



# STATE HEALTH SOCIETY, BIHAR

An ISO 9001 : 2008 Certified Institution



Advt. No. 10/2018

## **ADVERTISEMENT FOR CONDUCTING 'WALK-IN-INTERVIEW' AT PATNA FOR RECRUITMENT TO THE POST OF HR CONSULTANTS IN STATE HEALTH SOCIETY, BIHAR ON CONTRACTUAL BASIS.**

State Health Society Bihar (SHSB), a society registered under the Society Registration Act 1860, is the nodal agency working under the auspices of Health Department, Government of Bihar and is mandated for the implementation of National Health Mission in the state. SHSB plays a crucial role in supporting health infrastructure and programmes in the state.

The State Health Society, Bihar intends to invite applications for the appointment of HR CONSULTANTS on contractual basis, initially for 11 months which may be extended up to 3 years or more depending on candidate's satisfactory performance, availability of funds and sanction of the post under NATIONAL HEALTH MISSION.

Details are given below:-

S. No.	Name of Post	Total No. of Posts	Salary (Per Month)	Age (as on 1 <sup>st</sup> November, 2018)	Qualification & Experience (as on 1 <sup>st</sup> November, 2018)
1	HR Consultant	3 (UR= 2; EBC= 1;)	Rs. 50,000	<b>Maximum Age :</b> UR (M) - 37Yrs; UR (F) - 40 Yrs; BC/EBC(M/F) - 40 Yrs; SC/ST (M/F) - 42 Yrs; <ul style="list-style-type: none"> <li>Minimum age to apply is 21 years.</li> <li>10 years relaxation in age for application will be admissible to differently abled candidates.</li> </ul>	<b>Essential</b> <ul style="list-style-type: none"> <li>MBA Degree in HR or equivalent in HRM from recognized University/Institutes.</li> <li>Minimum 02 years of post-qualification work experience in Recruitment and other HR functions.</li> </ul>

Details about the Terms of Reference(TOR), Selection process which includes Application Format and List of Required Documents at the time of walk in interview can be downloaded from the official website of State Health Society Bihar [www.statehealthsocietybihar.org](http://www.statehealthsocietybihar.org)

<b>Date of Walk-in Interview :</b>	20 <sup>th</sup> December 2018*
<b>Reporting Time for Registration :</b>	10:00 AM to 12:00 PM
<b>Venue :</b>	Conference Hall of State Health Society, Parivar Kalyan Bhawan, Sheikhpura, Patna, Bihar- 800014.

\*Interview may be spilled over to the next day depending upon the number of candidates to be present on the scheduled day of interview. Therefore, candidates should be prepared to be available for interview for next day also, if necessary.

- In order to participate in Walk In Interview, it is mandatory for the candidates to get himself/ herself registered at the above mentioned reporting time and avail registration number.
- The above vacancies as mentioned above (including the reserved vacancies) are provisional and subject to variation or cancellation without any prior information. The right to vary or cancel is reserved with the State Health Society, Bihar.

*Mani K. K.*

*12/12/2018*

*Signature*



- III. State Health Society, Bihar reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- IV. The cut off date with respect to age, experience, qualification and other certificates for the above mentioned post is 1<sup>st</sup> November 2018.
- V. Candidates cannot claim for regularization in any case.
- VI. Reservation benefits can only be availed by Candidates who are domicile of Bihar State.
- VII. Candidates are NOT entitled for any TA/DA for attending the walk-in interview.

