



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting applications for the various post under IDSP

State Health Society, Bihar under National Rural Health Mission is inviting applications from suitable career oriented professionals for the following post on contractual basis for Integrated Disease Surveillance Project (IDSP) :

Sl. No.	Name of the posts	No. of Vacancy	Consolidated Salary (PM) in Rs.
1.	Epidemiologist (at State HQS)	1	35,000/-
2.	Epidemiologist (at District HQS)	(16) UR- 4, EBC-4, SC-6, BC- 1, Female (BC)-1	30,000/-
3.	Microbiologist (1 for State HQS & 1 for District HQs)	(2) UR-1, EBC-1	30,000/-
4.	Consultant Training (at State HQS)	1	25,000/-
5.	Consultant Finance (at State HQS)	1	25,000/-
6.	Data Manager (at District HQS)	(6) EBC-02, SC-04	13,500/-
7.	Data Entry Operator (For State HQS-1, District HQS-38, Medical College – 1, RMRI-1, IDH-1)	(42) UR- 21, EBC-8, SC-7, BC- 5, Female (BC)-1	8,500/-

General Condition:

1. Maximum age limit 45 years for the post of Sl. No. 1 to 5. (in exceptional cases age up to 60 years may be considered) and 40 years for Sl. No. 6 and 7 (as on 31.7.10).
2. Specific work experience in relevant field may be indicated in application.
3. The recruitment will be on contract basis for a period of 1 yrs which may be renewed every year based on performance & conduct of the consultant.
4. **Reservation Roaster will be applicable as per Bihar Govt. Norms**
5. Application fees for the posts mentioned in Sl. No. 1 to 6 is Rs. 500/- for applicants under General category, fee for OBC and SC/ST candidates would be Rs. 300/- and 250/- respectively for each of the positions. Application fees for the posts mentioned in Sl. No. 7 is Rs. 200/- for applicants under General category, fee for OBC and SC/ST candidates would be Rs. 100/- .
6. Candidate applying for more than one position have to submit application fee for each of the positions separately.
7. **No application will be accepted without submission of application fee.**
8. Original Bank Draft (Application Fee) drawn on any nationalized bank and payable at **Patna** favoring “**State Health Society (IDSP), Bihar**” should be sent along with application form to Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014.
9. Only short listed candidates will be called for interview.
10. No TA/DA will be given for attending the interview for any position.
11. The society reserves the right to cancel any or all the positions mentioned above.
12. Application in the prescribed format and complete in all respect must be sent to Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014 containing self attested photocopies of certificate and testimonials in sealed envelope by speed/registered post on or before **23/08/2010 at 5 pm. The name of the post applied for must be mentioned on the top of the envelope.**
13. Terms of Reference (ToR), qualifications/ experience/ emoluments of above positions and application form available on the official website www.statehealthsocietybihar.org.

Details of short listed candidates who would be invited for selection/interview will be displayed on the website: www.statehealthsocietybihar.org

Last date of submission of form along with fee is 23/08/2010 at 5 pm.

Applications should be sent in prescribed format available on the above mentioned website clearly mentioning the position applied. Applications in other format will not be accepted.

For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted on working days during office hours (10.00 – 17.00 hrs) on Ph. No. 0612-2281545.

**Executive Director
State Health Society Bihar**

State Health Society, Bihar
Parivar Kalyan Bhawan, Sheikhpura, Patna 800014

Terms of Reference

Inviting applications for the various post under IDSP

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

(1) Epidemiologist at State HQS

Reporting to State Surveillance officer (IDSP), SHS, Bihar.

