



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting application for the various posts for Regional Programme Management Units (RPMUs) of Bihar on contractual basis

State Health Society, Bihar under National Rural Health Mission (NRHM) invites application from suitable candidates for the under mentioned posts for its Regional Programme Management Units to be appointed on contractual basis:-

Sl. No.	Name of posts	No. of Posts	Max^m Age-Limit (As on 31.08.12)	Consolidated Salary (PM in Rs.)
1.	Regional Monitoring & Evaluation Officer	EBC - 01	45 years	30,000/-
2.	HMIS Supervisor	BC - 01	45 years	12,000/-
3.	Office Assistant	(09) UR - 05 EBC - 02 BC - 01 SC - 01	40 years	10,000/-

General Condition:

1. The recruitment will be on contract basis for a period of 1 year, which may be renewed every year based on the performance & conduct of the contractual staff.
2. Application fees is Rs. 500/- for applicants under General category, Rs. 300/- for BC/EBC and Rs. 200/- for SC/ ST candidates.
3. No application will be accepted without submission of application fee.
4. Application Fee in the form of Bank Draft drawn on any nationalized bank and payable at **Patna** favoring "**State Health Society, Bihar**" should be enclosed with application.
5. Only shortlisted candidates will be called for interview. All original educational certificates must be carried at the time of interview.
6. No TA/DA will be given for attending the interview for any position.
7. State Health Society, Bihar reserves the right to cancel any or all the positions mentioned above without assigning reason.
8. Application in the prescribed format and complete in all respect must be sent to **The Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800014** containing original bank draft and self attested photocopies of certificates in sealed envelope, only through speed/registered post so as to reach the above address on or before 5:00 pm, **28/09/2012**. **The name of the post applied for must be mentioned on the top of the envelope.**
9. **Detailed ToR, qualifications/experience/emoluments of above positions and application form is available on the society's official website (www.statehealthsocietybihar.org).**

Last date of submission of form is 28/09/2012 at 5 pm.

10. 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.**
11. For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted on working days during office hours (10AM to 5PM) on Contact No. 7488270145

**Executive Director
State Health Society, Bihar**



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

Terms of Reference (ToR)

State Health Society, Bihar under National Rural Health Mission (NRHM) invites application from suitable candidates for the under mentioned posts for its Regional Programme Management Units to be appointed on contractual basis. The details are as follows:–

1.	Post	:	Regional Monitoring & Evaluation Officer
	No. of Positions	:	01 (EBC)
	Reporting to	:	Executive Director, SHSB, Deputy Director – Monitoring & Evaluation, SHSB and RPM & RDD at RPMU level.
	Place of Posting	:	Regional Programme Management Units
	Duration of Contract	:	One Year which may be renewed every year based on performance & conduct of the contractual staff.
	Maximum Age Limit	:	45 years
	Remuneration	:	Rs. 30,000/- (Rupees Thirty Thousand only) per month consolidated.

Essential Qualification & Experience

- Post Graduation or Higher Qualification in Public Health/Community Health/Social Welfare/Social Science/Rural Development/Rural Management from AICTE recognized institute.
- At least 3 years of relevant work experience in any Health Systems areas – HR, HMIS, Planning etc preferably with government/NRHM 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 monitoring & evaluation programme at field level/working in strengthening district level health systems.
- Existing District Monitoring & Evaluation Officers under NRHM may also apply.

DUTIES and RESPONSIBILITIES

- Responsible for supporting in overall monitoring of Program related activities including design, development, and implementation of data collection tools and information systems at regional level. (For all the concerned districts)
- Provide feedback for policy and management at regional and society level.
- Support process and impact monitoring of IEC materials, and other initiatives taken by Regional Programme Management Unit.

- Undertake field visits to project areas for monitoring of project activities and prepares routine reports on results of visits and project progress.
- Develop presentations, generate tables, graphs and relevant statistical data for technical review and monitoring purposes.
- Support in building capacities at Regional, District and Block level on programme planning, monitoring and reporting and their importance in programme management.