*Rajesh* 5/11/18  
Deputy Secretary (HR),  
State Health Society, Bihar

*Mr. Thini*

*Port*





# STATE HEALTH SOCIETY, BIHAR

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## DETAILS ABOUT WALK-IN-INTERVIEW FOR THE POST OF HR CONSULTANT

(Advt. No. 10/2018)

### I. APPLICATION PROCESS:

The candidate should bring the duly filled application form (Refer Annexure 1) along with the originals and self-attested photocopies of following documents at the time of walk in interview:

- Two recent passport size photograph.
- Filled up application form (Refer Annexure 1 for the application format).
- Photo identity proof (Aadhar and PAN card).
- Permanent/ Temporary Address proof.
- Proof of Date of Birth.
- All educational qualification from Xth till MBA (HR) or equivalent in HRM (mark sheet and certificates).
- Caste certificate issued by competent authority as per the Government of Bihar format needs to be submitted along with Non- Creamy Layer certificate by the applicants in order to avail benefit of reservation:
  - EBC (Submission of Non-Creamy Layer certificate in case of EBC applicant)
- Experience certificates as evidence of two years post qualification experience from the concerned employer.
- If the candidate is working in any Government or Government PSU/Organization NOC from competent Authority.

### II. NO OBJECTION CERTIFICATE:

Those who are working in Govt. or Govt. PSU/ Organization have to submit "No Objection Certificate (NOC)" from the competent authority.

### III. ANNEXURES:

Attested photocopies of Degrees, Certificates, Mark sheets, Age proof, in case of claiming reservation domicile certificate, Caste certificates, non-creamy layer certificate etc. (as per list mentioned in point number "I") may be annexed to the hard copy of the application and the same shall be produced in original along with photocopy for verification at the time of interview.

### IV. AGE:

For eligibility to apply for the above said post, upper age limit as on 1 Nov 2018 will be following.

UR (Male)-37 Yrs., UR (Female) - 40 Yrs., BC/EBC (M/F)-40 Yrs, SC/ST (M/F)-42 Yrs as on 1<sup>st</sup> November, 2018. 10 years relaxation in age will be admissible to differently abled candidates. Minimum age to apply for this post is 21 years.

### V. EDUCATION QUALIFICATION & EXPERIENCE:

#### Essential

- MBA Degree in HR or equivalent in HRM from recognized University/Institutes.
- Minimum 02 years of post-qualification work experience in Recruitment and other HR function.

### VI. SELECTION PROCEDURE:

- All the candidates who will come for Walk In interview will be registered at the Registration Desk and would be provided with a registration number.
- After the registration process, Document Verification Team will screen the application and documents received by the candidate.
- Document Verification Team will then shortlist the application who are meeting the eligibility criteria.
- Only the candidates whose application gets shortlisted will participate in the Group Discussion and Personal Interview.

*M. H. H.*

*[Signature]*

*[Signature]*



- e. Candidates shortlisted after qualifying personal interview will be part of the list of final selected candidates.
- f. Total marks allocated to Group Discussion is 30 and total marks allocated to Interview is 20.
- g. After filling available posts, candidates called for interview shall be kept in the waiting list.
- h. Any vacancy arising because of non-joining by selected candidates in this Walk In Interview, the post will be offered to the candidates from the waiting list according to the merit. Waiting list will be valid for 1 year.
- i. All candidates must provide phone numbers and email id, for faster communication about such vacancies.
- j. Experience/Age/etc. will be counted as on date of 1 November 2018.

#### **VII. TERMS & CONDITIONS:**

- a. The candidate who is already in government service shall submit 'No Objection Certificate' from the present employer at the time of Interview.
- b. Candidates are not entitled for any TA/DA for attending the walk-in interview.
- c. Reservation benefits can only be availed by Candidates who are domicile of Bihar State. For this candidate must produce original and self attested copy of domicile certificate issued from the competent authority.
- d. Candidates cannot claim for employment regularization in any case.
- e. The appointment of HR Consultants are on contractual basis, initially for 11 months which may be extended up to 3 years or more depending on candidate's performance, availability of funds and sanction of the post in RoP under National Health Mission.
- f. The candidate should not have been convicted by any Court of Law.
- g. Canvassing of any kind will lead to disqualification. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
- h. S/he is expected to conform to the rules of conduct and discipline as applicable to the SHSB employees.
- i. The competent authority reserves the right to assign any duty as and when required.
- j. No extra/additional allowances will be admissible in case of such assignment.
- k. If an appointee wishes to apply somewhere else or resign within the first 03 (three) months of joining, then neither he/she will be issued a No Objection Certificate (NOC) nor he/she will receive any Relieving Letter or Experience Certificate.
- l. The appointee is entitled for all the benefits which are applicable to NHM contractual employees.
- m. In case of any information given or declaration by the candidate is found to be false or if the candidate has will-fully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
- n. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
- o. Incomplete applications in any aspect will be summarily rejected.
- p. The State Health Society, Bihar reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.

