



बिहार सरकार

राज्य स्वास्थ्य समिति, बिहार

परिवार कल्याण भवन, शेखपुरा, पटना - 14



संविदा के आधार पर लेखापाल, कीट संग्रहकर्ता एवं सेक्रेटेरीयल सहायक (राज्य स्तर) एवं राज्य के कालाजार प्रभावित 31 जिलों में फाइनेंशियल एवं लॉजिस्टिक सहायक तथा डाटा इन्ट्री ऑपरेटर (जिला स्तर) के नियुक्ति हेतु आवेदन-आमंत्रण

राज्य एवं जिला स्तर पर कालाजार उन्मूलन कार्यक्रम को सफल बनाने के उद्देश्य से स्वास्थ्य विभाग, बिहार सरकार के अधीन संविदा के आधार पर लेखापाल, कीट संग्रहकर्ता एवं सेक्रेटेरीयल सहायक (राज्य स्तर) एवं राज्य के कालाजार प्रभावित 31 जिलों (औरंगाबाद, गया, जमुई, कैमुर, नवादा, रोहतास एवं शेखपुरा को छोड़कर) में फाइनेंशियल एवं लॉजिस्टिक सहायक तथा डाटा इन्ट्री ऑपरेटर (जिला स्तर) की नियुक्ति करने हेतु इच्छुक अभ्यर्थियों से आवेदन पत्र आमंत्रित किये जाते हैं।

क्र० सं०	आवेदित पद का नाम	स्तर	रिक्त पदों की संख्या	मानदेय (एकमुश्त)	योग्यता एवं अनुभव
1.	लेखापाल	राज्य स्तर	01	10,000/- प्रतिमाह	स्नातक (कॉमर्स)/ एस.ए.एस. उत्तीर्ण लेखापाल अथवा इन्स्टीच्युट ऑफ सेक्रेटेरीयल ट्रेनिंग एण्ड मैनेजमेंट (कार्मिक एवं पी०जी० मंत्रालय) से कैश एवं लेखा का प्रशिक्षण में उत्तीर्णता के साथ लेखा, विश्लेषण, बजट, वित्तीय सॉफ्टवेयर एवं रिपोर्टिंग सिस्टम में कम-से-कम पाँच वर्षों का अनुभव अनिवार्य है।
2.	कीट संग्रहकर्ता	राज्य स्तर	02 (1 पद अनारक्षित एवं 1 पद अत्यंत पिछड़ा वर्ग के लिए)	8,000/- प्रतिमाह	+2 विज्ञान के साथ उत्तीर्ण एवं एक वर्ष का अनुभव अनिवार्य है।
3.	सेक्रेटेरीयल सहायक	राज्य स्तर	01	6,500/- प्रतिमाह	मान्यता प्राप्त विश्वविद्यालय से स्नातक। साथ में आशुटंकक 80 शब्द/मिनट एवं टाईपिंग स्पीड 30 शब्द/मिनट के साथ-साथ कम्प्यूटर की जानकारी (एम०एस०ऑफिस, एक्सेल, पावरप्वाइंट) एवं न्यूनतम 1-2 वर्षों का कार्यालय पत्राचार का अनुभव अनिवार्य है।
4.	फाइनेंशियल एवं लॉजिस्टिक सहायक	जिला स्तर	31 (प्रत्येक कालाजार प्रभावित जिला के लिए एक पद)	8,000/- प्रतिमाह	स्नातक (कॉमर्स)/ एस.ए.एस. उत्तीर्ण लेखापाल अथवा इन्स्टीच्युट ऑफ सेक्रेटेरीयल ट्रेनिंग एण्ड मैनेजमेंट (कार्मिक एवं पी०जी० मंत्रालय) से कैश एवं लेखा का प्रशिक्षण में उत्तीर्णता के साथ लेखा, विश्लेषण, बजट, वित्तीय सॉफ्टवेयर एवं रिपोर्टिंग सिस्टम में कम-से-कम पाँच वर्षों का अनुभव अनिवार्य है।
5.	डाटा इन्ट्री ऑपरेटर	जिला स्तर	31 (प्रत्येक कालाजार प्रभावित जिला के लिए एक पद)	6,500/- प्रतिमाह	मान्यता प्राप्त विश्वविद्यालय से स्नातक। कम्प्यूटर का कार्यसाधक ज्ञान एवं एम०एस०ऑफिस, एक्सेल, पावरप्वाइंट, इंटरनेट पर परिचालन ज्ञान के साथ सांख्यिकीय विश्लेषण में उपयोग किया जाने वाला सॉफ्टवेयर के साथ काम करने में सक्षम होना चाहिए तथा डाटा संधारण एवं विश्लेषण तथा कार्यालय पत्राचार का न्यूनतम 1-2 वर्षों का अनुभव अनिवार्य है।

