



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting application

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

Sl. No.	Name of posts	No. of Posts	Qualification & Experience	Consolidated Salary (PM in Rs.)
1.	State Consultant, Family Planning	(01) UR - 01	<ul style="list-style-type: none">PGDHM/MBA in Health Management (Regular Course).At least 3 years of work experience in RCH/FP programme at District/State level in Public Health Programme management and implementation of NRHM either with government or international agency of repute.Excellent knowledge of Microsoft Word, Excel and power-Point Presentation is essential.RCH/Family Planning Programme implementation, data analysis and monitoring, together with appropriate skills of programme management, coordination and follow-up.	35,000/-
2.	Regional Family Planning Consultant	(09) UR - 05 EBC - 02 BC - 01 SC - 01	<ul style="list-style-type: none">Masters degree in Health Management/Rural Management/Social WorkMinimum 3 years of work experience at District/ State level in Public Health Programme management and implementation of NRHM, preferably in Family Planning either with government or an international/national NGO of repute.	30,000/-

General Condition:

1. Maximum Age limit is 45 years.(As on 31.12.12)
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, **14/02/2013**. **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).**

Last date of submission of form is 14/02/2013 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

Terms of Reference (ToR)

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

1. Post	:	State Consultant, Family Planning
No. of Position	:	01 (UR)
Reporting to	:	State Program Officer and DD-FP, SHSB
Place of posting	:	State Health Society, Bihar, Patna.
Duration of Contract	:	One Year which may be renewed every year based on performance & conduct of the contractual staff.
Maximum Age Limit	:	45 years (As on 31.12.12)
Remuneration	:	Rs. 35,000/- (Rupees Thirty-Five Thousand only) per month consolidated.

ESSENTIAL QUALIFICATION & EXPERIENCE

- PGDHM/MBA in Health Management (Regular Course).
- At least 3 years of work experience in RCH/FP programme at District/State level in Public Health Programme management and implementation of NRHM either with government or international agency of repute.
- Excellent knowledge of Microsoft Word, Excel and power-Point Presentation is essential.
- RCH/Family Planning Programme implementation, data analysis and monitoring, together with appropriate skills of programme management, coordination and follow-up.

DUTIES and RESPONSIBILITIES

Consultant Family Planning will be responsible for providing support to concerned officials in Preparation of Annual Plan, implementation of the programme in the periphery, compilation and analysis of data for action and review of the Family Planning programme and associated issues. The State Consultant (Family Planning) He will also be responsible for providing strategic inputs for different health activities related to family planning.

A degree in Public Health (MBA) preferably from reputed public health institutes is required along with at least 3 years of experience in health sector at middle management level with a broad understanding in the field of RCH/Family Planning programme. She/he must have highly developed writing, drafting skills in Hindi and English as also oral presentation skills as well as a demonstrated capacity perform as per expectations of supervisors. He should be able to comfortably work on computers and well conversant with MS Word, Powerpoint and Exel and other common official applications.

The candidate applying for the post must be comfortable working in collaborative environment with many partners and stakeholders.

Specifically the roles and responsibility will be:-

- To develop Family Planning portion of the State PIP based on the strategies to be pursued by the districts.
- To examine Family Planning activities proposed in the PIP by the districts for incorporation into State PIP
- To provide inputs to districts to develop and revise their action plans for implementing FP section of the district PIP.
- Take lead on facilitating the implementation of the activities proposed in PIP.

- To develop strategy to monitor State and district FP action plans as per the State and district PIPs.
- To monitor activities State and District FP action Plan and the family planning counsellors.
- To develop training plan for service providers in Family Planning programme and provide inputs needed by the State and districts to improve quality of the FP trainings.
- To take lead in organizing and conducting monthly review meeting of FP activities/counsellors with State teams. To participate in meetings related with FP.
- To carry out any other FP related work assigned by SPO and DD-FP, SHSB.

