



STATE HEALTH SOCIETY BIHAR

Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014



Situations Vacant :

State Health Society, Bihar registered under Indian Society Registration Act, 1860 (Reg. No-08/2005-06) was set up to provide additional managerial and technical capacity to the Dept. of Health and F.W., Govt. of Bihar for implementation of National Rural Health Mission in the State of Bihar. For establishing Ayush Programme Management Unit in State Health Society, Bihar applications are invited for following posts -

Ayush Programme Management Unit, State Health Society, Bihar –

1. Programme Manager - One post
2. Finance Manager - One post
3. Accounts Manager - One post
4. Data Assistant - One post

District Health Society, Bihar –

1. Ayush Specialist Doctor (Ayurveda) - 19 post (UR-10, SC-03, EBC-03, BC-02, BC(F)-1)
2. Ayush Specialist Doctor (Unani) - 08 post (UR-04, SC-01, EBC-02, BC-01)
3. Ayush Specialist Doctor (Homeopath) - 11 post (UR-06, SC-02, EBC-02, BC-01)

The ToR, qualifications/ experience/ emoluments of above positions and application form available on the website of the State Health Society, Bihar (www.statehealthsocietybihar.org). Willing person who fulfill the eligibility criteria should submit his/her application, addressed to the **Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna- 800014**, containing self attested photocopies of certificate and testimonials in sealed envelope so as to reach this office by 5 PM on or before 31st December, 2010. On the right top of envelope – Name of the post applied for- should be mentioned in capital letters and red ink.

- Incomplete application/ application received after prescribed date and time shall not be entertained.
- The society reserves the right to postpone/cancel the appointments of one or all the posts; its decision will be final.

(Executive Director)
State Health Society, Bihar



राज्य स्वास्थ्य समिति, बिहार

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**State Health Society, Bihar
Parivar Kalyan Bhawan, Sheikhpura, Patna 800014**

Terms of Reference

Inviting applications for positions – Programme Management Unit (AYUSH)

Department of Indian Systems of Medicine and Homoeopathy (ISM&H) was created in March, 1995 and re-named as Department of Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy (AYUSH) in November, 2003 with a view to providing focused attention to development of Education & Research in Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homoeopathy systems. The Department continued to lay emphasis on upgradation of AYUSH educational standards, quality control and standardization of drugs, improving the availability of medicinal plant material, research and development and awareness generation about the efficacy of the systems domestically and internationally.

The NRHM seeks to revitalize local health traditions and mainstream AYUSH including manpower, to strengthen the Public Health System at all levels. With this objective, State Health Society, Bihar under National Rural Health Mission is inviting applications for the following positions on contractual basis:

Position: Programme Manager

Reporting to State Programme Officer - AYUSH, SHSB

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Roles and Responsibilities:

- Provide technical and managerial assistance for implementation of the NRHM and its goals as may be agreed upon from time to time with AYUSH Wing of State Health Society.
- Assist the State Programme Manager-AYUSH in all the matters relating to overall management of human and financial resources under the package of NRHM in the State.
- Analyze financial and physical progress report of all the districts and take corrective measures for improving output.
- Submit reports and organize meetings for reviewing the AYUSH programme.
- Provide necessary support to technical consultant appointed at state and field level.
- Regular follow up of the programs and report to concerned authority accordingly. Ensure the participation of Government authorities, development partners in the process to develop operational plans and strategies, monitoring the implementation process and progress as far as AYUSH system is concerned.
- Prepare monthly action plan for AYUSH and ensure that proposed activities are implemented timely and effectively.
- Documentation of the best practices/success stories.
- Advocacy with regional/district level government officials and functionaries.
- Undertake studies & budgeting and financial planning as required by the low performing areas concerning AYUSH.

- Undertake any other duties assigned to him by State Programme Manager - AYUSH and his team.
- Supportive supervision visits to the districts and ensure timely and quality programme delivery and reporting.

Qualification & Experience:

- Post Graduation or higher qualification in Public health /Community health / Social Sciences /Social Welfare/Rural Management along with 3 years work experience in reputed organizations preferably with AYUSH stream in Govt. 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.

Position: Finance Manager

Reporting to State Programme Officer - AYUSH, SHSB

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Key responsibilities:

- Guide, monitor and supervise financial and administrative matters, based on needs assessment and in collaboration with State Programme Manager - AYUSH and concerned departments.
- Carry out consultation and monitoring visits to Districts.
- Understanding and keeping updated on local laws on Tax, T.D.S., FCRA, and other applicable laws.
- Ensure timely and up-to-date data and information availability on all financial project and programme matters concerning AYUSH according to the requirement.
- Preparing guidelines for grants disbursements.
- Disbursing the grants as per the guidelines.
- Developing formats which would contain information regarding the utilization of funds disbursed to them.
- Preparing the contracts document.
- Financial assessment / monitoring of projects under AYUSH.
- Preparation of annual budgets for the AYUSH Programmes.
- Providing assistance to the various components of AYUSH in developing budgets.