Place of Posting – State Health Society, Bihar, Patna

No. of Position – 1

Category – Open

● **Objective of the assignment :**

- a) Provide technical support to State Surveillance Officer to implement IDSP and ensure operational continuity for the program.
- b) Provide oversight for data collation, reporting, analysis and local action including outbreak investigation. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the district.
- c) Organize Rapid Response Teams for undertaking prompt outbreak investigations. Feedback to lower level institutions on reporting, trends and outbreak. Local media monitoring.
- d) Support capacity building by organizing training for state IDSP staff, monitoring training impact on the field and assessing emerging training needs.
- e) Liaison with other departments that have relevance to disease surveillance (Animal Husbandry, Women and Child Welfare, Panchayat Raj etc.) and Organize activities to strengthen partnerships with Medical Colleges, NGO sector & Private sector in disease surveillance and control of diseases. Monthly reviews and compilation of periodic reports and plans under the project.
- f) Support the organization of annual state dissemination meetings on disease surveillance and preparation of “state annual disease surveillance report” by January every year.
- g) Provide technical support for National Vector Borne Diseases Program (NVBDCP) through supporting fever surveillance and oversight for the line listing of vector borne diseases.

● **Job Responsibilities :-**

1. Organize and monitor timely collection of data from all reporting districts. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the State.
2. Analyses surveillance data and prepare weekly surveillance graphs and charts.
3. Identify outbreaks of diseases targeted in IDSP for all reporting districts using triggers agreed with Central surveillance unit.
4. Collect monthly summaries of the disease situation from the district surveillance units.
5. Prepare and send monthly summaries of the disease situation to the Central Surveillance unit and Regional Project Coordinator.
6. Initiate outbreak investigations promptly following the standard operating guidelines of IDSP.
7. Coordinate movement of Rapid Response Team & participate in all outbreak investigations.
8. Ensure timely submission of FIR(First Information Report) and detailed Outbreak Report to SSU/CSU and Regional Project Coordinators.
9. Ensure timely submission of annual project report and annual surveillance report of DSUs, prepare and timely submit annual project report and annual surveillance report for the SSU to CSU and Regional Project Coordinators.
10. Support effective operational integration of disease control efforts based on the surveillance data.

11. Coordinate involvement of Medical Colleges, Private sector, Community and media in surveillance activities.
12. Provide regular feedback to all reporting districts on disease trends and outbreaks.
13. Organize, coordinate & monitor training of state/district staff under IDSP.
14. Identify emerging training needs at the state/district and revise training calendars accordingly.
15. Organize dissemination of training manuals and materials for training courses.
16. Assist in organizing independent evaluation studies under IDSP and its outcome.
17. Supervise Data Manager and Consultant Finance/Procurement appointed under IDSP to ensure timely submission of quality information required in relation to data and Finance/Procurement matters.
18. Monitor proper use of EDUSAT facility / IT networking towards data transfer, training, e-conferencing.
19. Coordinate regular meetings of State/District Surveillance Committee and assist in inter-sectoral coordination for effective IDSP implementation.
20. Organize regular meetings of IDSP stakeholders.
21. Make supervisory visits to DSUs to monitor implementation of Project activity.
22. Support State Surveillance Officers in carrying out other works related to effective implementation of IDSP.

- **Qualification:**

In order of preference either of the below

- 1) Medical graduate with post graduate degree/diploma in preventive and social medicine/public health or epidemiology (such as MD,MPH,DPH,MAE etc)
- 2) Any medical graduate with three years experience in epidemiology/public health.

- **Experience:**

Minimum 2 Years experience in issues related to Public Health Programmes or Epidemiology.

- **Age:**

45 years or below (in exceptional cases age upto 60 years may be considered) (As on 31.7.10)

- **Salary:**

Rs. 35,000/- (Thirty five thousand) per month consolidated.

(2) Epidemiologist at District HQS

Reporting to District Surveillance officer (IDSP) of the concerned district.

Place of Posting – District Health Society (Concerned district)

No. of Position – 16

Category – As per reservation roaster.

