

DETAILS OF THE RECRUITMENT FOR THE POST OF MANAGERS FOR BIHAR SWASTHYA SURAKSHASAMITI (BSSS) UNDER AB-PMJAY

(Advt. No. BSSS_PMJAY-03/2019)

I. APPLICATION PROCESS:

- For being considered for the selection process, all applications have to be initially entered online. After submission of the applications through online, each application will be scored on the basis of their educational qualification and experience (as mentioned in the TORs), as per criteria for selection.
- Based on the scores obtained as per criteria of selection, list of shortlisted candidates will be generated, on basis the application received for each post and as per the discretion of BSSS. The shortlisted candidates will then appear for Group Discussion (GD) and Personal Interview (PI), as per the criteria for selection.
- Shortlisted candidates for GD and PI should bring a copy of the duly filled online application form (Refer Annexure 1) along with the originals and self - attested photocopies of following documents at the time of interview*:
 - a) Two recent passport size photographs.
 - b) Online submitted application form
 - c) Photo identity proof (Aadhar and PAN card).
 - d) Permanent/ Temporary address proof.
 - e) All educational qualification from Xth till concerned essential and desirable qualification mentioned in ToR (mark sheets, degrees and certificates).
 - f) Two copies of updated resume
 - g) Experience certificates

**All the candidates need to bring their original certificates and mark sheets for verification at the time of interview.*

II. ANNEXURE:

Printed copy of submitted online application forms with the original documents along with attested photocopies of Certificates, Mark sheets, Age proof (as per list mentioned in point number "I") and updated resume to be produced at the time of interview.

III. AGE:

Maximum 40 Years of age as on 1st January, 2019



IV. EDUCATION QUALIFICATION & EXPERIENCE:

S. No.	Name of Post	Qualification & Experience (As on 1st January, 2019)
1	HR Manager	<p>Qualification:</p> <p>Essential</p> <ul style="list-style-type: none">Two years regular MBA or Two years regular Post Graduate Diploma in Management from recognized University/Institute with Human Resource (as major subject) <p>Desirable</p> <ul style="list-style-type: none">Two years regular MBA or Two years regular Post Graduate Diploma in Management from recognized University/Institute with Human Resource (as major subject) with Certification in healthcare management/ healthcare administration will be preferred <p>Experience:</p> <p>Essential</p> <ul style="list-style-type: none">Minimum 5 years of post-qualification experience in HR with at least 2 years of related work experience in public sector/Development Sector / Social Sector in HR functions <p>Desirable</p> <ul style="list-style-type: none">Minimum 2 years' experience in Health Insurance or TPA industry will be preferred
2	Procurement Manager	<p>Qualification:</p> <p>Essential</p> <ul style="list-style-type: none">Two years regular MBA or two years regular PG Diploma in Finance (as a major subject) from any recognized University/Institute <p>Desirable</p> <ul style="list-style-type: none">Two years regular MBA or two years regular PG Diploma in Finance (as a major subject) from any recognized University/Institute with PG Degree/ Diploma/ Certificate in Operations Management/ Material Management/Supply Chain Management will be preferred <p>Experience:</p> <p>Essential</p> <ul style="list-style-type: none">Minimum 5 years of work experience at state level in Procurement, of which 2 years of related state level experience in public sector.
3	Finance Manager	<p>Qualification:</p> <p>Essential</p> <ul style="list-style-type: none">Two years regular MBA in Finance (as a major subject) or Two years regular PG Diploma in Finance (as a major subject) or CA/CS/ ICWAI from a recognized University/Institute <p>Desirable</p> <ul style="list-style-type: none">Two years regular MBA in Finance (as a major subject) or Two years regular PG Diploma in Finance (as a major subject) or CA/CS/ ICWAI from a recognized University/Institute with Certification in Health Policy Financing/Health Management will be preferred <p>Experience:</p> <p>Essential</p> <ul style="list-style-type: none">Minimum 5 years of state level finance related managerial work experience in public sector <p>Desirable</p> <ul style="list-style-type: none">Minimum 2 years of experience at state level in health insurance in Government sector / TPA sector

