



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting application for the post of Data Entry Operator under IDSP

State Health Society, Bihar under National Rural Health Mission invites application from suitable career oriented professionals for the post of Data Entry Operator on contractual basis for Integrated Disease Surveillance Project (IDSP).

Sl. No.	Name of the post	No. of Vacancy	Qualification/ Experience	Consolidated Salary (PM) in Rs.
1.	Data Entry Operator	(19) Unreserved - 11 EBC - 03 BC - 01 SC - 04	<ul style="list-style-type: none">Graduate from any recognized university in any discipline or its equivalent with 1 yr Diploma in Computer Application.Typing speed of minimum 40 words per minute in English and 30 words per minute in Hindi.1-2 years of relevant experience is required. Candidates who have worked with govt. set up would be preferred.	8,500/-

General Condition:

1. Maximum age limit 40 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 Data Entry Operator.
3. **Reservation Roaster will be applicable as per Bihar Govt. Norms.**
4. Application fees is Rs. 200/- for applicants under General category, fee for BC/EBC and SC/ST candidates would be Rs. 100/- .
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 (IDSP), Bihar**” should be sent along with application.
7. Only shortlisted candidates will be called for interview.
8. No TA/DA will be given for attending the interview.
9. The society reserves the 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 **24/10/2011** at 5 pm. **The name of the post applied for must be mentioned on the top of the envelope.**
11. Terms of Reference (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 24/10/2011 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)

State Health Society, Bihar under National Rural Health Mission is inviting applications for the following positions on contractual basis for Integrate Disease Surveillance Project (IDSP). The details of position and essential qualifications are as under:

- (1.) Name of Post** : **Data Entry Operator**
- Reporting to** : **State Surveillance Officer/District Surveillance officer (IDSP) and other officials**
- Place of Posting** : **State Health Society, Bihar, Patna/District Health Society of the concerned district/ Medical College/ RMRI/ IDH.**
- No. of Position** : **19**
- Category** : **Unreserved - 11, EBC - 03, BC - 01 & SC – 04**

Job Responsibilities :-

1. To assist State Surveillance Officer/District Surveillance Officer and other officials in carrying out the activities performed by Data Manager.
2. Uploading/ updating of information MIS of Integrated Disease Surveillance Project and Portal.
3. Compilation of reports required under the project.
4. Operation of EDUSAT/VPN Network for Video Conferencing & Data Transference.
5. Regular weekly/bi-weekly updating of 1075 connectivity in State/Districts/Medical College.
6. Assist Data Manager in compiling Periodic and Annual Report.

Eligibility criteria:-

1. Graduate from any recognized university in any discipline or its equivalent.
2. 1 year Diploma in Computer Application.
3. Excellent command over MS Office, Internet.
4. Typing speed of minimum 40 words per minute in English and 30 words per minute in Hindi.
5. Good communication and writing skill in English & Hindi.
6. 1-2 years of relevant experience is required. Candidates who have worked with govt. set up would be preferred.

Age : 40 years or below (As on 30.09.11)

Salary : Rs. 8,500/- (Eight thousand five hundred) per month consolidated.