(2)

सामान्य निर्देश

1. सभी पदों के लिए अधिकतम उम्र सीमा 40 वर्ष (दिनांक 30/6/2010 तक) की होगी।
2. शैक्षणिक योग्यता एवं अनुभव के आधार पर सूचिबद्ध उम्मीदवार को साक्षात्कार के लिए बुलाया जाएगा।
3. साक्षात्कार में भाग लेने के लिए कोई यात्रा भत्ता देय नहीं होगा।
4. पूर्ण विस्तृत बायो-डाटा एवं आवेदन पत्र (विहित प्रपत्र में) राज्यस्तरीय पदों हेतु कार्यपालक निदेशक, राज्य स्वास्थ्य समिति, बिहार, परिवार कल्याण भवन, शेखपुरा, पटना-14 के पते पर एवं जिलास्तरीय पदों हेतु संबंधित जिला स्वास्थ्य समिति के पते पर स्पीड/निबंधित डाक के माध्यम से दिनांक 22.06.2010 तक या उससे पूर्व निश्चित रूप से पहुँच जाना चाहिए। अधूरा/निर्धारित समय एवं तिथि के बाद प्राप्त आवेदन स्वीकार नहीं किया जायेगा। आवेदित पद का नाम लिफाफे के उपर अवश्य लिखा होना चाहिए।
5. आवेदन के साथ स्वप्रमाणित शैक्षणिक योग्यता प्रमाण पत्र, अनुभव प्रमाण पत्र/ प्रशंसा पत्र (Testimonials) अवश्य संलग्न रहे।
6. किसी पद या सभी पदों के विरुद्ध नियुक्ति स्थगित करने/रद्द करने के लिये समिति सक्षम होगी, उसका निर्णय अंतिम होगा।

विस्तृत जानकारी - उपरोक्त पदों से संबंधित **जिलावार आरक्षित पदों की स्थिति, TOR, शैक्षणिक योग्यता, अनुभव, वेतनादि एवं आवेदन के लिये विहित प्रपत्र**, राज्य स्वास्थ्य समिति, बिहार, पटना के वेबसाइट www.statehealthsocietybihar.org पर उपलब्ध है।

- आवेदन जमा करने की अंतिम तिथि - 22.06.2010

कार्यपालक निदेशक
राज्य स्वास्थ्य समिति, बिहार

राज्य स्वास्थ्य समिति, बिहार
परिवार कल्याण भवन, शेखपुरा, पटना

कालाजार प्रभावित 31 जिलों में फाइनेंशियल एवं लॉजेस्टिक सहायक तथा डाटा इन्ट्री ऑपरेटर के नियुक्ति हेतु
आरक्षण रोस्टरवार स्थिति

