



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting application for various post under National Tobacco Control Program(NTCP)

State Health Society, Bihar invites application from the suitable candidates for the following post on contractual basis under NTCP, the details of Position, Qualification, Experiences are as under:

S.N.	Name of post	Eligibility & Qualification	Cat. /No. of Post	Consolidated Salary (PM)
1.	Psychologist (for Patna)	❖ Post Graduate or Graduate degree in Psychology with 2 yrs post qualification work experience in the field of CommunityHealth/Community Development Programmes or related fields. ❖ Computer proficiency ❖ Proficiency in written and spoken English and Hindi.	EBC - 1	Rs.10,000/-
2.	Social Worker (for Munger)	❖ Post Graduate or Graduate degree in Social Work/Sociology with a minimum of 2 years of post qualification work experience in the field of Community Health/Community Development Programmes or related fields. ❖ Computer proficiency ❖ High proficiency in written and spoken English and Hindi.	GEN - 1	Rs.8,000/-
3.	Data Entry Operator (for Patna)	❖ 10+2 with Diploma / Certificate (6 months or more duration's course) in computer application from a reputed institute with a minimum one year work experience.	EBC - 1	Rs.6,000/-

General Condition:

1. Maximum age limit 45 years (as on 30.09.11).
2. 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.
3. Reservation Roaster will be applicable as per Bihar Govt. Norms.
4. Application fees is Rs. 200/- for applicants under General category, Rs. 150/- for BC/EBC and Rs. 100/- for SC/ST candidates.
5. No application will be accepted without submission of application fee.
6. Bank Draft (Application Fee) drawn on any nationalized bank and payable at **Patna** favoring "**State Health Society, Bihar**" should be sent along with the application form.
7. Only shortlisted candidates will be called for interview.
8. No TA/DA will be given for attending the interview.
9. The society reserves right to cancel the above position at any time.
10. 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 bank draft, self attested photocopies of certificate and testimonials in sealed envelope only through speed/registered post so as to reach the above address on or before **14/11/2011 at 5 pm**. The name of the post applied for must be mentioned on the top of the envelope.
11. The **ToR**, qualifications/ experience/ emoluments of above position and **application form** are available on the official website of the society **www.statehealthsocietybihar.org** .

Last date of submission of form along with fee is 14/11/2011 at 5 pm.

- Applications should be sent in prescribed format available on the above mentioned website clearly mentioning the position applied for. 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**

State Health Society, Bihar

Parivar Kalyan Bhawan, Sheikhpura, Patna 800014

Terms of Reference (ToR)

Inviting application for the various posts under National Tobacco Control Program (NTCP), State Health Society (National Rural Health Mission), Bihar invites 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 – 1

Category – EBC

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 and other related field.

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.

Age Limit: Maximum age limit 45 years (as on 30.09.11).

2. Position: Social Worker

Reporting to District Nodal officer and State Tobacco Control Cell

Place of Posting – District Level

No. of Position – 1

Category – GEN

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 and other related field.

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.

Age Limit: Maximum age limit 45 years (as on 30.09.11).

3. Position: Data Entry Operator

Reporting to District Nodal officer and State Tobacco Control Cell

Place of Posting – District Level

No. of Position – 1

Category – EBC

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 local language.
- (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.

Age Limit: Maximum age limit 45 years (as on 30.09.11).