*Signature*

*Signature*

*Signature* 05/11/18  
Deputy Secretary (HR)  
State Health Society, Bihar



# TERMS OF REFERENCE FOR THE POST OF HR CONSULTANT

General	
Position	<b>HR Consultant</b>
No. of Post	03 (Three)
Location	State Health Society, Bihar (SHSB), Patna
Duration of Contract	<p>The recruitment will initially be for a period of eleven months which shall be extendable upto three years or more subject to following conditions:</p> <p>(A) Performance is found satisfactory after objective review of work performance</p> <p>(B) Sanction of the post in RoP under NHM</p> <p>(C) Availability of fund.</p> <p>The contract may be extended beyond initial three years subject to fulfilment of criteria (a), (b) and (c) mentioned above.</p>
Eligibility Criteria	
<b>Category :</b> 03 (Three) : UR – 02, EBC - 01	
<b>Maximum Age :</b> UR (M)-37 Yrs., UR (F) - 40 Yrs., BC/EBC (M/F)-40 Yrs, SC/ST (M/F)-42 Yrs as on 1 <sup>st</sup> November, 2018. 10 years relaxation in age will be admissible to differently abled candidates.	
<b>Essential :</b>	
<b>Qualification :</b>	
MBA Degree in HR or equivalent in HRM from recognized University/Institutes.	
<b>Experience :</b>	
Minimum 02 years of post-qualification work experience in Recruitment and other HR functions.	
Other information/Requirements/Conditions	
<b>Summary of Roles and Responsibilities :</b>	
<ol style="list-style-type: none"> <li>1. Managing all HR functions at the State Health Society, Bihar (SHSB) and oversee all HR activities of its branch offices i.e. RMPU, DPMU, BPMU.</li> <li>2. Implementing HR Strategies in SHSB towards effective Human Resource Management.</li> <li>3. Preparing Terms of References / Job Advertisements / Tender Documents / SOPs / HR Policies, as and when needed.</li> <li>4. S/he should be responsible for developing a performance management strategy.</li> <li>5. Assisting I/c HR in the Annual Performance Appraisal exercise.</li> <li>6. Work on automated attendance system / HRMIS software and generate reports as and when required.</li> <li>7. Finalizing Contract arrangement with recruitment agencies, as and when needed.</li> <li>8. Identifying different institutions / Trainers &amp; organize trainings for personnel.</li> <li>9. Managing MIS / Trackers / Database / Dash Boards.</li> <li>10. Creating Forms &amp; Format – as and when required.</li> <li>11. Conducting Reference Checks, Preparing Offer Letters &amp; Contracts, Induction of Consultants.</li> <li>12. Undertake any other assignments, which may be assigned from time to time by the Incharge Human Resource or the Executive Director, SHSB.</li> </ol>	
<b>Reporting to :</b> Deputy Secretary-cum-I/c-HR, SHSB	
<b>Remuneration/Compensation</b>	
Consolidated remuneration of Rs. 50,000/- shall be paid per month.	
<b>Agreement</b>	
Selected candidate will enter into a contractual agreement with SHSB before joining the post.	

