



**State Health Society, Bihar**  
Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



**Inviting application for various posts under National Programme for Control of Blindness (NPCB)**

State Health Society Bihar, under National Rural Health Mission, invites applications from suitable candidates for the following contractual posts under NPCB Programme:-

Sl. No.	Name of post	No. of Posts	Qualification/Experience	Consolidated Salary (PM in Rs.)
1.	<b>Eye Surgeon</b>	<b>(08)</b> (UR-3, EBC-2, SC-2, ST-0, BC-1 & BC (F)-0)	<ul style="list-style-type: none"><li>M.S./M.D. in Ophthalmology (MCI recognized) with at least 1 year experience after PG degree has been obtained.</li><li>D.O.M.S. (MCI recognized) with 2 years experience after PG degree has been obtained.</li></ul>	35,000/-
2.	<b>Para-Medical Ophthalmic Assistants (PMOA)</b>	<b>(101)</b> (UR-51, EBC-18, SC-16, ST-01, BC-12 & BC (F)-03)	<ul style="list-style-type: none"><li>2 years Diploma course in Optometry or trained as ophthalmic assistant in any of the recognized Government Hospital as per guideline of NPCB.</li></ul>	8,000/-
3.	<b>Budget &amp; Finance Officer</b>	UR - 01	<ul style="list-style-type: none"><li>Bachelor degree in Commerce (B.Com.) with minimum 5 yrs. experience in budgeting/accounting, preferably in govt. sector.</li></ul>	15,000/-
4.	<b>Administrative Assistant</b>	UR - 01	<ul style="list-style-type: none"><li>Graduate with minimum 1 years experience in administration or trained stenographer.</li></ul>	7,000/-
5.	<b>Data Entry Operator</b>	UR - 01	<ul style="list-style-type: none"><li>Graduate from any recognized university in any discipline with additional certificates/diplomas in computer applications.</li><li>Typing speed of minimum 40 w.p.m in English &amp; 35 w.p.m. in Hindi.</li></ul>	7,000

**General Condition:**

1. Maximum Age limit for the post at SI No. 1 & 2 is below 65 years, post at SI No. 3 is below 60 years and post at SI No. 4 & 5 is below 40 years. (As on 30.09.12)
2. 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.
3. Application fees is Rs. 500/- for applicants under General category, Rs. 300/- for BC/EBC and Rs. 200/- for SC/ST candidates.
4. No application will be accepted without submission of application fee.
5. 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.
6. Only shortlisted candidates will be called for interview. All original educational certificates must be carried at the time of interview.
7. No TA/DA will be given for attending the interview for any position.
8. State Health Society, Bihar reserves the right to cancel any or all the positions mentioned above without assigning reason.
9. 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, **27/11/2012**. **The name of the post applied for must be mentioned on the top of the envelope.**
10. **Detailed ToR, qualifications/experience/emoluments of above positions and application form is available on the society's official website ([www.statehealthsocietybihar.org](http://www.statehealthsocietybihar.org)).**

**Last date of submission of form is 27/11/2012 at 5 pm.**

11. 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.**
12. 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**  
**Pariwar Kalyan Bhawan, Sheikhpura, Patna - 800014**

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**Terms of Reference (ToR)**

For proper implementation of the National Programme for Control of Blindness(NPCB) in the state, the State Health Society, Bihar invites application from suitable candidates for the following positions on contractual basis for State Programme officer's Office, Dept. of Health, Vikash Bhawan, Bihar, Patna. The details are as follows:-

<b>1. Post</b>	:	<b>Eye Surgeon</b>
No. of Position	:	<b>08</b> (UR-3, EBC-2, SC-2, ST-0, BC-1 & BC (F)-0)
Reporting	:	To Civil Surgeon and Additional Chief Medical Officer of the concerned district.
Location	:	District
Remuneration	:	Rs. 35,000/- Per Month Consolidated.
Age Limit	:	Below 65 yrs. (As on 30.09.12)

**ESSENTIAL QUALIFICATION & EXPERIENCE**

- M.S./M.D. in Ophthalmology (MCI recognized) with at least 1 year of experience after PG degree has been obtained.
- D.O.M.S. (MCI recognized) with 2 years of experience after PG degree has been obtained.

