

# राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, राजस्थान

## State Institute of Health & Family Welfare, Rajasthan

Advt. No. SIHFW/NRHM-HRMA/09/

Date: June. 3, 2009

### Advertisement

Director, SIHFW Rajasthan invites applications for the following positions on temporary/ contractual basis for RCH 2 Project. The details of position and essential qualification are as under:

<u>Sr. No.</u>	<u>Designation</u>	<u>Qualification</u>	<u>Experience</u>	<u>TOR</u>
1.	Consultant (Medical) Post- 2 Rs. 30,000 – 40,000/- (negotiable)	MD/DNB in PSM/ CHA/ Obst & Gynae/ Pediatrics / DPH from a recognized medical institute.	3 years of professional experience.	1. Assist the Director in a) Undertaking training needs assessment b) Providing guidance to the districts in preparation of district training Plans c) Adoption and translation of the training material and curriculum according to state specific needs d) Technical appraisal of peripheral training institutions and e) Establishing competency certification system. 2. Play the lead role in training from peripheral institutions with specific focus in the area of maternal health (essential and emergency obstetric care) 3. Establishing linkages with hospitals/specialized training institutions selected for clinical skill development. 4. Assess the quality and effectiveness of training by undertaking district visits and also from the finding of household and facility survey 5. Organize state level training review workshops and meets for improving the quality and effectiveness of RCH training. 6. Submit quarterly technical reports to the director of the institutes and state training coordinator 7. Carry out any other relevant work assigned by the director of institute.
2.	Consultant (Management) Post-2 Rs. 30,000 – 40,000/- (negotiable)	Master Degree in Personnel Management/ Health/ Hospital Management/MBA in HR from a reputed recognized training institute/ one of the Indian Institute of Management.	Administrative experience for 3 years in a reputed institute/ organization. Experience in health sector desirable	1. Assist the Director and Senior Consultant in charge of RCH training in a) Management of RCH funds allocated for the collaborating institute and timely submission of SOEs ; b) Identification, Coordination and Monitoring the training activities of peripheral training institutions. c) Procurement of RCH goods and contractual services according to World Bank procedures. d) Organizing workshops and meetings. 2. Undertake regular field visits and bring the administrative and financial bottlenecks faced by the peripheral institutions to the notice of Director. 3. Submit monthly reports based on field visits to the senior consultant incharge on physical progress of RCH training. 4. Guide the staff of peripheral institutions in financial management of RCH funds and preparation of SOEs to ensure timely submission. 5. Carry out any other relevant work assigned by the Director of the institute.

Note: The job description is indicative and competent authority reserves the right to change or amend or modify them in the interest of the program.

Note: **Those who have earlier applied for any of the positions need not to apply again.**

- Application fees Rs. 750/-
- Age Limit: Upper age limit 45 years as on the date of advertisement for all positions.
- Contract Period: Initially for a period of Six Month. Can be extended further depending upon performance.
- Reservation as per govt. policy.
- Computer Knowledge: Knowledge of working with computers is essential for all positions.
- Mode of selection: Merit/Written test and Interview as per the requirement of post.
- Last date of Application: June 15, 2009. Application received after due date, by any means, will not be accepted. Incomplete forms will be rejected.
- Only short listed candidates will receive communication by email.
- Salary is negotiable, will be based on merits, experience of candidate and recommendations of the Selection Committee.

**Instructions before filling the application form-**

Please read it carefully before applying and check your ability.

Applicants must ensure that the following documents are enclosed with the application. Applications without the required documents will not be entertained under any condition.

1. Two Recent Passport Size Photographs
2. Class 10<sup>th</sup> Certificate
3. Proof of Residence.
4. Proof of SC/ST/OBC/ P.Handicapped
5. Xerox copy of Legible Mark sheets of all the year/Semesters of Graduation and Post Graduation level with college certified Grade Points converted into Percentage
6. Bank Draft in Favor of REGISTRAR, SIHFW (Non Refundable) Payable at Jaipur.
7. NOC from your employer (must).
8. Demand draft not to be stapled with application it should be sent in a separate envelop put into the main envelop with the name of the candidates and post applied for clearly mentioned on back of Demand Draft.
9. Only one valid mobile number and a valid e-mail ID (MUST)
10. Applications through Speed Posts/Hand delivered will only be accepted.
11. Pre selection quires will not be entertained.
12. All application in prescribed format neatly computer typed will only be accepted.

***Candidates are required to apply in the format given below with attested copies of certificates/ testimonials to the Director, State Institute of Health and Family Welfare, Rajasthan, Jhalana Institutional Area, South of Doordarshan, Jaipur-302004 along with nonrefundable DD of Rs. 750/-, payable to the Registrar, SIHFW, Jaipur.***

