



# State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



## Inviting application for the post of Assistant Finance (Planning) for Planning Cell, SHSB, and Accountants for all FRUs of Bihar

For proper implementation of programmes of National Rural Health Mission, State Health Society, Bihar invites application from suitable career oriented professionals for the post of **Assistant Finance (Planning)** for Planning Cell of State Health Society, Bihar & **Accountants** for all 149 FRUs of Bihar on contractual basis.

Sl. No.	Name of the post	No. of Vacancy	Eligibility/ Experience	Consolidated Salary (PM) in Rs.
1.	<b>Asst. Finance (Planning)</b> [for Planning Cell, SHSB]	<b>(01)</b> Open	<ul style="list-style-type: none"> <li>Post Graduate Diploma in Management (Finance) or Finance Management/ ICWA/ M.Com (in Management Accounting &amp; Financial Strategies).</li> <li>At least 1 year of work experience in Budgeting (preference shall be given to candidates who have worked un Govt. Health Sector/NRHM)</li> <li>Computer proficiency and high level of familiarity with commonly used packages like Tally and MS Excel.</li> <li>Should be able to work in a multi-disciplinary team environment.</li> </ul>	20,000/-
2.	<b>Accountant</b> [for First Referral Units of Districts]	<b>(149)</b> UR - 75 EBC - 26 BC - 18 SC - 24 ST - 02 BC(F) - 04	<ul style="list-style-type: none"> <li>B.Com</li> <li>At least 3 years work experience in Accounting work.</li> <li>Preference shall be given to candidates who are proficient in computer (specially 'Tally').</li> </ul>	15,000/-

### General Condition:

- Maximum age limit 45 years (as on 31.01.12).
- The recruitment will be on contract basis for a period of 1 year which may be renewed every year based on performance & conduct of the Assistant/Accountant.
- Reservation Roaster will be applicable as per Bihar Govt. Norms.
- Application fees is Rs. 500/- for applicants under General category, Rs. 300/- for BC/EBC and Rs. 250/- for SC/ ST candidates.
- No application will be accepted without submission of application fee.
- Only shortlisted candidates will be called for interview.
- No TA/DA will be given for attending the interview.
- The above mentioned vacancy positions in FRU's may change subject to availability of actual vacancy in FRUs.**
- For the post at Sl. No. 2, application is to be sent to the concerned district as per the districts wise vacancy roaster available on the society's website.**
- The society reserves right to cancel the above position at any time.

### How to Apply :

- For the **post at Sl No. 1**, application is to be sent to **Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800014** and for the post at **Sl. No. 2**, application is to be sent to **Civil Surgeon-Cum-Member Secretary, District Health Society, \_\_\_\_\_ (Name of the concerned district)** in the prescribed format and complete in all respect containing self attested photocopies of certificate and testimonials with Original Bank Draft in sealed envelope by speed/registered post on or before **02/03/2012 at 5 pm**. The name of the post applied for must be mentioned on the top of the envelope.
- Application fee is to be submitted in the form of Bank Draft only. For the posts at Sl. No. 1, Bank Draft should be drawn on any nationalized bank favoring "**State Health Society, Bihar**" and payable at **Patna**, while for Sl. No. 2, Bank draft should be drawn in favour of "**District Health Society, \_\_\_\_\_ (Name of the concerned district)**" and payable at \_\_\_\_\_ (**Name of the concerned district**)
- The ToR, qualifications/ experience/List of Roaster wise vacancy in FRU/ emoluments of above position and application form are available on the official website of the society **www.statehealthsocietybihar.org** .
- 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.
- 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)**

**For the post of Assistant Finance (Planning) for planning cell of SHSB and Accountants for 149 FRUs in all districts of Bihar.**

**(1) Position: Assistant Finance (Planning)**

**Reporting to :** Additional Director – Planning, Monitoring & Evaluation, SHSB/State Programme Manager

**Place of Posting** – State Health Society, Patna (Planning Cell)

**No. of Position** – 1

**Category** – Open

**Salary** – Rs.20,000/- pm

**Roles and Responsibilities:**

The primary role of Assistant Finance (Planning) will be to provide quality financial support to the Additional Director – Planning, Monitoring & Evaluation or State Programme Manager at the State level under NRHM Planning.

