



State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Inviting application for the position of Superintending Engineer(Civil), Executive Engineer(Civil) and Assistant Engineer (Civil) on contractual basis

State Health Society, Bihar under National Rural Health Mission invites application from suitable candidates for the post of Superintendent Engineer(Civil), Executive Engineer(Civil) and Assistant Engineer(Civil) to be appointed on contractual basis for its Infrastructure Cell .The details are as follows:-

Sl. No.	Name of posts	No. of Posts	Qualification/Experience	Consolidated Salary (PM in Rs.)
1.	Superintending Engineer(Civil)	01 (UR)	<ul style="list-style-type: none">Graduate degree in Civil Engineering or equivalentAt least 8 yrs. experience in building/road construction, repair and maintenance etc.	50,000/-
2.	Executive Engineer(Civil)	01 (UR)	<ul style="list-style-type: none">Graduate degree in Civil Engineering or equivalentAt least 6 yrs. experience in building/road construction, repair and maintenance etc.	45,000/-
3.	Assistant Engineer(Civil)	(02) UR – 01 EBC – 01	<ul style="list-style-type: none">Graduate degree in Civil Engineering or equivalentAt least 4 yrs. experience in building/road construction, repair and maintenance etc.	40,000/-

General Condition:

1. Maximum age limit 45 years for all positions. Retired Government employees below 65 years of age with requisite qualifications and experience may also apply.
2. The recruitment will be on contract basis for a period of 1 year, which may be renewed every year based on the performance & conduct of the contractual staff.
3. Application fees is Rs. 500/- for applicants under General category, Rs. 300/- for BC/EBC and Rs. 200/- for SC/ ST candidates.
4. No application will be accepted without submission of application fee.
5. Bank Draft (Application Fee) drawn on any nationalized bank and payable at **Patna** favoring "**State Health Society, Bihar**" should be enclosed with application.
6. Only shortlisted candidates will be called for interview. Original educational certificates and other testimonials must be carried at the time of interview.
7. No TA/DA will be given for attending the interview for any position.
8. State Health Society reserves the right to cancel any or all the positions mentioned above without assigning reasons.
9. Application in the prescribed format and complete in all respect must be sent to **The Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800014** containing original bank draft and self attested photocopies of certificates in sealed envelope, only through speed/registered post so as to reach the above address on or before 5:00 pm, **17/09/2012**. **The name of the post applied for must be mentioned on the top of the envelope.**
10. **Detailed ToR, qualifications/experience/emoluments of above positions and application form is available on the society's official website (www.statehealthsocietybihar.org).**

Last date of submission of form is 17/09/2012 at 5 pm.

11. Applications should be sent in prescribed format available on the above mentioned website, clearly mentioning the position applied for. **Applications in other format will not be accepted.**
12. For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted on working days during office hours (10AM to 5PM) on Contact No. 7488270145

**Executive Director
State Health Society, Bihar**

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

Terms of Reference (ToR)

Government of Bihar (GoB) is committed to provide timely and effective Health Care Services to the people of Bihar. A majority of the poor people of Bihar usually depend on Public/Government Health Care Delivery Systems to address their preventative and curative health needs. Optimal availability of good quality medicines, quality provision of health related services and proper construction and maintenance of health facilities are of paramount importance for better Health Care Delivery.

Expansion of basic infrastructure is one of the priorities of health department. With a view to bring about improvement in the infrastructure of existing health facilities and development of infrastructure of new health facilities, positioning of appropriate technical manpower is one of the necessities. Keeping this in view State Health Society, Bihar invites application from suitable candidates for its infrastructure cell. The details are as follows:-

1. Post	:	Superintending Engineer (Civil)
No. of Position	:	01 (UR)
Reporting	:	Executive Director, SHSB/In-Charge, Infrastructure Cell
Location	:	State Health Society, Bihar
Remuneration	:	Rs. 50,000/-per month consolidated.

Essential Qualification & Experience

- Graduate degree in Civil Engineering or equivalent.
- At least 8 years of experience in building/road construction, repair and maintenance etc.

In addition s/he should possess:

- Good Communication & Interpersonal Skills.
- Strong managerial skills
- Effective decision making skills,
- Creative problem solving abilities and the ability to work under pressure of tight deadlines.
- Fair knowledge and experience in price negotiation & finalization of contracts
- Some exposure to Vendor Management Practices.
- Knowledge of various material acquisition processes

*Retired Government officials not below the rank of Superintending Engineer with required qualification may also apply.

DUTIES and RESPONSIBILITIES

- The Superintending Engineer is responsible to the Executive Director, SHSB/In-Charge, Infrastructure Cell, for project planning and Finalization of DPR and estimate.
- Disposal of tenders.
- Allocation of work and finalization of agreement for completion of assignment.
- Ensure completion of work according to PIP / Government Budget.