क्र०	जिला का नाम	पद का नाम - फाइनेंशियल एवं लॉजेस्टिक सहायक		पद का नाम - डाटा इन्ट्री ऑपरेटर	
		पदों की संख्या	आरक्षण रोस्टरवार स्थिति	पदों की संख्या	आरक्षण रोस्टरवार स्थिति
1.	अररिया	1	अनारक्षित	1	अनारक्षित
2.	अरवल	1	अत्यंत पिछड़ा वर्ग	1	अत्यंत पिछड़ा वर्ग
3.	बॉका	1	अनारक्षित	1	अनारक्षित
4.	बेगुसराय	1	अनुसूचित जाति	1	अनुसूचित जाति
5.	भागलपुर	1	अनारक्षित	1	अनारक्षित
6.	भोजपुर	1	पिछड़ा वर्ग	1	पिछड़ा वर्ग
7.	बक्सर	1	अनारक्षित	1	अनारक्षित
8.	दरभंगा	1	अत्यंत पिछड़ा वर्ग	1	अत्यंत पिछड़ा वर्ग
9.	पूर्वी चम्पारण	1	अनारक्षित	1	अनारक्षित
10.	गोपालगंज	1	अनुसूचित जाति	1	अनुसूचित जाति
11.	जहानाबाद	1	अनारक्षित	1	अनारक्षित
12.	कटिहार	1	पिछड़ा वर्ग	1	पिछड़ा वर्ग
13.	खगड़िया	1	अनारक्षित	1	अनारक्षित
14.	किशनगंज	1	अत्यंत पिछड़ा वर्ग	1	अत्यंत पिछड़ा वर्ग
15.	लखीसराय	1	अनारक्षित	1	अनारक्षित
16.	मधेपुरा	1	अनुसूचित जाति	1	अनुसूचित जाति
17.	मधुबनी	1	अनारक्षित	1	अनारक्षित
18.	मुंगेर	1	अत्यंत पिछड़ा वर्ग की महिला	1	अत्यंत पिछड़ा वर्ग की महिला
19.	मुजफ्फरपुर	1	अनारक्षित	1	अनारक्षित
20.	नालन्दा	1	अत्यंत पिछड़ा वर्ग	1	अत्यंत पिछड़ा वर्ग
21.	पटना	1	अनारक्षित	1	अनारक्षित
22.	पूर्णिया	1	पिछड़ा वर्ग	1	पिछड़ा वर्ग
23.	सहरसा	1	अनारक्षित	1	अनारक्षित
24.	समस्तीपुर	1	अनुसूचित जाति	1	अनुसूचित जाति
25.	सारण	1	अनारक्षित	1	अनारक्षित
26.	शिवहर	1	अत्यंत पिछड़ा वर्ग	1	अत्यंत पिछड़ा वर्ग
27.	सीतामढ़ी	1	अनारक्षित	1	अनारक्षित
28.	सीवान	1	अनुसूचित जाति	1	अनुसूचित जाति
29.	सुपौल	1	अनारक्षित	1	अनारक्षित
30.	वैशाली	1	पिछड़ा वर्ग	1	पिछड़ा वर्ग
31.	पश्चिमी चम्पारण	1	अनारक्षित	1	अनारक्षित

Application Format

Application for the post of	
Name	
Father's/ Husband's Name	
Date of Birth	
Age (as on 30.6.10)	
Marital Status	
Nationality	
Present Address	
Permanent Address	
Contact Number	
E-mail	

Academic background (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	
	Name of the Organization with its brief profile	
	Designation held	
	Brief profile of the responsibilities held	
Experience 2	From	
	To	
	Name of the Organization with its brief profile	
	Designation held	
	Brief profile of the responsibilities held	
Experience 3	From	
	To	
	Name of the 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.

TERMS OF REFERENCES

For kala-azar elimination : STATE LEVEL

1. ACCOUNTANT : One post for each State ✓

Purpose

- To maintain proper accounts/budget of the project and update the same from time to time.
- To ensure timely receipt of SOEs and utilization certificates from the concerned districts of the State and submission to the Directorate NVBDCP for strengthening the financial management system under the World Bank Project

Responsibilities

1. To maintain accounts and render assistance to financial and procurement experts including updating of accounts from time to time
2. Maintain the records and reports pertaining to the project
3. Liaison with the District and State programme offices.
4. Move files to the concerned officer

Qualification and Experience

Graduate in Commerce/ qualified SAS accountant or persons who have qualified cash & account training from Institute of Secretarial Training & Management (Min. of Personnel & PG) with minimum 5 year of experience in accounting, analysis, budgeting, financial software and reporting systems.

Nature of appointment

The appointment will be on contract basis, extendable each year on basis of performance, in the Project Period.

Reporting

The Accountant will report to the immediate officer under State programme officer (NVBDCP).

Age

Should not be above 40 years and ready to travel extensively.

Salary

Rs.10,000/- per month (consolidated)

Other Entitlement

Leave : Annual leave to be accrued for one year: 30 days per annum
(two and half days per month)
Sick Leave : 10 days per annum
Maternity leave equal to 60 days half pay leave.

The leave remaining unutilized at the end of the contract shall not be en-cashed.

Travel : TA/DA as per State NRHM.

Recession

Either party may rescind this Agreement at any time by giving the other party, at least 15 calendar days notice in writing of its intention to do so. Compensation may be paid in lieu of notice, which will not be less than one week's remuneration for each unexpired month of the Agreement.