**The detailed job description is as under:**

- Support the supervisor/reporting officer in timely preparation of Annual State budget and its allocation up to Block level under NRHM Annual Plan (based on differential planning and expenditure incurred by the districts in the previous FY)
- Undertake variance analysis based on quarterly financial reports, assess the financial impact from the budget and suggest appropriate quarterly and mid-year corrective actions.
- Undertake mid-year performance audit based on financial output of the districts vis-à-vis financial goal to assist supervisor in allocating funds from non-performing to performing districts (re-allocation/re-appropriation of funds)
- Compile and monitor financial output under NRHM programme
- Undertake any other finance related duties assigned by reporting officer/ supervisor.
- Coordinate with SPOs/other SHSB cells as and when required by supervisor to facilitate budgeting or financial monitoring.
- Undertake budgeting and financial planning for the poor performing districts
- Support District Planning Coordinators in sub-district budgeting and variance analysis, including participation on behalf of the SHSB in district/block planning workshops to facilitate fund allocation and also fund utilisation
- Undertake other assignments, which may be assigned from time to time by the Executive Director or Supervisor.
- Touring to districts/blocks to review fund utilisation vis-à-vis budget allocation and to suggest measures to supervisor for better fund absorption

**Qualification and Experience:**

- Post Graduate Diploma in Management (Finance) or Finance Management/ICWA /M.Com (in Management Accounting & Financial Strategies)
- At least 1 year of work experience in Budgeting (preference shall be given to candidates who have worked under Government Health sector/NRHM).
- Computer proficiency and high level of familiarity with commonly used packages like Tally and MS Excel.
- Should be able to work in a multi-disciplinary team environment.

## **(2) Position: Accountant (FRU)**

There is a need to strengthen the management capacity of FRUs in Bihar for its efficient and effective working and sustainability. For this purpose health managers have been appointed and are considered to be the key to overcoming the challenges facing health delivery in states like Bihar.

To strengthen the accounting system of FRUs, One Accountant is to be appointed on contractual basis in each FRUs.

Reporting to	:	MOIC, FRU/Hospital Manager
Place of Posting	:	FRUs of concerned district.
No. of Position	:	149 (One in each FRU)
Category	:	Unreserved – 75, EBC – 26, BC – 18, SC – 24, ST – 02 & BC (Female) - 04

### **Roles and Responsibilities:**

- To assist the Hospital Manager in the day-to-day accounting and finance operations of the FRU;
- Assist in providing transparent, timely and effective financial information and reporting as well other financial services required by Hospital Manager.
- Maintaining the Cash Book of the FRU regularly and submitting before hospital manager for checking.
- Maintaining all documents and records relating to the payment and receipts.
- preparing Half Yearly Report and Annual Accounts of FRU;
- preparing and maintaining the Fixed Assets Register of the FRU;
- conducting Physical Cash Verification and Physical Fixed Asset Verification ;
- Perform any other relevant work as directed by Hospital Manager.

### **Eligibility:**

- Graduate in Commerce (B.Com.).
- At least 3 years of relevant work experience in the field of accounting in any organization.
- Preference will be given to candidates who are proficient in computer especially 'Tally' software.

### **Salary & Emoluments:**

- The recruitment will be on contract basis for a period of 1 year which may be renewed every year based on performance & conduct of the consultant.
- The accountant will be paid a consolidated salary of Rs.15,000/- (Fifteen Thousand only) per month.