- **Objective of the assignment :**

- a) Provide technical support to District Surveillance Officer to implement IDSP and ensure operational continuity for the program.
- b) Provide oversight for data collation, reporting, analysis and local action including outbreak investigation. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the district.
- c) Organize Rapid Response Teams for undertaking prompt outbreak investigations. Feedback to lower level institutions on reporting, trends and outbreak. Local media monitoring.
- d) Support capacity building by organizing training for state IDSP staff, monitoring training impact on the field and assessing emerging training needs.
- e) Liaison with other departments that have relevance to disease surveillance (Animal Husbandry, Women and Child Welfare, Panchayat Raj etc.) and Organize activities to strengthen partnerships with Medical Colleges, NGO sector & Private sector in disease surveillance and control of diseases. Monthly reviews and compilation of periodic reports and plans under the project.
- f) Support the organization of annual state dissemination meetings on disease surveillance and preparation of “district annual disease surveillance report” by December every year.
- g) Provide technical support for National Vector Borne Diseases Program (NVBDCP) through supporting fever surveillance and oversight for the line listing of vector borne diseases.

- **Job Responsibilities**

1. Organize and monitor timely collection of data from all reporting units. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the district.
2. Analyses surveillance data and prepare weekly surveillance graphs and charts.
3. Identify outbreaks of diseases targeted in IDSP for all reporting units using triggers agreed with State and Central surveillance unit.
4. Prepare and send monthly summaries of the disease situation to the State Surveillance unit and Regional Project Coordinator.
5. Initiate outbreak investigations promptly following the standard operating guidelines of IDSP.
6. Coordinate movement of Rapid Response Team & participate in all outbreak investigations.
7. Ensure timely submission of FIR (First Information Report) and detailed Outbreak Report to SSU and Regional Project Coordinators.
8. Prepare and timely submit annual project report and annual surveillance report for the DSU to SSU and Regional Project Coordinators.
9. Support effective operational integration of disease control efforts based on the surveillance data.
10. Coordinate involvement of Medical Colleges, Private sector, Community and media in surveillance activities.
11. Provide regular feedback to all reporting units on disease trends and outbreaks.
12. Organize, coordinate & monitor training of districts staff under IDSP.
13. Identify emerging training needs at the district and revise training calendars accordingly.
14. Organize dissemination of training manuals and materials for training courses.
15. Assist in organizing independent evaluation studies under IDSP and its outcome.
16. Supervise Data entry operators and Accountants appointed under IDSP to ensure timely submission of quality information required in relation to data and Finance/Procurement matters.
17. Monitor proper use of EDUSAT facility / IT networking towards data transfer, training, e-conferencing.
18. Coordinate regular meetings of District Surveillance Committee and assist in intersectoral coordination for effective IDSP implementation.
19. Organize regular meetings of IDSP stakeholders.
20. Make supervisory visits to reporting units to monitor implementation of Project activity.
21. Support District Surveillance Officers in carrying out other works related to effective implementation of IDSP.

- **Qualification:**

In order of preference either of the below

- 1) Medical graduate with post graduate degree/diploma in preventive and social medicine/public health or epidemiology (such as MD, MPH, DPH, MAE, etc)
- 2) Any medical graduate with three years experience in epidemiology/public health

- **Experience:**

Minimum 2 Years experience in issues related to Public Health Programmes or Epidemiology.

- **Age:**

45 years or below (in exceptional cases age upto 60 years may be considered) (As on 31.7.10)

- **Salary:**

Rs. 30,000/- (Thirty thousand) per month consolidated.

(3) **Microbiologist at State HQS**

Reporting to State Surveillance officer (IDSP), SHS, Bihar.

Place of Posting – State Health Society, Bihar, Patna

No. of Position – 1

Category – As per reservation roaster.

- **Objective of the assignment:**

The main objectives of the assignment are to :

- a. Provide technical support to State/District Public Health Laboratories being strengthened under Integrated Disease Surveillance Project.
- b. Provide technical support to integration of existing VBDCP laboratories with DPHL.
- c. Provide oversight for lower level laboratories.