Deliverables

The Accountant will report to the immediate concerned officer and required to maintain financial budget and submission to appropriate concerned authorities Submission of Monthly Activity Report and year ending Annual Report to State Programme (NVBDCP) Officer. Evaluation of performance will be done based on monthly activity report.

Selection

Selection and appointment will be done based upon the procedures employed for State NRHM procedures.

For kala-azar elimination : STATE LEVEL

2. INSECT COLLECTOR : Two posts for each State

Purpose

- To maintain entomological records with area-wise /catching station wise adult collections.
- To assess anti-adult operations by conducting densities in various localities/villages.
- Cross checking of anti-adult operations to monitor the implementation of kala azar programme.

Responsibilities

- The Insect Collector will obtain necessary equipments and materials and carry with him/her when on duty.
- S/He is required to make adult and larval collections in village and around households in villages/urban areas in order to identify both breeding and resting habitats in urban and rural areas and extent of distribution of sand fly.
- S/He will take adult and larva so collected in tubes with roper babels indicating details of particulars regarding place of collection, types of water, exposure of sun-light presence or absence of vegetation etc. for identification of collected materials on same day.
- S/He is required to visit minimum of four fixed catching stations and equal numbers of random catching stations on every booking day, from 7.00 am to 12 noon and also check at least 50 (fifty) houses for breeding of vector mosquito in domestic/urban situations and at least 1½ km away from villages to identify breeding habitats in order to establish vector control operations.
- S/He will be involved in cross-checking of anti-larval and anti-adult operations to monitor the implementation of vector control operations by following carefully above mentioned assigned duties.

Qualification and Experience

XIith Science pass with one year experience.

Nature of appointment

The appointment will be on contract basis, extendable each year on basis of performance, in the Project Period.

Reporting

The Insect Collector will report to the immediate officer under State programme officer (NVBDCP).

Age

Should not be above 40 years and ready to travel extensively.

Salary

Rs.8,000/- per month (consolidated)

Other Entitlement

Leave : Annual leave to be accrued for one year: 30 days per annum
(two and half days per month)

Sick Leave : 10 days per annum

Maternity leave equal to 60 days half pay leave.

The leave remaining unutilized at the end of the contract shall not be en-cashed.

Travel : TA/DA as per State NRHM.

Recession

Either party may rescind this Agreement at any time by giving the other party, at least 15 calendar days notice in writing of its intention to do so. Compensation may be paid in lieu of notice, which will not be less than one week's remuneration for each unexpired month of the Agreement.

Deliverables

The Insect Collector will report to the immediate concerned officer and required to maintain entomological records and submission to appropriate concerned authorities. Evaluation of performance will be done based on monthly activity report.

Selection

Selection and appointment will be done based upon the procedures employed for State NRHM procedures.

For kala-azar elimination

: STATE LEVEL

3. SECRETARIAL ASSISTANT : One post for each State

Responsibilities

As secretarial assistant to the Officers of the rank of section officers/desk officers and consultants to assist in day to day implementation activities. Preferably should be computer literate. His responsibilities will be:

1. To handle the files & folders related to all districts
2. Typing job related to all correspondence records
3. To assist in official procedure related noting, drafting & maintenance of files.
4. To keep follow up actions of the subject matter allocated to them
5. To assist consultant/officers of district/State NVBDCP form time to time.

Qualification & Experience

Graduate from recognized University with shorthand speed of 80 w.p.m and typing speed of 30 wpm with computer knowledge on MS office, Excel, Power point and should have minimum 1-2 years experience in handling of official correspondence.

Nature of appointment

The appointment will be on contract basis, extendable each year on basis of performance, in the Project Period.

Reporting

The over all I/c would be the State Programme (NVBDCP) Officer at State Directorate

Age

Should not be above 40 years and ready to travel.

Salary

Rs.6,500/- per month (consolidated)

Other Entitlement

Leave : Annual leave to be accrued for one year: 30 days per annum
(two and half days per month)

Sick Leave : 10 days per annum

Maternity leave equal to 60 days half pay leave.

The leave remaining unutilized at the end of the contract shall not be en-cashed.

Travel : TA/DA as per State NRHM.