# State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14

## Roaster Wise Vacancy of ACCOUNTANT in FRUs in all districts of Bihar

Sl. No.	Name of District	Name of FRU Identified	No. of Vacancy	Category
1	Araria	Sadar Hospital, Araria	1	UR
2		Sub-Divisional Hospital, Farbisganj	1	EBC
3		Referral Hospital, Jokihat	1	UR
4		Referral Hospital, Raniganj	1	SC
5	Arwal	Sadar Hospital, Arwal	1	UR
6	Aurangabad	Sadar Hospital, Aurangabad	1	BC
7		Sub-Divisional Hospital, Daudnagar	1	UR
8		Referral Hospital, Haspura	1	EBC
9		Referral Hospital, Kutumba	1	UR
10		Referral Hospital, Navinagar	1	SC
11	Banka	Sadar Hospital, Banka	1	UR
12		Referral Hospital, Amarpur	1	BC
13		Referral Hospital, Katoriya	1	UR
14		Referral Hospital, Baunshi	1	EBC
15	Begusarai	Sadar Hospital, Begusarai	1	UR
16		Sub-Divisional Hospital, Baliya	1	SC
17		Sub-Divisional Hospital, Majhaul	1	UR
18		Referral Hospital, Matihani	1	BC(F)
19	Bhagalpur	Sub-Divisional Hospital, Nawgachia	1	UR
20		Referral Hospital, Peerpanti	1	EBC
21		Sadar Hospital, Bhagalpur	1	UR
22		Sub-Divisional Hospital, Kahalgaon	1	BC
23		Referral Hospital, Sultanganj	1	UR
24		Referral Hospital, Nath Nagar	1	SC
25	Bhojpur	Sadar Hospital, Ara	1	UR
26		Sub-Divisional Hospital, Jagdishpur	1	EBC
27		Referral Hospital, Sandesh	1	UR
28		Referral Hospital, Shahpur	1	SC
29	Buxar	Sadar Hospital, Buxar	1	UR
30		Sub-Divisional Hospital, Dumraon	1	BC
31	Champan East	Sadar Hospital, Motihari	1	UR
32		Sub-Divisional Hospital, Areraj	1	EBC

33		Sub-Divisional Hospital, Chakia	1	UR
34		Sub-Divisional Hospital, Pakaridayal	1	SC
35		Referral Hospital, Dhaka	1	UR
36	Champan West	Sadar Hospital, W. Champaran (M.J.K., Bettiah)	1	EBC
37		Sub-Divisional Hospital, Bagha	1	UR
38		Sub-Divisional Hospital, Narkatiyaganj	1	BC
39		Referral Hospital, Lauriya	1	UR
40		Referral Hospital, Gaunaha	1	SC
41	Darbhanga	Referral Hospital, Jale	1	UR
42		Referral Hospital, Manigachi	1	EBC
43		Sub-Divisional Hospital, Benipur	1	UR
44	Gaya	Sadar Hospital, Gaya (Pilgrim Hosp.)	1	ST
45		Sub-Divisional Hospital, Sherghati	1	UR
46		Lady Elgin Zanana Hospital, Gaya	1	BC
47		Referral Hospital, Dumaria	1	UR
48		Referral Hospital, Tekari	1	SC
49	Goplaganj	Sadar Hospital, Gopalganj	1	UR
50		Sub-Divisional Hospital, Hathua	1	EBC
51		Referral Hospital, Kateya	1	UR
52		Referral Hospital, Phulwaria	1	BC(F)
53		Referral Hospital, Bhore	1	UR
54	Jehanabad	Sadar Hospital, Jehanabad	1	EBC
55		Referral Hospital, Makhdumpur	1	UR
56		Referral Hospital, Ghoshi	1	SC
57	Jamui	Sadar Hospital, Jamui	1	UR
58		Referral Hospital, Jhajha	1	BC
59		Referral Hospital, Chakai	1	UR
60		Referral Hospital, Laxmipur	1	EBC
61	Kaimur	Sadar Hospital, Kaimur	1	UR
62		Referral Hospital, Ramgarh	1	SC
63		Sub-Divisional Hospital, Mohania	1	UR
64		Referral Hospital, Adhaura	1	BC
65	Katihar	Sadar Hospital, Katihar	1	UR
66		Sub-Divisional Hospital, Barsoi	1	EBC
67		Sub-Divisional Hospital, Manihari	1	UR
68		Referral Hospital, Barari	1	SC
69	Khagaria	Sadar Hospital, Khagaria	1	UR

70		Referral Hospital, Gogri	1	EBC
71	Kishanganj	Sadar Hospital, Kishanganj	1	UR
72		Referral Hospital, Chattargachh	1	BC
73	Lakhisarai	Sadar Hospital, Lakhisarai	1	UR
74		Referral Hospital, Brahaiya	1	SC
75	Madhepura	Sadar Hospital, Madhepura	1	UR
76		Sub-Divisional Hospital, Udakishanganj	1	EBC