S. No.	Name of Post	Qualification & Experience (As on 1st January, 2019)
4	Monitoring & Evaluation Manager	<p>Qualification:</p> <p>Essential</p> <ul style="list-style-type: none"> B.Tech in Computer Science or IT / M.Sc. Statistics or Two years regular Master in Population Science from recognized University/Institute <p>Desirable</p> <ul style="list-style-type: none"> B.Tech in Computer Science or IT / M.Sc. Statistics or Two years regular Master in Population from recognized University/Institute with Certification in data analytics/data mining /data sciences/Big data/Geographic Information System (GIS) will be preferred <p>Experience:</p> <p>Essential</p> <ul style="list-style-type: none"> At least 5 years of relevant experience at state level in monitoring and evaluation and data analysis in social sector schemes with public/ private sector <p>Desirable</p> <ul style="list-style-type: none"> Minimum 2 years of experience at state level in the Public Health/Health Insurance Industry will be preferred
5	Grievances Manager	<p>Qualification:</p> <p>Essential</p> <ul style="list-style-type: none"> Two years regular MBA or two years regular Post Graduate Diploma in Health Management / Health Administration/Hospital Administration <p>Experience:</p> <p>Essential</p> <ul style="list-style-type: none"> Minimum 5 years of experience at State level in managing public grievances, social audits, monitoring of social sector projects. <p>Desirable</p> <ul style="list-style-type: none"> Minimum 2 years of work experience in grievance management of a private sector/ PSU organization preferably in health insurance sector.
6	IT Manager	<p>Qualification:</p> <p>Essential</p> <ul style="list-style-type: none"> M.Tech (Computer Science/ IT) or B.E./ B Tech (Computer Science/IT)/ MCA with regular MBA or PG diploma in IT <p>Desirable</p> <ul style="list-style-type: none"> Microsoft certification in access ,SQL or oracle server will be preferred <p>Experience:</p> <p>Essential</p> <ul style="list-style-type: none"> Minimum of 5 years of experience at state level in managing IT <p>Desirable</p> <ul style="list-style-type: none"> Minimum 2 years' of experience in insurance claims management IT systems shall be preferred



S. No.	Name of Post	Qualification & Experience (As on 1st January, 2019)
7	Database Administrator	<p>Qualification:</p> <p>Essential</p> <ul style="list-style-type: none"> • M.Tech (Computer Science/ IT /Database systems) • or B. Tech./B.E. (Computer Science/ IT)/ MCA with MBA in IT <p>Desirable</p> <ul style="list-style-type: none"> • Microsoft certification in access ,SQL or oracle server will be preferred <p>Experience:</p> <ul style="list-style-type: none"> • Minimum 5 years of work experience in managing database systems with minimum 2 years of experience in managing SQL/Oracle data bases <p>Desirable</p> <ul style="list-style-type: none"> • Minimum 2 years' experience in insurance industry database system maintenance will be preferred
8	Quality Assurance Manager	<p>Qualification:</p> <p>Essential</p> <ul style="list-style-type: none"> • Science graduate with two years regular Master or two years regular PG Diploma in Hospital Management /Hospital Administration/Health Administration/ Health Management from a recognized institution/University <p>Desirable</p> <ul style="list-style-type: none"> • MBBS/BAMS/BHMS/BUMS with two years regular Master or two years regular PG Diploma in Hospital Management /Hospital Administration/Health Administration/ Health Management from a recognized institution/University <p>Experience:</p> <p>Essential</p> <ul style="list-style-type: none"> • Minimum 5 years of work experience in Quality Assurance/ Quality Management in Healthcare sector <p>Desirable</p> <ul style="list-style-type: none"> • Minimum 2 years of work experience in healthcare/ hospital in public sector for accreditation processes such as NABH or NAQS
9	Capacity Building (CB) & Information Education & Communication (IEC) Manager	<p>Qualification:</p> <p>Essential</p> <ul style="list-style-type: none"> • Two years regular Masters in Social Work (MSW)/ Two years regular Master in Journalism or Mass Communication from recognized University/ Institution <p>Experience:</p> <p>Essential</p> <ul style="list-style-type: none"> • Minimum 5 years of experience at State level in IEC /Capacity building related interventions in Public Social Sector programs, in which minimum 2 years of experience in IEC

V. SELECTION PROCEDURE*:

1. Each application received through the online portal will be awarded marks on the basis of their educational qualification and experience (as mentioned in the TORs), based on Criteria for Short listing. The scoring will be done on the following basis:

Criteria for Short listing

S.No.	Qualification (50 marks)	Experience (50 marks)	Total Score (100 marks)
1.	<p>Essential Qualification (40 marks)</p> <p>— Marks given to the candidate based on their scores Graduation and Post Graduation (based on the TORs)</p> <p>For example</p> <p>1. Percentage obtained in Bachelor's degree * 0.2 = Marks obtained out of 20</p> <p>2. Percentage obtained in PG degree*0.2 = Marks obtained out of 20</p> <p>Total marks (out of 40) = Marks obtained in Bachelor's/20 + marks obtained in PG/20</p> <p><i>Candidates who have obtained marks as CGPA will be first converted to percentage using formula (CGPA*9.5)</i></p> <p><i>Also, in cases where essential qualification has only Bachelor's requirements, marks will be calculated based as per score obtained in Bachelor's degree only</i></p>	<p>Essential Experience (40 marks)</p> <p>— Candidates with essential experience will be awarded full marks</p>	80 marks
2	<p>Desirable Qualification (10 marks)#</p> <p>— Candidates with desirable qualification will be awarded full marks</p> <p><i>#For posts, which does not have any desirable qualification in TORs, candidates will not be awarded any marks and total marks will be awarded out of 40</i></p>	<p>Desirable Experience (10 marks)</p> <p>— Candidates with desirable experience will be awarded full marks</p> <p><i>#For posts, which does not have any desirable experience in TORs, candidates will not be awarded any marks and total marks will be awarded out of 40</i></p>	20 marks