Recession

Either party may rescind this Agreement at any time by giving the other party, at least 15 calendar days notice in writing of its intention to do so. Compensation may be paid in lieu of notice, which will not be less than one week's remuneration for each unexpired month of the Agreement.

Deliverables

S/He will be required to submit a Monthly Activity Report to SPO and a year ending Annual Report. Evaluation of performance will be done based on monthly activity report.

Selection

Selection and appointment will be done based upon the procedures employed for State NRHM procedures.

TERMS OF REFERENCES

For kala-azar elimination : **DISTRICT LEVEL**

1. FINANCIAL & LOGISTIC ASSISTANT : One post for each district

Purpose

- To maintain proper accounts/budget of the project and update the same from time to time.
- To ensure timely receipt of SOEs and utilization certificates from the concerned districts of the State and submission to the Directorate NVBDCP for strengthening the financial management system under the World Bank Project

Responsibilities

1. To maintain accounts and render assistance to financial and procurement experts including updating of accounts from time to time
2. Maintain the records and reports pertaining to the project
3. Liaison with the District and State programme offices.
4. Move files to the concerned officer

Qualification and Experience

Graduate in Commerce/ qualified SAS accountant or persons who have qualified cash & account training from Institute of Secretarial Training & Management (Min. of Personnel & PG) with minimum 5 year of experience in accounting, analysis, budgeting, financial software and reporting systems.

Nature of appointment

The appointment will be on contract basis, extendable each year on basis of performance, in the Project Period.

Reporting

The Accountant will report to the immediate officer under State programme officer (NVBDCP).

Age

Should not be above 40 years and ready to travel extensively.

Salary

Rs.8,000/- per month (consolidated)

Other Entitlement

Leave : Annual leave to be accrued for one year: 30 days per annum (two and half days per month)

Sick Leave : 10 days per annum

Maternity leave equal to 60 days half pay leave.

The leave remaining unutilized at the end of the contract shall not be en-cashed.

Travel : TA/DA as per State NRHM.

Recession

Either party may rescind this Agreement at any time by giving the other party, at least 15 calendar days notice in writing of its intention to do so. Compensation may be paid in lieu of notice, which will not be less than one week's remuneration for each unexpired month of the Agreement.

Deliverables

The Accountant will report to the immediate concerned officer and required to maintain financial budget and submission to appropriate concerned authorities Submission of Monthly Activity Report and year ending Annual Report to State Programme (NVBDCP) Officer. Evaluation of performance will be done based on monthly activity report.

Selection

Selection and appointment will be done based upon the procedures employed for State NRHM procedures.

(5A)

For kala-azar elimination : **DISTRICT LEVEL**

2. **DATA ENTRY OPERATOR** : One post for each district

Responsibilities

1. To enter data in NAMMIS/computer based management information system (MIS) of the State / Districts
2. To analyze the MIS data and to submit Senior Officers.
3. Typing job related to all correspondence records
4. Send and receive e-mail messages
5. To assist consultant/officers of State/ District NVBDC support Project form time to time.

Qualification & Experience

S/He should be a graduate from recognized University. Working knowledge of computers and should be able to work with software used in statistical analysis with operating knowledge on MS office, Excel, Power point, internet and should have minimum 1-2 years experience in data recording and data analysis and handling of official correspondence.

Nature of appointment

The appointment will be on contract basis, extendable each year on basis of performance, in the Project Period under intimation to Directorate of NVBDCP.

Reporting

The **GIS Data Entry** operator will report to the State Programme (NVBDCP) Officer.

Age

Should not be above 40 years and ready to travel extensively.

Salary

Rs.6,500/- per month (consolidated)

Other Entitlement

Leave : Annual leave to be accrued for one year: 30 days per annum
(two and half days per month)

Sick Leave : 10 days per annum

Maternity leave equal to 60 days half pay leave.

The leave remaining unutilized at the end of the contract shall not be en-cashed.

Travel : TA/DA as per State NRHM.

Recession

Either party may rescind this Agreement at any time by giving the other party, at least 15 calendar days notice in writing of its intention to do so. Compensation may be paid in lieu of notice, which will not be less than one week's remuneration for each unexpired month of the Agreement.

Deliverables

He will update the MIS and GIS of the State regularly. Evaluation of performance will be done based on report from the supervising officer.

Selection

Selection and appointment will be done based upon the procedures employed for State NRHM procedures.