



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting application for various contractual posts under NLEP

For proper implementation of the National Leprosy Eradication Programme (NLEP) in the state, the State Health Society, Bihar invites application from suitable candidates for the following positions on contractual basis for State Leprosy Eradication Office, Bihar, Patna. The details are as follows:-

Sl. No.	Name of post	No. of Post	Max ^m Age-Limit (in years) (As on 30.04.12)	Consolidated Salary (PM in Rs.)
1.	Surveillance Medical Officer	UR - 1	45	40,000/-
2.	Administrative Assistant	UR - 1	45	16,000/-
3.	Data Entry Operator	UR - 1	30	12,000/-

General Condition:

1. The recruitment will be on contract basis for a period of 1 year which may be renewed every year based on performance & conduct of the consultant.
2. Application fees is Rs. 500/- for applicants under General category, Rs. 300/- for BC/EBC and Rs. 250/- for SC/ ST candidates.
3. No application will be accepted without submission of application fee.
4. Bank Draft (Application Fee) drawn on any nationalized bank and payable at **Patna** favoring "**State Health Society, Bihar**" should be sent along with application.
5. Only shortlisted candidates will be called for interview.
6. No TA/DA will be given for attending the interview for any position.
7. The society reserves the right to cancel any or all the positions mentioned above at any time.
8. 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 **28/05/2012** at 5 pm. **The name of the post applied for must be mentioned on the top of the envelope.**
9. **The ToR & the details of qualifications/experience/emoluments for the above positions and application form is available on the website of the society (www.statehealthsocietybihar.org)**

Last date of submission of form along with fee is 28/05/2012 at 5 pm.

10. Applications should be sent in prescribed format only, 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**

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

Terms of Reference(ToR)

For proper implementation of the National Leprosy Eradication Programme (NLEP) in the state, the State Health Society, Bihar invites application from suitable candidates for the following positions on contractual basis for State Leprosy Eradication Office, Bihar, Patna. The details are as follows:-

1. Position	:	Surveillance Medical Officer (UR – I)
Reporting	:	State Programme Officer – Leprosy
Location	:	State Head Quarter
Age Limit	:	45 years (As on 30.04.12)
Salary	:	Rs.40,000/- Per Month Consolidated.

Eligibility and qualifications:

1. MBBS from any MCI recognized institute along with 2 years of experience of which at least 1 year should be in Leprosy/Dermatology/Public Health/or any other National Health Programme. Preference would be given to the candidates having longer experience.
2. Master Degree/Diploma in Skin VD (Venereal Disease) would be preferred in selection.
3. Knowledge of administrative and clinical systems; skills in systems development and implementation; evidence of excellent personnel management and communication skills. Knowledge and skill in a wide variety of Behavioral Health theories, modalities, assessments, planning and intervention.

Role & responsibilities:

1. Plan and monitor the programme and supervise all the staff under his/her jurisdiction.
2. Organize and monitor timely collection of data from all reporting districts. Administer collection, compilation and analysis of passive surveillance data.
3. Prepare and send monthly summaries of the disease situation to the national leprosy eradication office.
4. Co-ordinate involvement of medical colleges, private sector, NGOs, community and media in surveillance activity.
5. Support effective operational integration of disease control efforts based on the surveillance data.
6. Ensure regular updating of records, availability of adequate stock of MDT, Prednisolone, other supportive drugs and materials and timely submission of reports.
7. Review and analyze the data received at state headquarter to identify trends in leprosy prevalence.
8. Regularly monitor the recorded case load and cross verify.
9. Ensure co-ordination with District Level Programme Officers, NRHM institutions including village Health and Sanitation Committees, Panchayati Raj Institutions and other community level functionaries.
10. Develop the institutional and human resource capacity at all levels for strengthening of implementation of Leprosy eradication programme in the state.
11. Organize and conduct trainings on control of leprosy in co-operation with the NLEP and other partners.

- 2. Position : Administrative Assistant (UR – I)**
Reporting : State Programme Officer – Leprosy
Location : State Head Quarter
Age Limit : 45 years (As on 30.04.12)
Salary : Rs.16,000/- Per Month Consolidated.

Eligibility and qualifications:

1. Bachelor's degree along with 5 years of experience in Office Administration preferably in a government set up.
2. Experience in providing complex administrative support to multiple professionals within a function desired.
3. Strong Computer skills required to include proficiency in the MS Office Suite (Word, Excel, Power Point) and Internet search applications in a Windows XP environment.

Role & responsibilities:

1. Deal with all administrative matters related to state leprosy office and such matters that require his/her attention.
2. Support the state programme officer on specific tasks, schedule meetings and appointments, help in preparation for meetings/events, manage calendar, co-ordinate travel, correspondence management, expense reports etc.
3. Co-ordinate and arrange state and national travel for the employees of state leprosy programme team, make boarding and lodging arrangements for traveling staff, organize venue for conferences & meetings, local transport, manages logistics for meetings and events, processes reimbursements and other follow up.
4. Assist in the creation of administrative and management systems like database filling and tracking systems designed to improve efficiency of the office.
5. Draft correspondence, manage mailing lists, file and fax documents as requested.
6. Take notes at meetings, prepare and circulate minutes.
7. Help to format, edit, revise papers, presentations, proposals and questionnaires etc.
8. Organize and conduct workshop/trainings.

- 3. Position : Data Entry Operator (UR – I)**
Reporting : State Programme Officer – Leprosy
Location : State Head Quarter
Age Limit : 30 years (As on 30.04.12)
Salary : Rs.12,000/- Per Month Consolidated.

Eligibility and qualifications:

1. Graduate from any recognized university in any discipline with additional certificates/diplomas in computer applications along with 2 years of relevant experience. Candidates who have worked with govt. set up would be preferred.
2. Excellent command over MS Office, Internet.
3. Typing speed of minimum 40 words per minute in English and 30 words per minute in Hindi.

Role & responsibilities:

1. Maintain reports received from different districts separately.
2. Make entry of information received in standard format designed for the purpose regularly.
3. Report regarding any deficiency observed in the reports received from the district to the SPO and send feedback.
4. Assist SPO/Medical Surveillance Officer and other officials in carrying out activities related to data management.
5. Ensure proper upkeep of computer and its accessories.