- Superintending Engineer shall review and exercise close supervision over the works under progress from time to time and give instructions and guidance for timely completion of the work.
- Superintending Engineer should ensure that all the periodical reports due are submitted well in time and to also ensure timely payment of bills.
- Ensure getting tested of building materials in specific labs.
- The superintending Engineer should call a meeting of the representatives of the Contractors, working on a particular project and review the progress. He will also listen to their difficulties and try to solve. If any serious point comes to the notice of the Superintending Engineer during these meetings, he should send a self contained report to the Executive Director, SHSB In charge – Infrastructure Cell / Executive Director, SHSB for necessary action.

2. Post	:	Executive Engineer (Civil)
No. of Position	:	01 (UR)
Reporting	:	Superintending Engineer/In-Charge, infrastructure Cell, SHSB
Location	:	State Health Society, Bihar
Remuneration	:	Rs. 45,000/–per month consolidated.

Essential Qualification & Experience

- Graduate degree in Civil Engineering or equivalent.
- At least 6 years of experience in building/road construction, repair and maintenance etc.

In addition s/he should possess:

- Good Communication & Interpersonal Skills.
- Strong managerial skills
- Effective decision making skills,
- Creative problem solving abilities and the ability to work under pressure of tight deadlines.
- Fair knowledge and experience in price negotiation & finalization of contracts
- Some exposure to Vendor Management Practices.
- Knowledge of various material acquisition processes

*Retired Government officials not below the rank of Executive Engineer with required qualification may also apply.

DUTIES and RESPONSIBILITIES

- The Executive Engineer will be responsible to In-Charge, Infrastructure Cell, SHSB/ Superintending Engineer for his work.
- Assist in preparation of DPR.
- Preparation of Estimates.
- Preparation of tender document and publishing in the newspaper / website.
- Preparation of document for evaluation of tenders / proposals.
- Assist in allocation of work and finalization of agreement for completion of assignment.
- Review of the work and ensure construction as per the laid standards. Preparation of progress report.

- Review and exercise close supervision over the works under progress from time to time and give instructions and guidance for timely completion of the work.
- Ensure that any required information is submitted well in time.
- Ensure timely payment of bills.
- Ensure quality of raw materials and work.
- Respond to technical and financial audit and also ensuring compliance to the vigilance.

3. Post	:	Assistant Engineer (Civil)
No. of Position	:	02 (UR-01, EBC-01)
Reporting	:	Superintending Engineer/In-Charge–Infrastructure Cell, SHSB
Location	:	State Health Society, Bihar
Remuneration	:	Rs. 40,000/–per month consolidated.

Essential Qualification & Experience

- Graduate degree in Civil Engineering or equivalent.
- At least 4 years of experience in building/road construction, repair and maintenance etc.

In addition s/he should possess:

- Good Communication & Interpersonal Skills.
- Strong managerial skills.
- Effective decision making skills.
- Creative problem solving abilities and the ability to work under pressure of tight deadlines.
- Fair knowledge and experience in price negotiation & finalization of contracts
- Some exposure to Vendor Management Practices.
- Knowledge of various material acquisition processes

*Retired Government officials not below the rank of Assistant engineer with required qualification may also apply.

DUTIES and RESPONSIBILITIES

- The Assistant Engineer will be responsible to the In-Charge, Infrastructure Cell, SHSB/ Superintending Engineer/Executive Engineer for his work.
- Assist in preparation of DPR.
- Assist in preparation of tender document and publishing in the newspaper / website.
- Assist in preparation of document for evaluation of tenders / proposals.
- Assist in allocation of work and finalization of agreement for completion of assignment.
- Review of the work and ensure construction as per the laid standards. Preparation of progress report.
- Review and exercise close supervision over the works under progress from time to time and give instructions and guidance for timely completion of the work.
- Ensure that any required information is submitted well in time.
- Ensure quality of raw materials and work.
- Respond to technical and financial audit.

Application Form

Application for the post of						Affix recent passport size coloured photograph here
Demand Draft Details	Issuing Bank: Branch: Demand Draft Number: Date of issue: Payable at: Category: Unreserved/EBC/BC/SC/ST (tick mark v whichever is applicable)					
Name						
Father's/ Husband's Name (Tick(v) whichever is applicable)						
Date of Birth						
Age (as on 31.08.12)						
Marital Status						
Nationality						
Category/Cast (Tick(v) whichever is applicable)	Unreserved () Extremely Backward Class () Backward class () Schedule caste () Schedule Tribe () Backward class (women) () 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.						
4.						

<i>Trainings and workshops attended</i>				
Sl. No.	Topic	Institution/Organization	Year	Objective of the training/ workshop
1.				
2.				
3.				
4.				
<i>Work Experience (starting from the latest)(Please enclose experience certificate)</i>				
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			
<i>Total Experience (in years)</i>				
<i>Any other information that the candidate would like to give in support of his/her candidature</i>				

Date:

Place:

Signature of the Candidate

Note: The candidate may use additional paper if required.