77	Madhubani	Sadar Hospital, Madhubani	1	UR
78		Sub-Divisional Hospital, Jhanjharpur	1	SC
79		Sub-Divisional Hospital, Jainagar	1	UR
80		Sub-Divisional Hospital, Phulparas	1	BC
81		Referral Hospital, Pandaul	1	UR
82		Referral Hospital, Madhepur	1	EBC
83		Referral Hospital, Andharathadi	1	UR
84	Munger	Sadar Hospital, Munger	1	BC(F)
85		Sub-Divisional Hospital, Tarapur	1	UR
86	Muzaffarpur	Sadar Hospital, Muzaffarpur	1	SC
87		Referral Hospital, Sakra	1	UR
88	Nalanda	Sadar Hospital, Bihar Sharif	1	EBC
89		Sub-Divisional Hospital, Hilsa	1	UR
90		Sub-Divisional Hospital, Rajgir	1	BC
91		Referral Hospital, Islampur	1	UR
92		Referral Hospital, Asthawan	1	SC
93		Referral Hospital, Chandi	1	UR
94	Nawada	Sadar Hospital, Nawada	1	EBC
95		Sub-Divisional Hospital, Rajauli	1	UR
96		Referral Hospital, Kauwakol	1	BC
97		Referral Hospital, Barsaliganj	1	UR
98	Patna	Sub-Divisional Hospital, Barh	1	SC
99		Sub-Divisional Hospital, Danapur	1	UR
100		Sub-Divisional Hospital, G.G.S., Patna City	1	EBC
101		Sub-Divisional Hospital, Masaurhi	1	UR
102		Referral Hospital, Bihta	1	EBC
103		Referral Hospital, Mokama	1	UR
104		Referral Hospital, Naubatpur	1	SC
105		Referral Hospital, Paliganj	1	UR
106	Purnea	Sadar Hospital, Purnea	1	BC
107		Sub-Divisional Hospital, Dhamadaha	1	UR
108		Sub-Divisional Hospital, Banmankhi	1	EBC
109		Referral Hospital, Amour	1	UR
110		Referral Hospital, Rupauli	1	SC

111	Rohtas	Sadar Hospital, Sasaram	1	UR
112		Sub-Divisional Hospital, Bikramganj	1	BC
113		Sub-Divisional Hospital, Dehari	1	UR
114		Referral Hospital, Nasariganj	1	EBC
115		Referral Hospital, Nauhatta	1	UR
116	Saharsa	Sadar Hospital, Saharsa	1	SC
117		Sub-Divisional Hospital, Simri Bakhtiyarpur	1	UR
118	Samastipur	Sadar Hospital, Samastipur	1	BC(F)
119		Sub-Divisional Hospital, Rosra	1	UR
120		Sub-Divisional Hospital, Dalsinghsarai	1	EBC
121		Sub-Divisional Hospital, Pusa	1	UR
122		Sub-Divisional Hospital, Patori	1	BC
123		Referral Hospital, Tajpur	1	UR
124	Saran	Sadar Hospital, Chapra	1	SC
125		Sub-Divisional Hospital, Sonapur	1	UR
126		Referral Hospital, Baniyapur	1	EBC
127		Referral Hospital, Taraiya	1	UR
128		Referral Hospital, Marauraha	1	SC
129	Sheikhpura	Sadar Hospital, Sheikhpura	1	UR
130		Referral Hospital, Barbiga	1	BC
131	Sheohar	Sadar Hospital, Sheohar	1	UR
132		Referral Hospital, Taraiya	1	EBC
133	Sitamarhi	Sadar Hospital, Sitamarhi	1	UR
134		Sub-Divisional Hospital, Pupri (Presently working in PHC)	1	SC
135		Referral Hospital, Majanganj	1	UR
136	Siwan	Sadar Hospital, Siwan	1	EBC
137		Sub-Divisional Hospital, Maharajganj	1	UR
138		Referral Hospital, Siswan	1	BC
139		Referral Hospital, Mairwa	1	UR
140		Referral Hospital, Raghunathpur	1	SC
141	Supaul	Sadar Hospital, Supaul	1	UR
142		Referral Hospital, Raghopur	1	EBC
143		Sub-Divisional Hospital, Nirmali	1	UR
144		Referral Hospital, Triveniganj	1	ST
145	Vaishali	Sadar Hospital, Hajipur	1	UR
146		Sub-Divisional Hospital, Mahua	1	BC
147		Referral Hospital, Lalganj	1	UR
148		Referral Hospital, Radhopur	1	SC
149		Referral Hospital, Goraul	1	UR

**Note:** Priority will be given to **Handicapped Candidates** of respective categories in selection at Serial No. 1, 34, 67 & 101 of the above mentioned reservation roster points.