- d. Ensure that laboratory investigations are promptly undertaken when diseases of public health importance are reported/suspected.
- e. Impart training for laboratory technicians and implement internal and external quality assurance ; and
- f. Liaise with medical college, private and other related sectors on issues related to laboratory diagnosis of outbreak prone diseases.

- **Job Responsibilities:**

1. Undertake /guide technicians for laboratory investigations of diseases of public health importance.
2. Facilitate capacity building of laboratory technicians by organizing training programs.
3. Periodically assess training needs of laboratory technicians and organize relevant training programs with support from local medical colleges/L3 laboratories.
4. Ensure implementation of Standard Operating Procedures (SOP) for laboratory techniques developed by IDSP.
5. Ensure implementation of guidelines for Biomedical Waste Management developed under IDSP based on existing rules.
6. Ensure timely submission by DSUs of monthly status report on laboratory tests carried out in assigned laboratories to SSU,CSU (National Lab Coordinator) and Regional Project Coordinator.
7. Participate in epidemic investigations as member of Rapid Response Team.
8. Carry out Internal Quality Assurance of L2 laboratories and monitor implementation of External Quality Assurance.
9. Assist in procurement of laboratory equipment and consumable items for laboratories.
10. Coordinate with medical college laboratories and private laboratories in the state participating in disease surveillance.
11. Provide support for sample collection and transport of specimen from DPHL , Medical College Laboratories and Private laboratories to State, Regional, National level laboratories.
12. Make supervisory visit to the L2 & L3 laboratories to review the progress of project activity.
13. Organize regular meetings of various stake holders involved in laboratory strengthening at the state.
14. Organize baseline assessments of district public health laboratories ; prepare a consolidated report for state level action for laboratories identified to be strengthened and timely submission of the same to CSU (National Lab Coordinator) and Regional Project Coordinator.
15. Support state surveillance unit in other works related to effective implementation of IDSP.

- **Qualification:**

In order of preference either of the below

- 1) Medical graduate with post graduate degree/diploma (preferably in Microbiology, Virology, Pathology and other lab sciences)
- 2) Any medical graduate with 2 years experience in clinical laboratory sciences
- 3) M.Sc. in Medical Microbiology with one year experience in clinical laboratory services.

- **Experience:-**

- 1) Minimum 2 Years relevant experience in Medical Microbiology
- 2) Experience of working in public health systems, implementation of laboratory quality assurance systems, assessing and organizing training programs and proven ability for planning and undertaking operational research would be desirable.

- **Age:**

45 years or below (in exceptional cases age upto 60 years may be considered) (As on 31.7.10)

- **Salary:**

Rs. 30,000/- (Thirty thousand) per month consolidated.

(4) Microbiologist at District HQS

Reporting to District Surveillance officer (IDSP), SHS, Bihar.

Place of Posting – Identified District Priority Lab (PMCH/Medical College)

No. of Position – 1

Category – As per reservation roaster

• Objective of the assignment:

The main objectives of the assignment are to :

- a. Provide technical support to District Public Health Laboratories being strengthened under Integrated Disease Surveillance Project.
- b. Provide oversight for lower level laboratories.
- c. Ensure that laboratory investigations are promptly undertaken when diseases of public health importance are reported/suspected.
- d. Impart training for laboratory technicians and implement internal and external quality assurance ; and
- e. Liaise with medical college, private and other related sectors on issues related to laboratory diagnosis of outbreak prone diseases.

• Job Responsibilities:

1. Undertake /guide technicians for laboratory investigations of diseases of public health importance.
2. Facilitate capacity building of laboratory technicians by organizing training programs.
3. Periodically assess training needs of laboratory technicians/assistance and organize relevant training programs with support from local medical colleges/L2 laboratories.
4. Ensure implementation of Standard Operating Procedures (SOP) for laboratory techniques developed by IDSP.
5. Ensure implementation of guidelines for Biomedical Waste Management developed under IDSP based on existing rules.
6. Timely submission of monthly status report on laboratory tests carried out in assigned laboratories to SSU,CSU (National Lab Coordinator) and Regional Project Coordinator.
7. Participate in epidemic investigations as member of Rapid Response Team.
8. Carry out Internal Quality Assurance of L1 laboratories and monitor implementation of External Quality Assurance.
9. Assist in procurement of laboratory equipment and consumable items for laboratories.
10. Coordinate with medical college laboratories and private laboratories in the district participating in disease surveillance.
11. Provide support for sample collection and transport of specimen from DPHL , Medical College Laboratories and Private laboratories to State level laboratories.
12. Make supervisory visit to the L1 & L2 laboratories to review the progress of project activity.
13. Organize regular meetings of various stake holders involved in laboratory strengthening at the state.
14. Organize baseline assessments of district public health laboratories ; prepare a consolidated report for state level action for laboratories identified to be strengthened and timely submission of the same to SSU .
15. Support district surveillance unit in other works related to effective implementation of IDSP.

• Qualification:

In order of preference either of the below

- 1) Medical graduate with post graduate degree/diploma (preferably in Microbiology, Virology, Pathology and other lab sciences)
- 2) Any medical graduate with 2 years experience in clinical laboratory sciences
- 3) M.Sc. in Medical Microbiology with one year experience in clinical laboratory services.

• Experience:

1. Minimum 2 Years relevant experience in Medical Microbiology
2. Experience of working in public health systems, implementation of laboratory quality assurance systems, assessing and organizing training programs and proven ability for planning and undertaking operational research would be desirable.

- **Age:**
45 years or below (in exceptional cases age upto 60 years may be considered)
- **Salary:**
Rs. 30,000/- (Thirty thousand) per month consolidated.

(5) Position: Consultant – Training

Reporting to State Surveillance officer (IDSP), SHS, Bihar.

Place of Posting – State Health Society, Bihar, Patna

No. of Position – 1

Category – Open

• **Job responsibility :**

Training under IDSP will be responsible for overall supervision and management of all activities of capacity building and close interaction with other programs. Assessment of capacity building. Developing Training Plan, Training Calendar & Budgeting of Training

• **Qualification/Experience:**

Candidates applying for the position should have Post graduate qualification in Public Health/ Social Sciences/ Social Work/ Rural Development along with minimum of 3 years of relevant experience with emphasis on training/capacity building. **Candidates with lesser qualification (at least Graduate any discipline) but having 7 or more years of relevant experience in a reputed organization at middle management level may also apply.** Good Knowledge in Computer application (Must in excel, MS Office etc.) is desirable.

- **Age:**
45 years or below (in exceptional cases age upto 60 years may be considered) (As on 31.7.10)
- **Salary:**
Rs. 25,000/- (Twenty five thousand) per month consolidated.

(6) Consultant Finance at State HQS

Reporting to State Surveillance officer (IDSP), SHS, Bihar.

Place of Posting – State Health Society, Bihar, Patna

No. of Position – 1

Category – Open

• **Job responsibility :**

Consultant – Finance will Guide, monitor and supervise financial matters concerning the IDSP in consultations with State Surveillance Officer and concerned departments. Consultant – Finance will be responsible for ensuring timely and up-to-date availability of financial information on IDSP matters according to the requirement. He/she will also provide guidance to the Finance, Accounts and the Internal Audit team to ensure a transparency in operations.

• **Qualification/Experience:**

The candidate applying for the position must have 3 years of experience in accounting and auditing system. He/she must be MBA in Finance, or Chartered Accountant or ICWA. Additional background in social science, rural development will be of advantage. Preference will be given to candidates with prior experience working with the Govt.

