent oral and written communication skills in English and Hindi
- Confidentiality, Dependability, Client Confidentiality

Salary (Cost to the Organization): INR 7,50,00/- per month

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