

TERMS OF REFERENCE	
General:	
Position	Personnel Officer-cum- O.S.D. to Executive Director
No. of Post	(01) One
Location	Patna
Duration of Contract	The recruitment will initially be for a period of eleven months which shall be subject to following conditions:- a. Satisfactory performance b. Continued requirement of the position, and c. Approval of the position by Government of India in ROP of National Health Mission. d. Fulfillment of service conditions as decided by governing body of SHSB. The contract may be extended for another three years and beyond subject to fulfillment of criteria (a), (b), (c) and (d) mentioned above.
Eligibility Criteria:	
Category – 01 (Single)	
Maximum age :- 61 Years as on 28.02.2018	
Qualification & Experience:-	
<ul style="list-style-type: none"> • Retired Private Secretary/Principal Private Secretary of Govt. of Bihar. • Preference will be given to those retired Personnel who have worked in General Administration/ Finance/Health Department, Govt. of Bihar. • The candidates should be proficient in MS word. 	
Other Information's/Requirements/Conditions	
Purpose of Assignment:	
<ul style="list-style-type: none"> • To give Secretarial assistance to Executive Director and State Health Society, Bihar. • Any other works as assigned by the Executive Director. 	
Remuneration:	
Consolidated remuneration Last Pay + DA – Pension + DA per month.	
Agreement:	
Selected candidate will have to sign a contractual agreement with SHSB.	



