



STATE HEALTH SOCIETY, BIHAR
राज्य स्वास्थ्य समिति, बिहार

परिवार कल्याण भवन, शेखपुरा, पटना - 800 014

Pariwar Kalyan Bhawan, Sheikhpura, Patna- 800 014,

Tel : 6612 2290340, 2281545. Fax: 2290322, website: www.statehealthsocietybihar.org



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सं०सं०:SHSB/GA/684/12
पत्रांक

सेवा में

संजय कुमार भाट्टसे,
सचिव, स्वास्थ्य-सह-कार्यपालक निदेशक,
राज्य स्वास्थ्य समिति, बिहार

सेवा में,

सभी सिविल सर्जन सह सदस्य सचिव,
जिला स्वास्थ्य समिति

पटना, दिनांक -

विषय : 533 प्राथमिक स्वास्थ्य केन्द्रों पर संविदा के आधार पर Block M & E Assistant-Cum-Data Entry Operator पद पर नियुक्ति करने के संबंध में।

प्रसंग : कार्यालय पत्रांक 7664 दिनांक 14.09.13 एवं पी०आर०संख्या-6635 (नि.नि.)-2013-14 के द्वारा प्रकाशित विज्ञापन।

महाशय/महाशया,

उपर्युक्त विषयक प्रासंगिक पत्र/संदर्भ का कृपया स्मरण करें जिसके द्वारा Block M&E Assistant Cum-Data Entry Operator के पदों पर नियुक्ति हेतु सभी सम्बन्धित को निदेशित किया गया है। पी०आर०संख्या-6635(नि.नि.)-2013-14 के द्वारा उक्त पद को अन्य पदों के साथ विभिन्न समाचारपत्रों में विज्ञापित करवाया गया। उक्त विज्ञापन में क्रमांक 32 पर के पद Block M&E Assistant Cum Data Entry Operator के कम्प्यूटर संबंधी योग्यता में "One year diploma in the field of Computer Application from a recognized institution" अंकित है जबकि कार्यालय पत्रांक 7664 दिनांक 14.09.13 एवं राज्य स्वास्थ्य समिति, बिहार के वेबसाइट पर उक्त योग्यता के स्थान पर "6 months course in Computer Application from DOEACC institution" अंकित है। उक्त भिन्नता के संबंध में कुछ जिलों द्वारा पत्र/दूरभाष के माध्यम से मार्गदर्शन की मांग की जा रही है। इस संबंध में समीक्षोपरांत पाया गया कि ऐसा लिपिकीय भूल के कारण सूचना एवं जनसंपर्क विभाग, बिहार, पटना को भेजे गये विज्ञापन प्रामाणी में ससमय संशोधन नहीं किये जाने के कारण हुआ है।

चूंकि जिला स्वास्थ्य समिति में आवेदन समर्पित करने की अंतिम तिथि 07.10.2013 (संशोधित) समाप्त हो चुका है तथा समाचारपत्रों में विज्ञापित योग्यता के अनुरूप ही अधिकांश अभ्यर्थियों द्वारा संबंधित जिला स्वास्थ्य समिति में आवेदन समर्पित किया जा चुका है। ऐसे में कार्यालय पत्रांक 7664 दिनांक 14.09.103 में अंकित कम्प्यूटर संबंधी योग्यता "6 months course in Computer Application from DOEACC institution" के साथ समाचारपत्रों में विज्ञापित योग्यता "One year diploma in the field of Computer Application from a recognized institution" को मान्य किये जाने का निर्णय लिया गया है। उक्त पत्र में अंकित शेष निदेश, शर्तें यथावत् रहेंगे।

विश्वासभाजन

ह०/-

(संजय कुमार)

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ज्ञापार्क - 8/85

पटना, दिनांक - 10-10-13

- प्रतिलिपि -सम. जिला प्रदाधिकारी सह अध्यक्ष, जिला स्वास्थ्य समिति, बिहार को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।
- प्रतिलिपि -सम. क्षेत्रीय उपनिदेशक, स्वास्थ्य सेवायें को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।
- प्रतिलिपि -सम. क्षेत्रीय कार्यक्रम प्रबंधक, क्षेत्रीय कार्यक्रम प्रबंधन इकाई को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।
- प्रतिलिपि -सम. जिला कार्यक्रम प्रबंधक, जिला स्वास्थ्य समिति को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