*Maiti*

*19/08*

*Rajesh*



# STATE HEALTH SOCIETY, BIHAR

## Application Form

(To be filled by the Officer, SHSB)

Registration No

(To be filled by the candidate in CAPITAL LETTERS)

1. Name of the Position

2. Date of Walk-in-Interview

3. Name of the Candidate

Please paste one passport  
size photo

3x4"

(Attach one color photo  
with application form on  
corner)

### Personal Details

4. Category

(Gen/EBC/BC/SC/ST/BC(F))

4a. Do you claim for reservation (Yes/No)

(i) If Yes, Submission of Domicile Certificate issued by Competent Authority  
(Yes/No)

Xerox Copy submitted  
(Yes/No)

(ii) If Yes, Submission of Caste Certificate issued by Competent Authority  
(Yes/No)

Xerox Copy submitted  
(Yes/No)

(iii) If Yes, Submission of Non-Creamy Layer Certificate issued by Competent  
Authority (Yes/No)

Xerox Copy submitted  
(Yes/No)

5. Do you claim for reservation  
against persons with disability(PWD)  
(Yes/No)

5a. If Yes,  
Percentage of disability

5b. Xerox Copy  
submitted (Yes/No)

6. Sex (Male/Female)

7. Name of Father/Husband

8. Name of Mother

9. Date of Birth (dd/mm/yyyy)



9a. Age (As on 01.11.2018)	Years		Months		Day	
10. Proof of Identification (Voter ID/Aadhar card/DL/PAN/any other proof issued by Govt.)						
11. PAN No (If available)						
12. Email Id						
13. Mobile No						
14. Permanent Address :-						
15. Correspondence Address :-						

### 16. Details of Academic & Professional Qualification

Qualification	Name of Board/ University/Institution	Specialization (If Any)	Passing year	Marks			Xerox Copy Submitted (Yes/No)
				Total	Obtain	%	

*Signature*

*Signature*



**17. Details of work Experience (If any)**

S.N.	Name of Employer	Designation	From	To	Total experience in month	Xerox Copy Submitted (Yes/No)

**18. Declaration by the candidate**

I hereby declare that all the above information & documents submitted are correct. I understand that in the event of any information being found suppressed/false or incorrect or any ineligibility being detected before or after joining, my Candidature/ appointment is liable to be cancelled and legal action may be taken against me.

Signature of the candidate

**19. ( To be filled by Document Verification Team, SHSB)**

19.a Remarks on Academic & Professional Qualification	19.b. Remarks on Working Experience (if any)

**20. Status of Document Verification**

(To be filled by Document Verification Team)

Cleared/Conditionally Cleared/Not Cleared for Group Discussion & Interview Round

Signature of Document Verification Team

*Yitwl*

*1500*



प्रपत्र - 2

शपथ-पत्र

मैं, श्री/सुश्री/श्रीमती.....  
पिता/पति श्री ..... स्थायी  
पता .....

..... वर्तमान/पत्राचार पता .....

मोबाईल नं० : ..... ई-मेल  
: .....

शपथ पूर्वक घोषणा करता/करती हूँ कि :-

- यदि मेरा चयन .....(पद का नाम) के संविदागत पद पर होता है तो मैं नियोजन हेतु इच्छुक हूँ एवं नियोजन हेतु सहमति देता/देती हूँ।
- उक्त पद हेतु मैं भविष्य में किसी भी तरह का नियमितिकरण का दावा नहीं करूँगा/करूँगी।

मेरे द्वारा समर्पित उपरोक्त सभी वांछित सूचनाएँ यथा- शैक्षणिक प्रमाण पत्र, आयु प्रमाण पत्र, जाति प्रमाण पत्र, कार्यानुभव प्रमाण पत्र आदि सही एवं सत्य है और जाँच के दौरान जाली पाए जाने की स्थिति में भुगतये राशि की वसूली बिहार एण्ड उड़ीसा पब्लिक डिमांड एक्ट के अधीन एवं दण्डात्मक कार्रवाई की जा सकती है।

स्थान :

दिनांक :

शपथकर्ता का पूरा हस्ताक्षर

जो लागू न हो उसे काट दें।

*M. J. J.*