



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting application for the position of Data Entry Operator cum Trainer and Multi Purpose Helper for Govt. ANM & GNM Schools on contractual basis

State Health Society, Bihar under National Rural Health Mission invites application from suitable candidates for the post of Data Entry Operator cum Trainer and Multi Purpose Helper for Govt. ANM & GNM Schools of the state to be appointed on contractual basis. The details of which are as follows:-

| Sl. No. | Name of post | No. Of Posts | Qualification/Experience | Consolidated Salary (PM in Rs.) |
|---------|---|---|--|---------------------------------|
| 1. | Data Entry Operator cum Trainer | (27) UR – 14 EBC – 05 SC – 04 ST – 00 BC – 03 BC(F) – 01 | <ul style="list-style-type: none">Graduate in any discipline1 yr Diploma in Computer ApplicationComputer Typing speed in English & Hindi - minimum 40 & 30 wpm respectivelyMinimum 2 yrs of relevant experience as computer/Data Entry Operator | 11,000/- |
| 2. | Multi Purpose Helper(ANM/GNM School) | 108 (Only for Female) District's roaster wise vacancy is attached with the TOR on the website of Society. | <ul style="list-style-type: none">MatriculationAt least 1 yr experience of domestic work/cooking in any Govt. /Semi Govt/Private Educational Institution. | 8,000/- |

General Condition:

- Age limit 18 - 45 years (As on 31.08.12).
- 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.
- Application fees is Rs. 200/- for applicants under General category, Rs. 150/- for BC/EBC and Rs. 100/- for SC/ ST candidates. Application fee is to be submitted in the form of Bank Draft only. For the posts at **Sl. No. 1, Bank Draft should be drawn on any nationalized bank favoring "State Health Society, Bihar" and payable at Patna**, while for **Sl. No. 2, Bank draft should be drawn in favour of "District Health Society, _____ (Name of the concerned district)" and payable at _____ (Name of the concerned district)**.
- No application will be accepted without submission of application fee.
- Only shortlisted candidates will be called for interview.
- No TA/DA will be given for attending the interview for any position.
- State Health Society reserves the right to cancel vacancy for any or all posts mentioned above.
- For the post at **Sl. No. 1, application is to be sent to Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800014** and for the post at **Sl. No. 2, application is to be sent to Civil Surgeon-Cum-Member Secretary, District Health Society, _____ (Name of the concerned district)** in the prescribed format and complete in all respect containing self attested photocopies of certificate and testimonials with Original Bank Draft in sealed envelope by speed/registered post on or before **25/09/2012 at 5 pm**. The name of the post applied for must be mentioned on the top of the envelope.
- The ToR, qualifications/ experience/Roaster wise vacancy of Multi Purpose Helper/ emoluments of above positions and application form are available on the official website of the society www.statehealthsocietybihar.org.
- 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.

Last date of submission of Application Form is 25/09/2012 at 5 pm.

- 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**

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

Terms of Reference (ToR)

State Health Society, Bihar Under National Rural Health Mission invites application from suitable candidates for the post of Data Entry Operator cum Trainer and Multi Purpose Helper for Govt. ANM & GNM Schools of the State to be appointed on contractual basis. The details of which are as follows:-

| | | |
|----------------------|---|--|
| (1.) Post | : | <u>Data Entry Operator cum Trainer</u> |
| No. of Position | : | 27 (UR-14, EBC-05, SC-04, ST-00, BC-03, BC (F)-01) |
| Reporting | : | Principal, ANM/GNM School |
| Place of Posting | : | ANM/GNM School |
| Duration of Contract | : | 1 Yr, which may be renewed every year based on performance & conduct of the Data Entry Operator cum Trainer. |
| Age Limit | : | 18-45 years (As on 31.08.12) |
| Salary | : | Rs.11, 000/- Per Month Consolidated. |

Eligibility and qualifications:

- Graduate in any discipline.
- 1 year Diploma in Computer Application.
- Excellent command over MS Office & Internet.
- Computer Typing speed of minimum 40 words per minute in English and 30 words per minute in Hindi.
- Good communication and writing skill in English & Hindi.
- Minimum 2 years of relevant experience as Computer/Data Entry Operator.
- Preference will be given to the female candidates and those who have teaching experience.

Role & responsibilities:

- Work as computer Trainer.
- Imparting basic computer training to ANM/GNM students.
- Maintaining and sending of reports as required by the concerned Principal.
- Make entry of data in different formats as required in the school.
- Assist Principal of ANM/GNM Schools and other officials in carrying out activities related to data management.
- Ensure proper upkeep of computer and its accessories.

| | | |
|----------------------|---|--|
| (2.) Post | : | <u>Multi Purpose Helper (Govt. ANM/GNM Schools)</u> |
| No. of Position | : | 108 (Only for Female) District's roster wise vacancy is attached with the TOR on the website of Society. |
| Reporting | : | Principal, ANM/GNM School |
| Place of Posting | : | ANM/GNM School |
| Duration of Contract | : | 1 Yr, which may be renewed every year based on performance & conduct of the Multi Purpose Helper. |
| Age Limit | : | 18-45 years (As on 31.08.12) |
| Salary | : | Rs. 8,000/- Per Month Consolidated. |

Eligibility and qualifications:

- Matriculation.
- At least 1 yr experience of domestic work/cooking in any Govt. /Semi Govt/Private Educational Institution.