R. K. Singh
सचिव, स्वास्थ्य सह
कार्यपालक निदेशक



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



Terms of Reference

State Health Society, Bihar under National Rural Health Mission is inviting applications for the following positions on contractual basis. The details of position and essential qualifications are as under:

- (1.) Post : **Para Medical Worker (NLEP)**
No. of Position : 433 (UR-224, EBC-81, BC-52, SC-70, BC-F-6)
(Detailed Districtwise Roster attached)
Reporting to : MOIC/District Leprosy Officer
Place of posting : Primary Health Centre (Block level)
Duration of Contract : One Year which may be renewed every year based on performance & conduct of the contractual staff.
Maximum Age : 65 Yrs (As on 01.09.13)
Remuneration : Rs. 16,000/- (Rupees Sixteen thousand only) per month consolidated.

ESSENTIAL QUALIFICATION / EXPERIENCE

- High School/ Higher Secondary holding certificate of PMW training.
Or
MSW/B.Sc with 3 years experience in the field of Health.
- Working knowledge of computers.

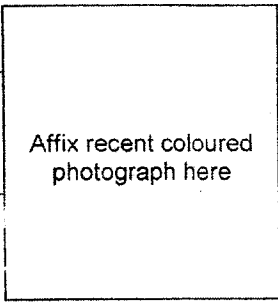
ROLES & RESPONSIBILITIES:

- To support the Block PHC Medical Officer or the urban leprosy centre in carrying out all NLEP activities.
- To maintain master register and other records related to NLEP.
- To prepare monthly progress report (MPR).
- To ensure availability of MDT Drug at all level.
- Intensification of supervision in the blocks PHC area and completion of treatment in Urban localities.
- Any other activity in the interest of the programme.

- (2.) Post : **Block M & E Assistant Cum Data Entry Operator**
No. of Position : 533 (UR-276, EBC-98, BC-61, SC-86, BC-F-12)
(Detailed Districtwise Roster attached)
Reporting to : MOIC/Block Health Manager and District M & E Officer at District level
Place of posting : Primary Health Centre (Block Programme Management Unit)
Duration of Contract : One Year which may be renewed every year based on performance & conduct of the contractual staff.
Maximum Age : 45 Yrs (As on 01.09.13)
Remuneration : Rs. 12,000/- (Rupees Twelve thousand only) per month consolidated.

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)



Application for the post of	
Demand Draft Details	Institute: _____ Branch: _____ Demand Draft Number: _____ Date of issue: _____ Payable at: _____ Category: Unreserved/EBC/BC/SC/ST (tick mark <input type="checkbox"/> whichever is applicable)
Name	
Father's/ Husband's Name (Tick <input type="checkbox"/> whichever is applicable)	
Date of Birth	
Age (as on 01.09.2013)	
Marital Status	
Nationality	
Category/Cast Tick <input type="checkbox"/> whichever is applicable	Unreserved () Extremely Backward Class () Backward class () Schedule caste () Schedule Tribe () Backward class (F) () 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- _____
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Trainings and workshops attended

Sl. No.	Topic	Institution/ Organization	Year	Objective of the training/ workshop
1.				
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)

(3)

ESSENTIAL QUALIFICATION / EXPERIENCE

- Graduate in any discipline from recognized university.
- Typing speed 40 & 30 w.p.m. in English and Hindi respectively.
- **1 Year** course in Computer Application from DOEACC institution.
- Excellent command over MS Office and internet.
- At least 2 years of relevant working experience in the health sector.
- Preference will be given to those candidates who have worked in Health Sector of Government organization in Bihar with good knowledge of HMIS/MCTS application.

BACKGROUND

Block Monitoring & Evaluation Assistant-cum-Data Entry Operator for 533 PHCs of 38 districts to be appointed on contractual basis. These Block Monitoring & Evaluation Assistant-cum-Data Entry Operator will be designated as Nodal persons for HMIS/MCTS and other Monitoring & Evaluation activities at block level. They will perform data entry, analysis of HMIS/MCTS data and other M&E activities at block level.

ROLES & RESPONSIBILITIES:

- Responsible for M&E activities at the block level. They will perform data entry, analysis of HMIS/MCTS data and other M&E activities at block level.
- Uploading/ Data entry of information related to block /sub-block level.
- Compilation of reports required under the project.
- Timely reporting to District Health Society.
- Any other relevant work assigned by the concerned reporting officer.

