



# 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 Tobacco Cell under National Tobacco Control Programme State Health Society, Bihar applications are invited for following posts -

1. Psychologist - Two post (UR -1, EBC -1)
2. Social Worker - Two post (UR -1, EBC -1)
3. Data Entry Operator - Two post (UR -1, EBC -1)

The ToR, qualifications/ experience/ emoluments of above positions and application form is available on the website of the State Health Society, Bihar ([www.statehealthsocietybihar.org](http://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 5<sup>th</sup> January, 2011. 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 application for the various posts under National Tobacco Control Program (NTCP). State Health Society (National Rural Health Mission), Bihar is inviting application from the suitable candidate on contractual basis under NTCP, the details of Position, Qualification, Experiences are as under:

### **1. Position: Psychologist**

Reporting to District Nodal officer and State Tobacco Control Cell

Place of Posting – District Level

No. of Position – 2 (One Patna, One Munger)

Category – As per reservation roster

#### **Essential Qualification/Requirements:**

- (1) Post Graduate or Graduate degree in Psychology or related fields.
- (2) Two years post qualification work experience in the field of Community Health/ Community Development Programmes or related field.
- (3) Computer proficiency.
- (4) Proficiency in written and spoken English and Hindi.

#### **Job Specifications/Responsibilities:**

- To setup and manage tobacco cessation facilities and do advocacy for behavioral change.
- To work in coordination with social worker in carrying out outreach activities.
- To support cessation activities at school/ community level.
- To monitor the implementation of tobacco Control Laws in coordination with Social Worker.
- To monitor NGO's/groups at District level, compile reports on monthly basis.
- Any other work assigned by MoHFW/ District Nodal Officer and State Health Society/State Tobacco Control Cell.

**Remuneration:** - Consolidated salary of Rupees 10,000/- (Ten thousand) per month.

### **2. Position: Social Worker**

Reporting to District Nodal officer and State Tobacco Control Cell

Place of Posting – District Level

No. of Position – 2 (One Patna, One Munger)

Category – As per reservation roster

#### **Essential Qualification/Requirements:**

- (1) Post Graduate or Graduate degree in Social Work/Sociology or related fields.
- (2) Two years post qualification work experience in the field of Community Health/ Community Development Programmes or related field.
- (3) Computer proficiency.
- (4) High proficiency in written and spoken English and Hindi.

#### **Job Specifications/Responsibilities:**

- To provide support to the school health programme.
- To facilitate in developing local IEC materials.

- To monitor NGO's/ groups at District level, & compile reports on monthly basis.
- To facilitate monitoring and review of Tobacco Control Laws.
- To develop partnerships with NGO's/Organisations/ PRI's/ Urban Level Bodies (ULB's) for further community support.
- To carry out outreach activity/ social mobilization.
- Facilitate in capacity building of stakeholders / law enforcers.
- Any other work assigned by MoHFW/ District Nodal Officer and State Health Society/State Tobacco Control Cell.

**Remuneration:** - Consolidated salary of Rupees 8,000/- (Eight thousand) per month.

### **3. Position: Data Entry Operator**

Reporting to District Nodal officer and State Tobacco Control Cell

Place of Posting – District Level

No. of Position – 2 (One Patna, One Munger)

Category – As per reservation roster

#### **Essential Qualification/Requirements:**

- (1) 10+2 with Diploma / Certificate (6 months or more duration's course) in computer application from a reputed institute and should have at least one year experience in related field
- (2) Typing speed of 40 w.p.m. in English and 35 w.p.m. in Hindi.
- (3) Data entry speed minimum 8000 key depressions/hr.
- (4) Should be well conversant with various computer programming including MS Word, Excel and simple statistical packages.

#### **Job Specifications/Responsibilities:**

- To provide assistance to the District Tobacco Control Cell. To generate monthly reports with the help of Psychologist and Social Worker.
- Ensure regular entry of all relevant data in the computer pertaining to various aspects of NTCP in a systematic manner.
- Analyze data and compile report for tobacco control.
- Maintenance and up keep of the computer and its accessories including virus defense.

**Remuneration:** - Consolidated salary of Rupees 6,000/- (Six thousand) per month.

#### **General Conditions :**

1. Maximum age limit 45 years.
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 years which may be renewed every year based on performance & conduct of the consultant.
4. Application fees for the post mentioned above is Rs.500/- for applicants under General category, fee for OBC and SC/ST candidates would be Rs. 300/- and 250/- respectively for the position.
5. **No application will be accepted without submission of application fee.**
6. 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 to Executive Director, State Health Society, Bihar, Parivar Kalyan Bhawan, Sheikhpura, Patna 800014.
7. Only short listed candidates will be called for interview.
8. No TA/DA will be given for attending the interview for any position.
9. The society reserves the right to cancel the positions mentioned above.

10. Application in the prescribed format and complete in all respect must reach the **Executive Director, State Health Society, Bihar, Parivar Kalyan Bhawan, Sheikhpura, Patna 800014** by speed/registered post on or before 05-01-2011 at 5 P.M. **The name of the post applied for must be mentioned on the top of the envelope.**

Details of short listed candidates who would be invited for selection/interview will be displayed on the website: [www.statehealthsocietybihar.org](http://www.statehealthsocietybihar.org)

Last date of submission of form along with fee is 05-01-2011 at 5 P.M.

**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.

**Executive Director  
State Health Society Bihar**

## Application Form

<b>Application for the post of</b>					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					
<b>Academic background (Starting from highest)</b>					
SN	Qualification	School/Institute /University	Year of passing	Percentage of Marks/ grades obtained (if any)	
1					
2					
3					
4					
5					
<b>Technical Qualification (Starting from highest)</b>					
SN	Qualification	School/Institute /University	Year of passing	Percentage of Marks/ grades obtained (if any)	
1					
2					
3					
4					

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

Signature

**Note: The candidate may use additional paper if required.**