

राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, राजस्थान
State Institute of Health & Family Welfare, Rajasthan

Advt No : SIHFW/CTI/2236-37

Date- 24/7/13

Advertisement

Director, SIHFW Rajasthan, on behalf of NIHFW, invites eligible candidates for Walk-in Interview for the following positions, under RCH 2 Project, on temporary/ contractual basis on August 02,2013 . The details of position and essential qualifications are as under:

Sr. No.	Designation	Qualification	Experience	No. of Posts	Salary
1	Consultant (Medical)	MBBS from recognized Medical institute with MD/DNB in PSM/CHA/DCHA Obst & Gynae /DGO Pediatrics /DCH /DPH	Experience in Monitoring Public Health Program will be given Preference with 3 to 5 years of professional experience.	01	Rs. 50,000 -55,000/-
2	Consultant (Management)	PG Degree/Diploma in Health/ Hospital Management OR A Regular MBA in HR from a reputed recognized institute OR PG degree in Human development & Family studies	Administrative experience in a reputed institute/organization with 3-5 years of experience	02	Rs. 30000-40000
3	TA (Training & Logistics)	PG Degree/Diploma in Health/ Hospital Management OR A Regular MBA in HR from a reputed recognized institute	Experience in working in organization related to health sector would be preferred.	01	Rs.20000/-22000
4	TA to Director	Minimum Graduation degree in any Stream from a recognized University with a Course in Stenography and Diploma in Computer Applications (minimum 'O' level)	Minimum 3 years of professional experience Shorthand speed in English and Hindi - 100 w.p.m Computer typing in English and Hindi - 40 w.p.m	01	Rs. 18000-20000/-

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.

- Application fees Rs. 1000/- (through D.D. in name of Director SIHFW payable at Jaipur)
- Age Limit: Upper age limit 65 years as on the date of advertisement for all positions.
- Contract Period: Initially for a period of three months. Can be extended further depending upon performance till 31st March 2014 and thereafter subject to availability of NIHFW support and directions.
- Knowledge of working with computers is essential for all the position.
- Mode of selection: Through Walk in Interview.
- Salary is negotiable, will be based on merits, experience of candidate and recommendations of the Selection Committee.
- No joining period would be given after selection, selected candidates will have to join immediately.

Terms of Reference:

Consultant (Medical) shall be responsible for-

1. Coordination of all trainings under RCH/NRHM in the State and maintain the data base of Training/ Trainees/ Trainers and Training Institutions in the State.
2. Shall ensure functional linkages between RCH/NRHM / NIHFW and CTI (SIHFW)
3. Calculate the Training load and Prepare action plan for trainings and get it included under PIP of the state
4. Prepare training curriculum, Training material and maintain a data resource bank on Studies in the area of Maternal Health/ Child Health and Disease control as assigned by Director-SIHFW
5. Capacity building of Master Trainers
6. On site monitoring of trainings across the State
8. Shall take up operational research studies.
9. Timely submission of reports to NIHFW.
10. All other tasks assigned by the Director SIHFW and NIHFW.

Consultant (Management) shall be responsible for

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 procedure
 - d. Organizing Workshops and meeting
2. Undertake regular field visits and bring the administrative and financial bottleneck faced by the peripheral institute to the notice of Director
3. Submit monthly report based on field visits to the senior consultant in charge 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. All other tasks assigned by the Director SIHFW and NIHFW.

Apart from all other ToR all the consultant shall be responsible for

1. Validation of Central Training Plan (CTP) in consultation with state training coordinator / training coordinators of various programme.
2. Preparation of training calendar based on validated CTP for the year 2013 – 14 in consultation with state training coordinator / training coordinators of various programme.
3. All the consultants are supposed to assess at least 2 different training programmes as per training calendar in a month. It should be 5 days visit for one training programme and besides assessment of training course he / she also do the evaluation of already trained personnel in the service delivery institutes.
4. He / She also supposed to do the gap analysis of training institutes capabilities.
5. He / She also supposed to do the collection of information related to training data base.
6. He / She is supposed to do the updating of the list of trained Trainers available for conducting various trainings at state/ district level training sites.
7. He / She should submit the Monthly Progress report on all trainings by 25th of the every month to NIHFV.

TA (Training & Logistics) shall be responsible for-

1. Assist in making arrangements for trainings, meetings, workshops, conferences and field visits.
2. Maintaining data base on various health issues, trainings and human resource in health.
3. Coordinate for collection, analysis and transformation of Data into information.
4. Analysis of data on trainings and feedback.
5. Generate reports and disseminate.
6. Undertaking visits in districts to monitor and review implementation of trainings and submit report.
7. Undertaking any other training related activity assigned by appropriate authority.

TA to Director shall be responsible for-

1. Follow specific instructions in relation to sensitive and confidential correspondence and other documents.
2. Assist to establish and manage activity specific files.
3. Maintain copies of personnel records, directives, and other formal correspondence.
4. Assist in tracking commitments and payments for various activities of the institute as directed.
5. Record keeping and maintenance of all relevant correspondence.
6. Follow-up on correspondence through coordination with relevant officer.
7. Drafting letters and typing in English and Hindi language.
8. Any other duty within the incumbent's capabilities as instructed.