Role & responsibilities:

- To maintain cleanliness and hygiene.
- Domestic work.
- Assist in cooking.
- Any other job assigned by the Principal.

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State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna

District's Roasterwise vacancy of Multi-Purpose Helper in ANM/GNM Schools of Bihar

| Sl. No. | Name of District | Name of ANM/GNM School | No. of Vacancy in each ANM/GNM School | Total vacancy in district | Category |
|--------------|------------------|--------------------------------------|---------------------------------------|---------------------------|-------------------------|
| 1 | Begusarai | ANM School, Begusarai | 4 | 4 | UR-2,EBC-1,SC-1 |
| 2 | Bhagalpur | GNM School, JLNMCH Bhagalpur | 4 | 8 | UR-4, EBC-2, BC-1, SC-1 |
| 3 | | ANM School, Bhagalpur | 4 | | |
| 4 | Bhojpur | ANM School, Bhojpur | 4 | 4 | UR-2,EBC-1,SC-1 |
| 5 | Darbhanga | GNM School, DMCH Darbhanga | 4 | 4 | UR-2,EBC-1,SC-1 |
| 6 | East Champaran | ANM School, Motihari | 4 | 4 | UR-2,EBC-1,SC-1 |
| 7 | Gaya | GNM School, ANMMCH Gaya | 4 | 8 | UR-4, EBC-2, BC-1, SC-1 |
| 8 | | ANM School, Lady Elgin Hospital Gaya | 4 | | |
| 9 | Gopalganj | ANM School, Hathua | 4 | 4 | UR-2,EBC-1,SC-1 |
| 10 | Katihar | ANM School, Katihar | 4 | 4 | UR-2,EBC-1,SC-1 |
| 11 | Kishanganj | ANM School, Kishanganj | 4 | 4 | UR-2,EBC-1,SC-1 |
| 12 | Madhubani | ANM School, Madhubani | 4 | 4 | UR-2,EBC-1,SC-1 |
| 13 | Munger | ANM School, Munger | 4 | 4 | UR-2,EBC-1,SC-1 |
| 14 | Muzaffarpur | GNM School, SKMCH Muzaffarpur | 4 | 8 | UR-4, EBC-2, BC-1, SC-1 |
| 15 | | ANM School, Muzaffarpur | 4 | | |
| 16 | Nalanda | ANM School, Biharsharif | 4 | 4 | UR-2,EBC-1,SC-1 |
| 17 | Patna | GNM School, NMCH Patna | 4 | 16 | UR-8, EBC-3, BC-2, SC-3 |
| 18 | | GNM School, PMCH Patna | 4 | | |
| 19 | | ANM School, Barh | 4 | | |
| 20 | | LHV School, Patna City | 4 | | |
| 21 | Purnia | ANM School, Purnia | 4 | 4 | UR-2,EBC-1,SC-1 |
| 22 | Saharsa | ANM School, Saharsa | 4 | 4 | UR-2,EBC-1,SC-1 |
| 23 | Samastipur | ANM School, Samastipur | 4 | 4 | UR-2,EBC-1,SC-1 |
| 24 | Saran | ANM School, Chhapra | 4 | 4 | UR-2,EBC-1,SC-1 |
| 25 | Sitamarhi | ANM School, Sitamarhi | 4 | 4 | UR-2,EBC-1,SC-1 |
| 26 | Vaishali | ANM School, Hazipur | 4 | 4 | UR-2,EBC-1,SC-1 |
| 27 | West Champaran | ANM School, Betia | 4 | 4 | UR-2,EBC-1,SC-1 |
| TOTAL | | | 108 | 108 | |

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 | | |
| Date of Birth | | |
| Age (as on 31.08.12) | | |
| Marital Status | | |
| Nationality | | |
| Category/Cast Tick(✓) 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. | | | | | |

| Trainings and workshops attended | | | | |
|---|-------|--------------------------|------|-------------------------------------|
| Sl. No. | Topic | Institution/Organization | Year | Objective of the training/ workshop |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

Work Experience (starting from the latest)(Please enclose experience certificate)

| | | | | |
|--------------|--|--|--|--|
| 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 | | | |

Total Experience (in years)

Any other information that the candidate would like to give in support of his/her candidature

Date:

Place:

Note: The candidate may use additional paper if required.

Signature of the Candidate