Qualification and Experience:

- Post graduation or higher qualification in Commerce/ financial management/ICWA.
- At least 3 years of relevant work experience in any reputed organization preferably with 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.

Position: Accounts Manager

Reporting to State Programme Officer - AYUSH, SHSB

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Roles & Responsibilities:

- Periodic auditing/checking of accounts maintained by districts / health facilities within state 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.
- To establish audit & accounting systems, Procedures and internal controls on regular basis for programme funding to all the stakeholders and health facilities within the state.
- 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.
- Consolidate monthly and quarterly financial reports and variance analysis, assess the financial impact from the budget and suggest appropriate corrective actions.
- To ensure that all expenses are in conformity with established rules and regulations.
- 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 AYUSH programme.
- Compile and monitor financial information of the programme and other agencies as required.
- Undertake any other finance related duties assigned to him by reporting officer.

Qualification and Experience:

- Graduation or higher qualification in Commerce /financial management/ICWA.
- At least 3 years of relevant work experience in any reputed organization preferably in 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.

Position: Data Assistant

Reporting to State Programme Manager - AYUSH, SHSB

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Roles and Responsibilities:

- Supervision of data flowing from district level.
- To compile reports, data entry and analysis and giving feedbacks to the health facilities and State Programme Management Unit.
- Preparing monthly and quarterly HMIS reports at state level.
- Collecting the monthly HMIS reports from health facilities.
- Undertake field visits whenever required.

Eligibility:

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

General Condition:

- Maximum age limit 45 years.
- Specific work experience in relevant field may be indicated in application.
- The recruitment will be on contract basis for a period of 1 year which may be renewed every year based on performance & conduct of the consultant.
- Consolidated Salary for Programme Manager, Finance Manager, Accounts Manager and Data Assistant will be Rs. 25, 000/-, Rs. 18, 000/-, Rs. 14, 000/- and Rs. 8, 000/- respectively.
- Application fees for the post mentioned would be Rs. 500/- and 250/- respectively for general & reserved category.
- Candidate applying for more than one position have to submit application fee for each of the positions separately.
- No application will be accepted without submission of application fee.
- Original Bank Draft (Application Fee) drawn on any nationalized bank and payable at Patna favoring "State Health Society, (AYUSH Division) Bihar" should be sent along with application form to Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014.
- Only short listed candidates will be called for interview.
- No TA/DA will be given for attending the interview for any position.
- The society reserves the right to cancel any or all the positions mentioned above.
- Application in the prescribed format and complete in all respect must be sent to **Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014** containing self attested photocopies of certificate and testimonials in sealed envelope by speed/registered post on or before 31/12/2010 at 5 pm. The name of the post applied for must be mentioned on the top of the envelope.
- Application form available on the website www.statehealthsocietybihar.org

AYUSH Specialist Doctor (Ayurvedic, Unani, Homeopath)

1. Position: Specialist AYUSH Doctor (Ayurvedic)

Reporting to Civil Surgeon / District Medical Officer (AYUSH) of the concerned district.

Place of Posting – District

No. of Position – 19

Category – As per Reservation Roaster

Eligibility Criteria

➤ Essential -

- M.D in Ayurved (Kaya Chikitsa) Medicine, (IMCI recognized) with at least 3 years of experience as Ayurvedic Physician Specially in **Panch Karma** after PG degree has been obtained.

➤ Desirable -

- Trained in Panch Karma.
- Experience and the ability to work in district level hospitals and be able to control Ayurvedic Specialized Hospital at District Level Hospital.

Duties and responsibilities:

1. To perform all kinds of Ayurvedic medicine Specialist Consultant & able to control Ayurvedic Specialist Clinic independently.
2. To liaison with medical, nursing and other personnel in all matter related to AYUSH.
3. To coordinate and participate in District Level NRHM Planning (AYUSH) training of health personnel on AYUSH activities at district level.
4. To Participate in AYUSH departmental meetings.
5. To Coordinating and maintain liaison with different stakeholders including DHS, AYUSH Dept., Agriculture, Forest, education, social welfare ,developmental/ NGO sector for promotion of AYUSH care services.
6. Any other as assigned by supervisor.

Remuneration:- Consolidated salary of Rupees 35,000/- (Thirty five thousand) per month.

Age Limit:- Below 65 years.

2. Position: Specialist AYUSH Doctor (Unani)

Reporting to Civil Surgeon / District Medical Officer (AYUSH) of the concerned district.

Place of Posting – District

No. of Position – 08

Category – As per Reservation Roaster

Eligibility Criteria

➤ **Essential**

- M.D in Unani (Moalajat) Medicine, (IMCI) recognized with at least 3 years of experience as Unani Physician Preferring in (ilaje-bil.Tadbeer) after PG degree has been obtained.

➤ **Desirable:**

- Trained in (ilaje-bil.Tadbeer).
- Experience and the ability to work in district level hospitals and be able to control Unani Specialized Hospital at District Level Hospital.

Duties and responsibilities:

1. To perform all kinds of Unani medicine Specialist Consultant & able to control Unani Specialist Clinic independently.
2. To liaison with medical, nursing and other personnel in all matter related to AYUSH.
3. To coordinate and participate in District Level NRHM Planning (AYUSH), training of health personnel on AYUSH activities at district level.
4. To Participate in AYUSH departmental meetings.
5. To Coordinating and maintain liaison with different stakeholders including DHS, AYUSH Dept., Agriculture, Forester, education, social welfare ,developmental/ NGO sector for promotion of AYUSH care services.
6. Any other as assigned by supervisor.

Remuneration:- Consolidated salary of Rupees 35,000/- (Thirty five thousand) per month.

Age Limit:- Below 65 years.

3. Position: Specialist AYUSH Doctor (Homeopath)

Reporting to Civil Surgeon / District Medical Officer (AYUSH) of the concerned district.

Place of Posting – District

No. of Position – 11

Category – As per Reservation Roaster

Eligibility Criteria

➤ **Essential -**

- M.D in Homeopathy (Practice of Medicine) Medicine, (CCHM) recognized with at least 3 years of experience as Homeopath Physician Specially in (RCH, Reproductive & Child Health) after PG degree has been obtained.

➤ **Desirable -**

- Trained in RCH, Reproductive & Child Health.
- Experience and the ability to work in district level hospitals and be able to control Homeopath Specialized Hospital at District Level Hospital.

Duties and responsibilities:

1. To perform all kinds of Homeopath medicine Specialist Consultant & able to control Homeopath Specialist Clinic independently.
2. To liaison with medical, nursing and other personnel in all matter related to AYUSH.
3. To coordinate and participate in District Level RRHM Planning (AYUSH), training of health personnel on AYUSH activities at district level.
4. To Participate in AYUSH departmental meetings.
5. To Coordinating and maintain liaison with different stakeholders including DHS, AYUSH Dept., Agriculture, Forester, education, social welfare ,developmental/ NGO sector for promotion of AYUSH care services.
6. Any other as assigned by supervisor.

Remuneration:- Consolidated salary of Rupees 35,000/- (Thirty five thousand) per month.

Age Limit:- Below 65 years.

General Condition:

1. Maximum age limit 65 years (As on 30.11.10).
2. Specific work experience in relevant field may be indicated in application.
3. The recruitment will be on contract basis for a period of 1 year which may be renewed every year based on performance & conduct of the consultant.
4. Reservation Roaster will be applicable as per Bihar Govt. Norms.
5. Application fees for the post Rs.500/- for applicants under General category, fee for OBC and SC/ST candidates would be Rs. 500/- and 250/- respectively.
6. Candidate applying for more than one position have to submit application fee for each of the positions separately.
7. No application will be accepted without submission of application fee.
8. Original Bank Draft (Application Fee) drawn on any nationalized bank and payable at Patna favoring “**State Health Society, Bihar**” should be sent along with application form.
9. Only short listed candidates will be called for interview.
10. No TA/DA will be given for attending the interview for any position.
11. The society reserves the right to cancel any or all the positions mentioned above.
12. Application in the prescribed format and complete in all respect must be sent to **Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014** containing self attested photocopies of certificate and testimonials in sealed envelope by speed/registered post on or before 31 /12/2010 at 5 pm. The name of the post applied for must be **mentioned on the top** of the envelope.
13. The **ToR**, qualifications/ experience/ emoluments of above positions and application form available on the website **www.statehealthsocietybihar.org** .

Last date of submission of form along with fee is 31/12 /2010 at 5 pm.

- Applications should be sent in prescribed format available on the above mentioned website clearly mentioning the position applied. Applications in other format will not be accepted.
- For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted on working days during office hours (10.00 – 17.00 hrs) on Ph. No. 0612-2281545.

Application Form

Application for the post of		Affix recent photograph		
Demand Draft Details	Issuing Bank: Branch: Demand Draft Number: Date of issue: Payable at: Category: General/OBC/SC/ST (tick mark whichever is applicable)			
Name				
Father's/ Husband's Name				
Date of Birth				
Age (as on 30.11.10)				
Marital Status				
Nationality				
Cast / Category				
Present Address				
Permanent Address				
Contact Number				
E-mail ID				
Academic background (Starting from highest)				
SN	Qualification	School/Institute /University	Year of passing	Percentage of Marks/ grades obtained (if any)
1				
2				
3				
4				
5				
Technical Qualification (Starting from highest)				
SN	Qualification	School/Institute /University	Year of passing	Percentage of Marks/ grades obtained (if any)
1				
2				
3				
4				

Trainings and workshops attended				
SN	Topic	Institution/Organization	Year	Objective of the training/ workshop
1				
2				
3				
4				
Work Experience (starting from the latest)				
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			
Any other information that the candidate would like to give in support of his/her candidature				

Signature

Note: The candidate may use additional paper if required.