Instructions before filling the application form-

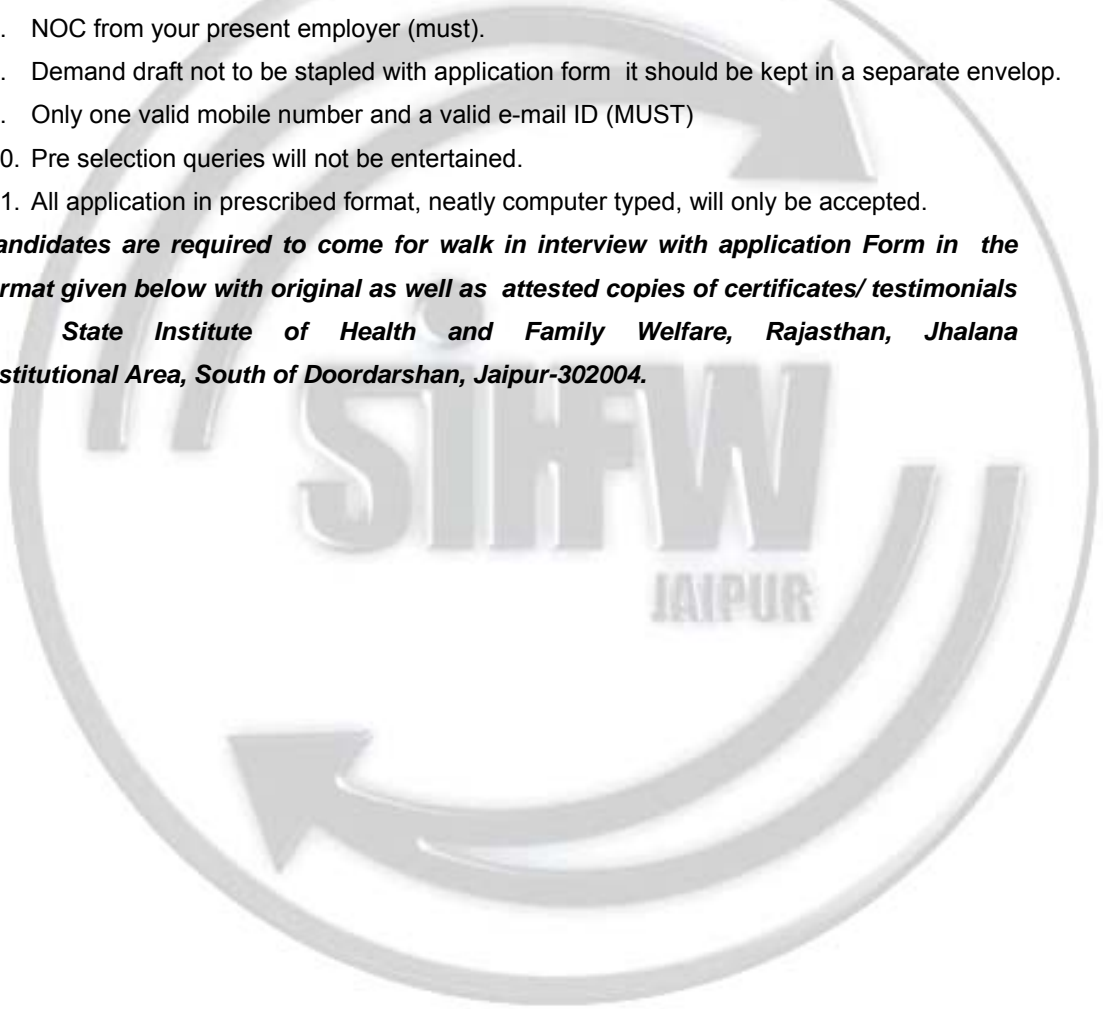
Please read the document carefully before applying.

Applicants must ensure that the following documents are enclosed with the application form.

Applications without the required documents will not be entertained under any condition.

1. Two Recent Passport Size Photographs
2. Class 10th Certificate for age proof.
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 as applicable.
6. Bank Draft (Non Refundable) of Rs 1000/-in Favor of REGISTRAR, SIHFW Payable at Jaipur.
7. NOC from your present employer (must).
8. Demand draft not to be stapled with application form it should be kept in a separate envelop.
9. Only one valid mobile number and a valid e-mail ID (MUST)
10. Pre selection queries will not be entertained.
11. All application in prescribed format, neatly computer typed, will only be accepted.

Candidates are required to come for walk in interview with application Form in the format given below with original as well as attested copies of certificates/ testimonials at State Institute of Health and Family Welfare, Rajasthan, Jhalana Institutional Area, South of Doordarshan, Jaipur-302004.



राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, राजस्थान
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 new paper), 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:

7. Category (✓ the appropriate box):

SC	ST	OBC	Gen.	PH
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8. Nationality

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

10. Details of DD

Instrument No.	Drawn on	Date of issue	Payable at

11. Postal address:

12. Permanent address:

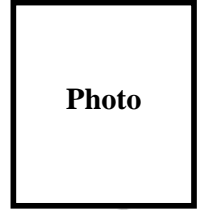
Pin

13. Email-id* (must)

14. Telephone No (With STD Code)

15. Mobile No.* (must)

16. Fax No.:



Photo

17. 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 (GradePoints to be converted into percentage)	Major Subjects

18. Employment record:

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

19. 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

20. Languages known:

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

21. Publication/ Research Papers (Use separate sheet if necessary)

22. Professional Affiliations

23. References of three person (Not relative) Out of which one should be of your present employer)

S. No.	Name	Designation	Address	Contact no.

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

25. Last Drawn Honorarium/Pay

26. Any other information:

Declaration:

I certify that all information furnished by me is true, complete and correct to the best of my knowledge. That I have not applied for this post earlier in last two years.

Signature with full Name:

Date:

Place: