

# राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, राजस्थान

## State Institute of Health & Family Welfare, Rajasthan

Jhalana Institutional Area, South of Doordarshan, Jaipur-302004

Advt. No. SIHFW/CTI/2320

Date: Sep 09, 2010

### Advertisement Walk-in Interview

State Institute of Health and Family Welfare, Jaipur working as Collaborating Training Institute for NIHFW, New Delhi invites suitable candidates for following positions for a walk-in interview on September 18, 2010 between 1000 hrs to 1300 hrs.. The initial appointment will be till 31.03.2011, renewable till 31.3.12 based on performance and continuation of Project. All the jobs require extensive travelling to field.

Sr. No.	Name of the post	Qualification (Essential)	Experience (Desirable)	No. of posts	Package per month (Consolidated)
1.	Technical Assistant (Documentation/ Statistics)	1. Doctorate/Postgraduate degree in Pop. Sciences with knowledge of Statistical packages applicable to research fields or 2. Doctorate in English literature with experience of working in Training Institutions or 3. Post graduate degree in Statistics /Health statistics from a recognized reputed institute with knowledge of Statistical Packages applicable to research fields or 4. PG Degree/Diploma in Health/Hospital Management Or 5. M. Sc (Home Science- Human Development and Family Studies)	Experience of working in Training/Research Institutions in field of Health/ Documentation	02	Rs.18000 - 22000
2.	Computer operators*	Graduate in any stream from recognized university with PGDCA/DCA. Knowledge of Hindi Typing is must	Experience of working as computer operator in any Organization	02	8000/-

#### **Note:**

1. The job description is indicative and competent authority reserves the right to change or amend or modify them in the interest of the program.
2. Suitable start may be offered on the recommendations of the Selection Committee.
3. The selection committee can recommend relaxation of experience in case of deserving candidates.
4. For all positions, proficiency with computers is a must

\* Positions of computer operators are not under CTI-Rajasthan, these positions are of SIHFW-Rajasthan

**Age limit:** 40 years.

**Duration:** Appointment will be initially for a period up to 31.3.2011, extendable till 31.3.2012 based upon performance and project continuation.  
No telephonic/ mail queries shall be entertained.

*Candidates are required to bring their all original documents along with CV in the format given below  
**Last Pay Certificate and NOC from previous employer and attested copies of certificates/ testimonials and two recent passport size photographs at the time of walk in -Interview.***

**TOR for the posts:**

**The common terms of reference for the advertised posts shall be –**

- Coordination of all the trainings conducted by the State.
- To develop and maintain data base for the training in the State.
- To ensure functional linkages between NIHFW and CTIs.
- To coordinate among other agencies involved in the training related to health at the State level.
- Preparing action plan for training based on estimated training load.
- Enlisting of training institutes both in public & private sectors available for training in the State.
- Helping identified training institute in preparation of training curriculum for training of various category of health personnel.
- Ensuring availability of training materials and other teaching aids as per requirement of the training in these institutions.
- Capacity building of Master trainers.
- Monitoring of training with the help of State training departments.
- Timely submission of report to NIHFW
- Ensure the feedback from NIHFW.
- To ensure the timely submission of SOEs to NIHFW.
- To ensure updating of name and addresses of designated training division personnel of State
- To help State in the preparation of PIP.

**Technical Assistant (Documentation)** shall be responsible for-

1. Preparing reports in consultation with consultants
2. Prepare documents and presentations for trainings/ dissemination
3. Keep a record of Training/ Trainees/ Trainers and Training Institutions in the State
4. Shall coordinate with consultants in planning and organizing trainings
5. Shall take up operational research studies
6. Undergo Trainings at NIHFW or other National Institutes
7. All other tasks assigned by Director

**Technical Assistant (Statistics)** shall be responsible for-

1. Plan, and design operational research studies
2. Help consultants in calculating the Training load and Prepare action plan for trainings
3. Develop a monitoring and evaluation plan for trainings across the State.
4. Develop formats /checklists for monitoring of RCH Trainings.
5. Assist in designing study tools for operational research.
6. Statistical analysis of data and drawing inference out of it.
7. Assist in making arrangements for meeting, workshop and field visits
8. Any other work assigned by Director from time to time

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State Institute of Health & Family Welfare, Rajasthan

APPLICATION FORM  
(Downloadable)

To,  
Director,  
State Institute of Health & Family Welfare, Rajasthan  
Jhalana Institutional Area,  
South of Doordarshan Kendra  
Jaipur- 302004

Dear Sir,

With reference to the advertisement No. ----- Dated-----, that  
appeared in ----- (Name of website ), I submit my application for the post -----

1. Position applied for:

2. Name (In Block Letters):

3. Father/Husband's Name:

4. Date of birth (DD/MM/YY):

D	D	M	M	Y	Y
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5. Sex:

Male  Female

6. Religion:

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7. Category (✓ the appropriate box):

SC	ST	OBC	Gen.
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8. Nationality

9. Marital status: Single  Married  Separated  Widow(er)  Divorced

10. Postal address:

11. Permanent address:

12. Email-id\* (**must**)

13. Telephone No (With STD Code)

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14. MobileNo.\* (**must**)

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15. Fax No.:

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Photo

16. Educational qualification (Secondary onwards. Please list all your qualifications starting from the highest qualification acquired):

S. No.	Degree	University / Board & location	Year of Passing	Percentage / Rank/Grade	Major Subjects

17. Employment record:

- a. Total years of post qualification experience:
- b. Years of experience in the development/ health sector:
- c. Years of experience in Government:

18. Employment history (Starting from the present one) (use separate sheets if required)

Designation:	Name of organization	From (month/year):	To (month/year):	Name of employer:	Major responsibilities

19. Languages known:

Languages	Excellent	Good	Working Knowledge
Hindi Speak: Write:			
English Speak: Write:			
Others Speak: Write:			

20. Publication/ Research Papers (attach Xerox copies)

21. Professional Affiliations

22. References (list two persons, not related to you, who are familiar with your Experience and qualifications:

S. No.	Name	Designation	Address	Contact no.

23. Would you accept contractual employment for less than one year YES  NO

24. Any other information:

**Declaration:**

I certify that all information furnished by me is true, complete and correct to the best of my knowledge.

Signature with full Name:

Date:

Place: