



# State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



## Inviting application for various posts under National Programme for Prevention & Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke (NPCDCS)

State Health Society Bihar, under National Rural Health Mission, invites application from suitable candidates for the following post on contractual basis under NPCDCS Programme.

Sl. No.	Name of post	No. of Post	Consolidated Salary (PM in Rs.)
<b>State NCD Cell</b>			
1.	State Programme Officer (SPO)	Unreserved - 1	55,000/-
2.	Finance cum logistics officer	Unreserved - 1	30,000/-
3.	Programme Assistant	Unreserved - 1	20,000/-
4.	Data Entry Operator	(2) Unreserved – 1 EBC – 1	12,000/-
<b>District NCD Cell (For Rohtas, Vaishali, Muzaffarpur, E. Champaran, W. Champaran &amp; Kaimur)</b>			
5.	District Programme Officer (DPO)	(06) (UR-03, EBC-1, SC-1 & BC-1)	40,000/-
6.	Finance cum logistics officer	(06) (UR-03, EBC-1, SC-1 & BC-1)	30,000/-
7.	Programme Assistant	(06) (UR-03, EBC-1, SC-1 & BC-1)	20,000/-
8.	Data Entry Operator	(06) (UR-03, EBC-1, SC-1 & BC-1)	12,000/-

### General Condition:

1. Maximum age limit for the posts at Sl. No. 1 & 5 is 50 years (Retired Govt./Public Sector officers up to the age of 62 years ) and for other posts maximum age limit 40 years.(As on 31.10.11)
2. Specific work experience in relevant field may be indicated in application.
3. The recruitment will be on contract basis for a period of one year which may be renewed every year based on performance & conduct of the consultant.
4. Application fees is Rs. 500/- for applicants under General category, Rs. 300/- for BC/EBC and Rs. 250/- for SC/ ST candidates.
5. No application will be accepted without submission of application fee.
6. Bank Draft (Application Fee) drawn on any nationalized bank and payable at **Patna** favoring "**State Health Society, Bihar**" should be sent along with application.
7. Only shortlisted candidates will be called for interview.
8. No TA/DA will be given for attending the interview for any position.
9. The society reserves the right to cancel any or all the positions mentioned above.
10. 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 bank draft, self attested photocopies of certificate and testimonials in sealed envelope only through speed/registered post so as to reach the above address on or before **05/12/2011** at 5 pm. **The name of the post applied for must be mentioned on the top of the envelope.**
11. **The ToR, qualifications/ experience/ emoluments of above positions and application form available on the website ([www.statehealthsocietybihar.org](http://www.statehealthsocietybihar.org)).**

**Last date of submission of form along with fee is 05/12/2011 at 5 pm.**

12. 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.
13. 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(ToR)**

**Inviting application for various post under National Programme for Prevention & Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke (NPCDCS)**

**1. Job title: State Programme Officer (SPO) /District Programme Officer (DPO)**

**Essential Qualifications:**

- MBBS or equivalent degree from institution recognized by Medical Council of India. Must have completed compulsory internship.  
OR
- Diploma/Masters in Public Health or MD/DNB in Preventive & Social Medicine/Community Medicine/Community Health Administration/MBA (Health Care Administration).
- At least 5 years experience in Health Management/ Public Health Programme/ Health Services after obtaining post graduate degree. For DPO minimum 3 years experience.

**Desirable:** Experience in Non Communicable Disease control program/projects.

**Age Limit:** Up to 50 years. Retired Govt./Public Sector officers up to the age of 62 years are eligible to apply. (As on 31.10.11)

**Job requirements/responsibilities:**

- Preparing Programme Implementation Plan.
- Organizing State/District level review meetings and orientation workshops.
- Organizing training program for Medical Officers including AYUSH Practitioners, nurses and health workers.
- Visiting districts to monitor the NCD activities.
- Reviewing program implementation at district and below district levels.
- Collaborating with Centre, Medical colleges, Districts, NGOs and other sectors.
- Preparing and submitting quarterly progress report for NPCDCS to SNO (NCD).
- Any other job assigned by concerned officers.

**Remuneration:** For SPO Up to Rs. 55,000/month (consolidated); for DPO: Rs. 40,000/month

**2. Job title: Finance cum Logistics Officer (State/District)**

**Essential Qualifications:**

- Inter CA/Inter ICWA/M.Com or MBA (Finance/ Material Management) with knowledge of computer
- At least 3 years experience in supervisory capacity and knowledge of popular accounting software packages.

**Age Limit:** Up to 40 years. (As on 31.10.11)

**Job requirements/responsibilities:**

**General:-**

- All matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to NPCDCS in the State/ District.

- To maintain the fund flow mechanism from State to Districts and Districts to below.
- Accurate and timely submission of quarterly report on expenditure to Centre/State, annual audited statement of accounts and intensively monitoring the financial management in State/ District Health Society.
- Any other job assigned by concerned officers.

**Specific:**

- Preparing annual and quarterly budgets for the State/ District.
- Ensuring that adequate internal controls are in place to support the payments and receipts.
- Ensuring timely consolidation of accounts/financial statements at the State/ District.
- Monitoring expenditure and receipt of Utilization Certificate (UC) & Statement of Expenditure (SOE) from the State /District.
- Coordinating with District and below to address the audit objection/internal control weaknesses, issues of disallowances, if any.

**Remuneration:** Up to Rs. 30,000/month (consolidated)

**3. Job title: Programme Assistant (State/District)**

**Essential Qualifications:**

- Graduate in any stream
- Knowledge and experience in office work
- Course in shorthand, typing, computer applications desirable.

**Age Limit:** Up to 40 years. (As on 31.10.11)

**Job requirements/responsibilities:**

- Assistance to State/District Programme coordinator in all his job responsibilities
- Correspondence with District NCD Unit, State Government, Govt. of India
- Assistance in organizing review meetings and official tours
- Maintenance of files and correspondence
- Assistance in preparation of reports
- Any other job assigned as per program need.

**Remuneration:** Up to Rs. 20,000/month (consolidated)

**4. Job title: Data Entry Operator (State/District)**

**Essential Qualifications:**

- Graduate
- Diploma in Computer Applications
- Experience in database designing, excel sheet desirable
- Minimum one year of relevant working experience.

**Age Limit:** Up to 40 years. (As on 31.10.11)

**Job requirements/responsibilities:**

- Ensure regular entry of all relevant data in the computer pertaining to various aspects of NPCDCS in a systematic manner to facilitate its analysis.
- Compile the reports.
- Maintenance and up keep of the computer and its accessories.
- Any other job assigned as per program need.

**Remuneration:** Up to Rs. 12,000/month