2. Based on the scores obtained by candidates as per the criteria for shortlisting, a list of shortlisted candidates will be prepared.
3. The shortlisted candidates will be called for **Group Discussion (GD)** and **Personal Interview(PI)** and will be awarded marks as per the criteria of selection**. A total of 20 candidates will be shortlisted for GD and PI
4. Before appearing for the **Group Discussion (GD)** and **Personal Interview(PI)**, the Document verification team will check the required documents such as degrees, mark sheets, certifications etc. Candidates need to bring their original documents for verification
5. The Criteria for Selection is as follows:

Criteria for Selection

Qualification (50 marks)	Experience (10 marks)	Group Discussion (10 marks)	Personal Interview (30 marks)
<p>Essential Qualification (40 marks)</p> <p>— Marks given to the candidate based on their scores Graduation and Post-</p>	<p>Essential Experience (5 marks)</p> <p>— Candidates with essential experience will be awarded full marks</p> <p>Desirable Experience (5</p>	<p>— Short listed candidates from will appear for the group discussion and will be awarded marks out of 10 based on their performance</p>	<p>Under this, the candidates will be evaluated on their technical and managerial skills</p>



<p>Graduation (based on the TORs)</p> <p>For example</p> <p>1. Percentage obtained in Bachelor's degree * 0.2 = Marks obtained out of 20</p> <p>2. Percentage obtained in PG degree*0.2 = Marks obtained out of 20</p> <p>Total marks (out of 40) = Marks obtained in Bachelor's/20 + marks obtained in PG/20</p> <p><i>Candidates who have obtained marks as CGPA will be first converted to percentage using formula (CGPA*9.5)</i> <i>Also, in cases where essential qualification has only Bachelor's degree requirements, marks will be calculated based as per score obtained in Bachelor's degree only</i></p>	<p>marks)</p> <p>— Candidates with desirable experience will be awarded full marks</p>	<p>— The topic of the group discussion will be related to respective posts.</p>	
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3. The final selection of a candidate will be based Criteria for Selection (out of 100 marks). The candidate with highest marks will be selected for the post and a list of subsequent candidates will be released.
4. Any vacancy arising because of non-joining by selected candidates in this recruitment process, the post will be offered to the candidates from the waiting list according to the merit. Waiting list will be valid for 1 years. Top 15 candidates based on the numbers scored on the b Number of candidates in the waiting list will be decided by the BSSS.
5. All candidates must provide mobile numbers and email id, for faster communication about such vacancies.
6. Experience/Age/etc. will be counted as on date of 1st January, 2019. Experience certificates and age proof documents need to be produced at the time of interview by the candidates.

**Interview may be spilled over to the next day depending upon the number of candidates to be present on the scheduled day of interview. Therefore, candidates should be prepared to be available for interview for next day also, if necessary.*

*** Also, please note that mere eligibility does not guarantee a job, BSSS reserves the right to shortlist candidates based on scores provided upon the qualification & experience*

VI. TERMS & CONDITIONS:

- a. Candidates are not entitled for any TA/DA for attending interviews.
- b. Candidates cannot claim for employment regularization in any case.
- c. The appointment of all above posts are on contractual basis, initially for 11 months which may be extended up to 3 years or more depending on candidate's performance and continuance of the programme.
- d. The candidate should not have been convicted by any Court of Law.
- e. Canvassing of any kind will lead to disqualification. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
- f. S/he is expected to conform to the rules of conduct and discipline as applicable to the BSSS employees.
- g. The competent authority reserves the right to assign any duty as and when required.



- h. No extra/additional allowances will be admissible in case of such assignment.
- i. The appointee is entitled for all the benefits which are applicable to AB-PMJAY through SHA contractual employees.
- j. In case of any information given or declaration by the candidate is found to be false or if the candidate has will-fully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action may be taken as deemed fit by the appointing authority.
- k. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
- l. Incomplete applications in any aspect will be summarily rejected.
- m. Bihar Swasthya Suraksha Samiti (BSSS) reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- n. Allowances and entitlements to the selected candidates will be provided as per the rules and regulations of the Society



Administrative Officer
Bihar Swashtya Suraksha Samiti
