

DETAILS ABOUT WALK-IN-INTERVIEW FOR THE POST OF DIRECTORS

(Advt. No. BSSS_PMJAY-01/2019)

I. APPLICATION PROCESS:

For being considered for the selection process, all applications have to be initially entered online. The candidate should bring a copy of the duly filled application form (Refer Annexure 1) along with the originals and self - attested photocopies of following documents at the time of walk in interview:

- Two recent passport size photographs.
- Online submitted application form
- Photo identity proof (Aadhar and PAN card).
- Permanent/ Temporary address proof.
- All educational qualification from Xth till concerned essential qualification mentioned in ToR (marksheets and certificates).

II. ANNEXURES:

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

III. AGE:

Maximum 45 Years as on 1st January, 2019.

IV. EDUCATION QUALIFICATION & EXPERIENCE:

S. No.	Name of Post	Qualification & Experience (As on 1st January, 2019)
1	Director (Administration)	<p>Essential</p> <ul style="list-style-type: none">MBA/Two Year Postgraduate Diploma in Management/Two Year Postgraduate Diploma in Business Administration/ MSW from an institution of repute with specialization in General Management / Public Policy / Public Administration. <p>Desirable</p> <ul style="list-style-type: none">Proven track record to lead government programs/ social or health sector reforms and assist National and/ or State Governments with various forms of policy making, administration, development of various guidelines for the implementation of Government or Social Welfare Programs.Demonstrated experience in planning and strategy development, demonstrated experience in operationalizing health program at field level.

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		<p>Experience:</p> <p>Essential</p> <ul style="list-style-type: none"> At least 10 years of experience in administrative capacity in reputed firms/ Govt. Institutions, of which at least 5 years' experience should be working in Government sector <p>Desirable</p> <ul style="list-style-type: none"> Preference shall be given to the candidates, who have 5 years of work experience in Government Health Insurance. Should have experience of leading a multidisciplinary and diverse team of professionals from diverse fields such as health insurance, communication, human resources, procurement, legal, data management, health care, reporting and documentation, monitoring and evaluations, training etc. Overall administration, improve processes and policies and lead long term organizational planning, develop and oversee the standard operating procedures for scheme.
2	Director (Operation)	<p>Essential</p> <ul style="list-style-type: none"> MBA/Two Year Postgraduate Diploma in Business Administration/ Two Year Postgraduate Diploma in Management/ MBA in Healthcare or Master of Health Administration/ Health insurance or Public Health or similar equivalent PG degree <p>Desirable</p> <ul style="list-style-type: none"> Medical degree will be an additional advantage. <p>Experience:</p> <p>Essential</p> <ul style="list-style-type: none"> Minimum 10 years of experience in operation and administration of large public or private sector programmes, of which minimum 5 years of experience in managing health insurance or TPA or similar health insurance program <p>Desirable</p> <ul style="list-style-type: none"> 5 years working experience with Govt. health insurance schemes
3	Director (IT & MIS)	<p>Essential</p> <ul style="list-style-type: none"> M.Tech in Information Technology/ Computer Science <p>Desirable</p> <p>MBA- IT</p> <p>Experience:</p> <p>Essential</p> <ul style="list-style-type: none"> Minimum overall experience of 10 years post education but candidate should have overall experience of 5 years minimum in designing, developing and managing information systems within the organization (IT/MIS). Design and management of MIS system or Data Base management system in a Health related project/ health insurance for government <p>Desirable</p> <ul style="list-style-type: none"> Candidates with experience of MIS in public health program/ hospital/ national or state level health projects or an NGO health project, in India or abroad will be given added advantage.
4	Director (Health Care)	<p>Essential</p> <ul style="list-style-type: none"> MBBS from a recognized medical college with Master or Two Year Postgraduate Diploma in Health Management/ Two Year Healthcare Administration/ Public Health or MBA in Healthcare.

		<p>Experience:</p> <p>Essential</p> <ul style="list-style-type: none"> • Minimum 10 years of experience in large health sector programmes <p>Desirable</p> <ul style="list-style-type: none"> • Minimum 5 years of experience in managing health insurance or TPA or similar health insurance programme in public or private sector
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V. SELECTION PROCEDURE:

- Document verification team will shortlist the received online applications and will shortlist candidates who are meeting the eligibility criteria.
- Candidates will be evaluated based on the qualification, experience and personal interview.
- Only the candidates who meet the required eligibility criteria (qualification and experience) for the concerned position will participate in the Personal Interview.
- Total marks allocated for the selection procedure is 100, with 50 marks each allocated to 'Qualification & Experience' and 'Personal Interview' rounds.
- Initial shortlisting of the candidates will be done based on 'Qualification & Experience' and candidates with at least 25 marks will be eligible for 'Personal Interview' round.
- Candidate securing the highest marks will be selected for the post.
- Any vacancy arising because of non-joining by selected candidates in this Walk-in-Interview, the post will be offered to the candidates from the waiting list according to the merit. Waiting list will be valid for 1 year. Number of candidates in the waiting list will be decided by the selection committee.
- All candidates must provide mobile numbers and email id, for faster communication about such vacancies.
- Experience/Age/etc. will be counted as on date of 1st January, 2019.

*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.

VI. TERMS & CONDITIONS:

- Candidates are not entitled for any TA/DA for attending the walk-in interview.
- Candidates cannot claim for employment regularization in any case.
- 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.
- The candidate should not have been convicted by any Court of Law.
- 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.
- S/he is expected to conform to the rules of conduct and discipline as applicable to the BSSS employees.
- The competent authority reserves the right to assign any duty as and when required.
- No extra/additional allowances will be admissible in case of such assignment.
- The appointee is entitled for all the benefits which are applicable to AB-PMJAY through SHA contractual employees.
- In case of any information given or declaration by the candidate is found to be false or if the candidate has willfully 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.
- The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
- Incomplete applications in any aspect will be summarily rejected.
- 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.

iii. Allowances and entitlements to the selected candidates will be provided as per the rules and regulations of the Society

[Handwritten Signature]

Chief Executive Officer

Bihar Swashtya Suraksha Samiti