- **Age:**
45 years or below (in exceptional cases age upto 60 years may be considered) (As on 31.7.10)
- **Salary:**
Rs. 25,000/- (Twenty five thousand) per month consolidated

(7) Data Manager at District HQS

Reporting to District Surveillance officer (IDSP) of the concerned district

Place of Posting – District Health Society of the concerned district

No. of Position – 6

Category – As per reservation roaster

• **Job Responsibilities :**

1. To assist State Surveillance Officer/District Surveillance Officer and other officials in carrying out the IDSP activities.
2. Supervise functioning of MIS unit of Integratwe4d Disease Surveillance Project and IDSP Portal.
3. Supervise functioning of Data Entry operators.

4. Organize information received from District Surveillance Units.
5. Preparation of reports required under the project.
6. Organize maintenance of IT hardware, software and WAN.
7. Supervise and maintain EDUSAT/VPN Network for Video Conferencing and Data Transference.
8. Monitoring of 1075 connectivity in State/Districts.
9. Familiarize and operate VC equipment, undertake preventive maintenance and trouble shooting for small problems, and coordinate with service providers for major breakdowns.
10. Analyze S,P,L date for time/place in spreadsheet for identifying Rising Trend of Disease over time / Early Warning Signals.
11. Prepare Periodic and Annual Reports.

- **Qualification & Experience:**

Post Graduate Qualification in Computer Science or BE in IT/Electronics, with minimum 3 years experience. Preference will be given to those who have worked in health or social sector.

- **Age:**

40 years or below (As on 31.7.10)

- **Salary:**

Rs. 13,500/- (Thirteen thousand five hundred) per month consolidated.

(8.) **Data Entry Operator** (1 for State HQS, 38 for District HQS, 1 for Medical College, 1 for RMRI, 1 for IDH)
Reporting to State Surveillance Officer/District Surveillance officer (IDSP) and other officials

Place of Posting – State Health Society, Bihar, Patna/District Health Society of the concerned district/ Medical College/ RMRI/ IDH.

No. of Position – 42

Category – As per reservation roster

- **Job Responsibilities :**

1. To assist State Surveillance Officer/District Surveillance Officer and other officials in carrying out the activities performed by Data Manager.
2. Uploading/ updating of information MIS of Integrated Disease Surveillance Project and Portal.
3. Compilation of reports required under the project.
4. Operation of EDUSAT/VPN Network for Video Conferencing & Data Transference.
5. Regular weekly/bi-weekly updating of 1075 connectivity in State/Districts/Medical College.
6. Assist Data Manager in compiling Periodic and Annual Report.

- **Eligibility criteria**

1. Graduate from any recognized university in any discipline or its equivalent.
2. 1 year Diploma in Computer Application
3. Excellent command over MS Office, Internet.
4. Typing speed of minimum 40 words per minute in English and 30 words per minute in Hindi.
5. Good communication and writing skill in English & Hindi.
6. 1-2 years of experience is required. Candidates who have worked with govt. set up would be preferred.

- **Age:**

40 years or below (As on 31.7.10)

- **Salary:**

Rs. 8,500/- (Eight thousand five hundred) per month consolidated.

Application Form

Application for the post of					Affix recent photograph
Demand Draft Details	Issuing Bank: Branch: Demand Draft Number: Date of issue: Payable at: Category: General/OBC/SC/ST (tick mark whichever is applicable)				
Name					
Father's/ Husband's Name					
Date of Birth					
Age (as on 31.7.10)					
Marital Status					
Nationality					
Cast / Category					
Present Address					
Permanent Address					
Contact Number					
E-mail ID					
Academic background (Starting from highest)					
SN	Qualification	School/Institute /University	Year of passing	Percentage of Marks/ grades obtained (if any)	
1					
2					
3					
4					
5					
Technical Qualification (Starting from highest)					
SN	Qualification	School/Institute /University	Year of passing	Percentage of Marks/ grades obtained (if any)	
1					
2					
3					
4					

Trainings and workshops attended				
SN	Topic	Institution/Organization	Year	Objective of the training/ workshop
1				
2				
3				
4				
Work Experience (starting from the latest)				
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			
Any other information that the candidate would like to give in support of his/her candidature				

Signature

Note: The candidate may use additional paper if required.