**DESIRABLE**

- Trained in performance ECCE pc IOL and SICS.
- Experience and the ability to work in district level hospitals.

**DUTIES & RESPONSIBILITIES**

- To perform all kinds of ophthalmic surgeries.
- To liaison with medical, nursing and other personnel in all matter related to eye.
- To co-ordinate and participate in training of health personnel on eye related activities at district level.
- To Participate in Ophthalmology departmental meetings.
- To co-ordinate and maintain liaisoning with different stakeholders including education, social welfare, developmental/NGO sector for promotion of eye care services.
- Any other responsibility as assigned by the reporting officer.

<b>2. Post</b>	:	<b>PARA-MEDICAL OPHTHALMIC ASSISTANT (PMOA)</b>
No. of Position	:	<b>101</b> (UR-51, EBC-18, SC-16, ST-01, BC-12 & BC (F)-03)
Reporting	:	To District Ophthalmic Surgeon/District Programme Manager (ACMO) and perform duties as assigned by them.
Location	:	District
Remuneration	:	Rs. 8,000/- Per Month Consolidated.
Age Limit	:	Below 65 yrs. (As on 30.09.12)

## **ESSENTIAL QUALIFICATION & EXPERIENCE**

- Two years Diploma course in Optometry or trained as a Ophthalmic Assistant in any of the recognized Government Hospital as per guidelines of NPCB.

## **DESIRABLE**

- Familiarity with computer and internet use.

## **DUTIES and RESPONSIBILITIES**

- To screen patients for cataract and other minor surgical cases and bring them to the base hospital/district hospital.
- Refractive services to all the patients.
- Report to the District Ophthalmic Surgeon/District Programme Manager and perform duties as assigned by them.
- Maintain records and send regular reports to supervisor.
- To co-ordinate and participate in training of health personnel on eye care activities.
- To participate in Ophthalmology departmental meetings.
- To co-ordinate and maintain liaisoning with different stakeholders including education, social welfare, developmental/NGO sector for promotion of eye care services.
- Any other responsibility as assigned by the reporting officer.

<b>3. Post</b>	:	<b>Budget &amp; Finance Officer</b>
No. of Position	:	<b>01 (UR)</b>
Reporting	:	State Program Officer – Blindness control
Location	:	State Head Quarter in SPO office, Dept. of Health, Vikash Bhawan, Bihar, Patna.
Remuneration	:	Rs. 15,000/- Per Month Consolidated.
Age Limit	:	Below 60 yrs. (As on 30.09.12)

## **PURPOSE**

To strengthen the quality and time line of Budget and Financial Management and to ensure adherence to norms of financial parameters given to under guide line of NPCB scheme.

## **DUTIES and RESPONSIBILITIES**

- Monitoring the financial system norms of financial parameters given to under guide line of NPCB scheme.
- Maintain the proper account payable and account receivable system in order to ensure complete & accurate records of all receipt and expenditure.
- Provide efficient and effective financial management.
- Compilation of data received from districts and state.
- Preparation of financial statement, balance sheet, report and receipt.
- The Budget & Finance officer Under NPCB Scheme will be submit Monthly Activity Report to the State Programme officer Blindness control, Dept. of Health, Vikash Bhawan, Bihar, Patna,

## **ESSENTIAL QUALIFICATION & EXPERIENCE**

- Bachelor degree in Commerce (B. Com.) with minimum 5 years experience in budgeting/accounting, preferably in government sector.

- There should be adequate experience of accounting and book keeping including analysis, financial budgeting, fund accounting and reporting system.
- Knowledge of administrative systems; skills in systems development and implementation; evidence of good personnel management and communication skills and knowledge of computerized accounting.

### **Nature of appointment**

The appointment of Budget & Finance officer will be on a contract basis for one year and extendable each year on the basis of performance under NPCB programme.

### **Reporting**

The state programme officer (Blindness), dept. of Health, Vikash Bhawan, Bihar, Patna shall be the in charge of Budget & Finance officer. He/She would liaise with the DHS as well as SHSB. in financial matter.

<b>4. Post</b>	:	<b>Administrative Assistant</b>
No. of Position	:	<b>01 (UR)</b>
Reporting	:	State Program Officer – Blindness control
Location	:	State Head Quarter in SPO office, Dept. of Health, Vikash Bhawan, Bihar, Patna.
Remuneration	:	Rs. 7,000/- Per Month Consolidated.
Age Limit	:	Below 40 yrs. (As on 30.09.12)

### **Purpose**

To strengthen planning, monitoring, supervision, evaluation and ensure seamless collaboration between state and districts under NPCB.

### **DUTIES and RESPONSIBILITIES**

- Deal with all administrative matters related to SPO office (Blindness control) Dept. of Health, Vikash Bhawan, Bihar, Patna and such matters that require his/her attention.
- To assist the state programme officer in connection of specific tasks, schedule meetings and appointments, preparation for meetings/events chart, manage calendar, co-ordinate travel, correspondence & reports etc.
- Assist in the preparation of administrative and management systems like database filling and tracking systems designed to improve efficiency of the office.
- Correspondence, manages mailing lists, file and fax documents as required.
- Take notes of meetings, prepare and circulate minutes of meetings.
- To format, edit, revise papers, presentations, proposals and questionnaires etc.
- To assist SPO Blindness control, Dept. of Health, Vikash Bhawan, Bihar, Patna for conducting and organizing workshop/trainings.
- The Administrative Assistant under NPCB Scheme will submit Monthly Activity Report to the State Programme officer Blindness control, Dept. of Health, Vikash Bhawan, Bihar, Patna.

### **ESSENTIAL QUALIFICATION & EXPERIENCE**

- Graduate with minimum 1 years experience in administration or trained stenographer
- Experience in providing complex administrative support to multiple professionals within a function desired.
- Strong knowledge of computer including proficiency in the MS Office Suite (Word, Excel, Power Point) and Internet search applications in a Windows XP environment.

## **Nature of appointment**

The appointment of administrative assistant will be on a contractual basis for one year and extendable each year on the basis of performance.

## **Reporting**

The state programme officer Blindness control, Dept. of Health, Vikash Bhawan, Bihar, Patna shall be the in charge of administrative assistant .

<b>5. Post</b>	:	<b>Data Entry Operator</b>
No. of Position	:	<b>01 (UR)</b>
Reporting	:	State Program Officer – Blindness control
Location	:	State Head Quarter in SPO office, Dept. of Health, Vikash Bhawan, Bihar, Patna.
Remuneration	:	Rs. 7,000/- Per Month Consolidated.
Age Limit	:	Below 40 yrs. (As on 30.09.12)

## **Purpose**

To strengthen & assist to State Programme Officer – Blindness control Dept. of Health, Vikash Bhawan, Bihar, Patna in carrying out activities related to data management and given by task of SPO.

## **ESSENTIAL QUALIFICATION & EXPERIENCE**

- Graduate from any recognized university in any discipline with additional certificates/diplomas in computer applications.
- Excellent command over MS Office, Internet & Power Point presentation.
- Typing speed of minimum 40 words per minute in English and 30 words per minute in Hindi.

## **DUTIES and RESPONSIBILITIES**

- Maintain reports & records received from different districts separately.
- Make entry of information received in standard format designed for the purpose of NPCB.
- Report regarding any deficiency observed in the reports received from the district to the SPO and send feedback.
- Assist SPO Blindness control Dept. of Health, Vikash Bhawan, Bihar, Patna in carrying out activities related to data management etc.
- Ensure proper up keeping of computer and its accessories.
- The Data Entry Operator under NPCB Scheme will be submit Monthly Activity Report to the State Programme officer Blindness control, Dept. of Health, Vikash Bhawan, Bihar, Patna.

## **Nature of appointment**

The appointment of Data Entry Operator will be on a contractual basis for one year and extendable each year on the basis of performance.

## **Reporting**

The state programme officer Blindness control, Dept. of Health, Vikash Bhawan, Bihar, Patna shall be the in charge of Data Entry Operator.

## Application Form

<b>Application for the post of</b>		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(✓) whichever is applicable)		
Date of Birth		
Age (as on 30.09.12)		
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.					

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

Date:

Place:

Signature of the Candidate

**Note: The candidate may use additional paper if required.**