2.	Post	:	HMIS Supervisor
	No. of Positions	:	01 (BC)
	Reporting to	:	Regional Programme Manager and Regional Monitoring & Evaluation Officer
	Place of Posting	:	Regional Programme Management Unit
	Duration of Contract	:	One Year which may be renewed every year based on performance & conduct of the contractual staff.
	Maximum Age Limit	:	45 years
	Remuneration	:	Rs. 12,000/- (Rupees Twelve Thousand only) per month consolidated.

Essential Qualification & Experience

- Graduate in Computer Application /Information System.
- 2 years of relevant experience in management of MIS system.
- Some experience of working with Health Management System would be preferred for this position.
- Good communication and presentation skills, analytical and interpersonal abilities, along with working knowledge of Hindi also desirable.

DUTIES and RESPONSIBILITIES

- Supervision of HMIS data flow at the Regional level.
- To compile HMIS reports, data entry and analysis and giving feedbacks to the health facilities and Regional Programme Management Unit.
- Preparing monthly and quarterly HMIS reports at Regional level.
- Collecting the monthly HMIS reports from health facilities.
- Assisting Regional Monitoring & Evaluation Officer in his / her functioning and for setting and implementing indicators and targets.
- Conducting HMIS initial or refresher training for the district / block level employees under NRHM based on the need of the programme.
- Undertake field visits pertaining to his/her region.

3. Post	:	Office Assistant
No. of Positions	:	09 (UR-5, EBC-2, SC-1, BC-1)
Reporting	:	RDD/Regional Programme Manager
Location	:	Regional Programme Management Unit
Duration of Contract	:	One Year which may be renewed every year based on performance & conduct of the contractual staff.
Age Limit	:	40 years
Remuneration	:	Rs. 10,000/–(Rupees Ten Thousand only) per month consolidated.

Essential Qualification & Experience

- Graduate with minimum 2 years of experience as Administrative/Office Assistant.
- 1 year Diploma in Computer Application from a recognized institute.
- Computer Typing speed of 40 w.p.m. in English & 30 w.p.m. in Hindi.
- Preference will be given to those who have experience of working in govt. set up.

Additional Skills

- Dynamic, energetic and creative, flexible to adapt to changing situations and circumstances.
- Self-starter who is able to work with minimal supervision to complete tasks, proactive and accurate.
- Good interpersonal and communicating skills.
- Good organizational and administrative skills.
- Good MS computing skills: Word, Excel, PowerPoint.

DUTIES and RESPONSIBILITIES

- Establish documentation and correspondence system.
- Maintaining all records and documents.
- Devising and maintaining office systems, including data management, filing, etc.
- Prepare standardized reports as per the requirements of the concerned officials of the RPMU.
- Any other work assigned by the RDD/Regional Programme Manager.

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Application Form

Application for the post of		Affix recent passport size coloured photograph here
Demand Draft Details	Issuing Bank: Branch: Demand Draft Number: Date of issue: Payable at: Category: Unreserved/EBC/BC/SC/ST (tick mark✓ whichever is applicable)	
Name		
Father's/ Husband's Name (Tick(v) whichever is applicable)		
Date of Birth		
Age (as on 31.08.12)		
Marital Status		
Nationality		
Category/Cast (Tick(v) whichever is applicable)	Unreserved () Extremely Backward Class () Backward class () Schedule caste () Schedule Tribe () Backward class (women) () Caste_____ (Specify) Handicapped Yes() No() % ()	
Present Address		
Permanent Address		
Contact Number		
E-mail ID		

Academic background (Starting from highest)

Sl. No.	Qualification	School/Institute/ University	Year of passing	% of Marks/grade	Sub/Specialization
1.					
2.					
3.					
4.					
5.					

Technical Qualification (Starting from highest)

Sl. No.	Qualification	School/Institute/ University	Year of passing	% of Marks/grade	Sub/Specialization
1.					
2.					
3.					
4.					

<i>Trainings and workshops attended</i>				
Sl. No.	Topic	Institution/Organization	Year	Objective of the training/ workshop
1.				
2.				
3.				
4.				
<i>Work Experience (starting from the latest)(Please enclose experience certificate)</i>				
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			
<i>Total Experience (in years)</i>				
<i>Any other information that the candidate would like to give in support of his/her candidature</i>				

Date:

Place:

Signature of the Candidate

Note: The candidate may use additional paper if required.