2. Post	:	Regional Family Planning Consultant
No. of Position	:	09 (UR-5, EBC-2, SC-1 & BC-1)
Reporting to	:	Respective Regional Dy. Director (Health Services)/RPM, State FP Consultant, Dy. Director (FP) SHSB and SPO (FP) SHSB
Place of posting	:	At Regional Programme Management Unit, Regional level in Bihar (Bhagalpur, Darbhanga, Saharsa, Gaya, Munger, Patna, Purnea, Saran and Muzaffarpur).
Duration of Contract	:	One Year which may be renewed every year based on performance & conduct of the contractual staff.
Maximum Age Limit	:	45 years (As on 31.12.12)
Remuneration	:	Rs. 30,000/- (Rupees Thirty Thousand only) per month consolidated.

ESSENTIAL QUALIFICATION & EXPERIENCE

- Masters degree in Health Management/Rural Management/Social Work
- Minimum 3 years of work experience at District/ State level in Public Health Programme management and implementation of NRHM, preferably in Family Planning either with government or an international/national NGO of repute.

Desirable Criteria

- Good familiarity with Family Planning Programme implementation, data analysis and monitoring, together with appropriate skills of programme management, coordination and follow-up.
- Excellent knowledge of Microsoft Word, Excel and power-Point Presentation is essential.
- The consultant is also required to travel to various PHC in the division to monitor FP programme.

DUTIES and RESPONSIBILITIES

Consultant Family Planning (Regional) will be responsible for providing support to in Planning, implementation and Monitoring and review of FP Programme in the concerned district/blocks within the division. He will also be responsible for providing strategic inputs for different health activities especially in the field of family planning. He would be responsible to ensure that the activities relating to FP programme are implemented as per directives of Government of Bihar and Government of India. Extensive travelling would have to be undertaken.

ROLES & RESPONSIBILITIES AND REPORTING:

Under the overall managerial supervision of the Regional Director–Health & Family Welfare & State Family Planning section of State Health Society, the Regional FP Consultant will be responsible for comprehensive planning and implementation of the Family Planning Component of NRHM in all the concerned districts under the region. The regional consultant is expected to facilitate the process of

preparation of the district family planning action plans in collaboration with the district family planning nodal officer. As part of the work, the Consultant, under direction of the Regional Director, will interact with the districts and will undertake extensive field visits to the districts for programme implementation and monitoring. The Candidate applying for the post must be comfortable working in collaborative environment with many partners and stakeholders.

Specifically the roles and responsibility will be:-

- To develop FP action plan based on the strategies and activities under NRHM to be pursued in the districts.
- To examine FP activities proposed in the PIP in the Region and take lead on facilitating the implementation of the activity.
- To provide support to the district nodal officers-FP on developing district specific activities/trainings/schemes etc.
- To provide inputs to districts to develop and revise their action plans for implementing FP section of the district PIP.
- To provide facilitation & technical support in starting new static FP centres in the district as per State norms.
- To develop training plan for FP and provide inputs needed by the districts and implement the same as per plans. Extensive monitor FP service provision and Schemes of FP Program.
- To take lead in organizing and conducting monthly review meeting of FP activities/Counsellors with regional teams. To participate in meetings related with FP at block/district/State/National level.
- The consultant will submit his/her quarterly report on above areas to the State Family Planning Nodal officer.
- To carry out any other FP related work as assigned by the State FP team at State Health Society, Bihar

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Application Form

(To be filled in by the candidate with Ball Point Pen in his/her own handwriting after carefully reading instructions mentioned in the TOR)

<i>Application for the post of</i>	
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Affix recent 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 31.12.12)					
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.					
Typing/Shorthand Speed (If applicable)					
English		Hindi		Shorthand (Eng/Hindi)	Eng- Hin-

(2)

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

Declaration : I do hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. In the event of any particulars or information furnished by me is found to be false/incorrect/incomplete, my candidature for the post is liable to be rejected/cancelled and in the event of any statement/information found false/incorrect even after my appointment, my contract is liable to be terminate without any notice.

Place : _____

Date : _____

(SIGNATURE OF THE CANDIDATE)

NOTE: THE SIGNATURE DONE ON THE APPLICATION FORM SHOULD BE IN RUNNING SCRIPT (NOT IN BLOCK LETTERS)