



ISO 9001:2015 Certified Institution

State Institute of Health & Family Welfare
Jhalana Institutional Area, Near Doordarshan Kendra, Jaipur-302004

F-4(3)(1)/SIHFW-Recru/2013-14/ 2598

Date: 9/7/18

Advertisement

Director, State Institute of Health and Family Welfare (SIHFW), Rajasthan invites applications from eligible candidates for recruitment on the following positions on temporary/contractual basis at SIHFW Rajasthan. The details of position and eligibility criteria are as under:

S. no	Name of Post/ (No of Positions)	Eligibility	Pay Scale	ToR
1	Accountant (1)	Retired from the post of Accountant from Central or State Govt. Or Bachelor's degree in Commerce with essential knowledge of Tally and Computer basics(including, excel, word, power point and Internet) Minimum three years experience of handling accounts related work (in Govt /Private sector)	Pay Minus Pension Basis For fresh candidates 25000-50000	<ol style="list-style-type: none">1. To ensure that the funds are spent strictly as per the provision of GF&AR/FD or as per norms of funding agencies from time to time2. Ensure that funds are released to Districts on time /in accordance with the rules3. Follow-up to ensure that District reports back on statement of expenditure/submission of utilization certificates4. Promptly forward consolidated statement to DM&HS /NHM or other funding agency and closely monitor subsequent release of funds on time.5. Maintain necessary books of accounts and ensure that procedures laid down in GF&AR are followed.6. Prepare trail balance sheet, maintain cash book and make tally entries.7. Facilitate audit of books of accounts8. Compile monthly financial reports9. Facilitate Internal/CA/other audits10. Prepare reply of accounts related letters/audit observation/ IT memos etc11. Prepare necessary receipt/bills etc. for payments and work payments12. Any other task assigned by the



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				Director
2	Office Assistant (1)	<ol style="list-style-type: none">1. Bachelors degree from recognized university with Diploma or certificate course in computers from a recognized Institution (Knowledge of computer application/data entry/data processing)2. Knowledge of English/Hindi short hand3. At least 5 years experience of working in Govt Office .	18000-35000	<ol style="list-style-type: none">1. Maintain filing and data storage systems in the office2. Retrieve documents and files when requested3. Type documents, reports and correspondence4. Co-ordinate and organize appointments and meetings5. Ensure office equipment is properly maintained and serviced6. Update and maintain databases such as mailing lists, contact lists and other information7. Any other task assigned by the Director
3	Assistant Care Taker (2)	Minimum of 5 years experience of working in Govt Offices for Hostel or old age homes or corporation like RTDC or similar.	10000-35000	<ol style="list-style-type: none">1. To look after the SIHFW premises and its Hostel2. To ensure the upkeep /cleanliness of the rooms and the furnishings.3. Supervise helping staff to ensure appropriate cleaning activities4. To ensure proper arrangements /facilities for the visitors and participants.5. To collect the Guest House / Hostel bill and give proper receipts to the visitors.6. Will help in maintaining hostel record, registers and stocks.7. Will be vigilant and able to adopt preventive maintenance8. Bring any complaint received to the notice of competent authority and attend it as per directions given.9. Any other task assigned by the Director



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4	Computer Operator (1)	<p>1. Bachelors degree from recognized university with Diploma or Certificate course in Computers from a recognized Institution. Typing speed: minimum 40 and 80 words per minutes in Hindi and English respectively. Knowledge of Hindi Typing is must.</p>	10000-35000	<ol style="list-style-type: none">1. Typing and Data entry work2. Maintaining records and Files.3. Letter drafting and typing4. Required to maintain Data5. Providing required technical support for desktop, printers, scanners related issues etc.6. Maintenance of printers and printer supplies.6. Any other task assigned by the Director
5	SRO Statistics (1)	<p>Post Graduate Degree in Statistics /Bio Statistics/ Mathematical Statistics / Applied Statistics from recognized University with 3 years' experience of Statistical work involving collection, compilation and interpretation of statistical data, preferably related with Medical and Health</p> <p>Knowledge of English and Hindi language, excellent computer skills using computer programmes and statistical software/ packages are essential</p>	43000-70000/-	<ol style="list-style-type: none">1. Apply techniques of Research Designs on various research activities planned by the Institute.2. Carry out statistical estimations, editing and data encoding.3. Develop data encoding logic for data processing4. Developing statistical tools for data collection.5. Collect, analyze and interpret statistical data, prepare reports and facilitate publication in peer reviewed journals.6. Facilitate preparation of research proposals7. Conduct and organize research in public health involving the use of statistical methods/ quantitative techniques/ qualitative techniques.8. Conduct teaching sessions for various training courses run by the institute.9. Undertake any other assignments, which may be assigned by the Director



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Other Eligibility Criteria Common for all (These are compulsory condition):-

- All above mentioned PG Degree/Diploma done by candidate must be of minimum two years and should be duly approved by UGC/AICTE.
- The age of prospective retired Govt servant applicant should not be more than 63 years on July 01, 2018.

Note:-

- Clearly mention THE NAME OF POST APPLIED FOR on application form and envelope.
- Use separate application form and separate envelope for each applied post.
- More than one application in one envelope will be rejected straightaway.
- Application Fee(Non Refundable):-
 - Candidates are required to deposit a fee of **Rs 500/-** in form of Demand Draft in favour of "State Institute of Health & Family Welfare "Payable at Jaipur Rajasthan along with application form for each post.
- Application must reach in prescribed format (attached) duly enclosed with the self attested photocopies of following documents:-
 - Completely filled application form in prescribed format
 - Educational certificates/mark sheets of graduation, Post graduation & other degree/diplomas.
 - Age proof document (Any valid document) issued by Govt. Department.
 - Address proof document (Any Valid document)
 - Experience certificate issued by Competent Authority.

(Envelop received without prescribed application form and any of the documents mentioned above will not be accepted)

- Application form must reach by post/by Hand before July 26, 2018 at 5:00 PM to Director-SIHFW at State Institute of Health & Family Welfare Campus , Jhalana Institutional Area, South of Doordarshan Kendra, Jaipur- 302004.
- In any case applications received after the last date will not be accepted. Any delay / loss of application form in transit will not be entertained for any relaxation.

Other terms of conditions:-

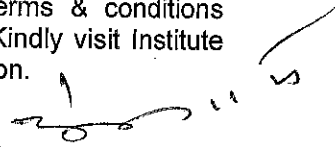
- These Positions are only on temporary and contractual basis and will exist for one year which may be extended from time to time depending upon the performance and requirement of the organization on discretion of the competent authority.
- Method of selection will be either written exam or personal interview or both of them. Only short listed candidates will be called for Exam/interview.
- The job description and above details of advertisement are indicative and competent authority reserves the right to change, amend or modify them in the interest of the programme.



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- Competent authority reserves the right to increase, decrease and cancel any post and amend terms and conditions mentioned above.
- Competent authority reserves the right to cancel the advertisement without assigning any reason & prior information.
- Any pre selection queries will not be entertained; application will receive communication via Institute website/e-mail/SMS/Telephone etc.
- Institute can verify the Educational and Experience Certificate from issuing authority at any point of time.
- Selected Candidates on proposed vacancies shall be put on trial of 3 months. If their work is found satisfactory, their contract for one year shall be finalized (Including 3 months of trial). Otherwise services will be discontinued.
- Performance appraisal after one year is compulsory and based on that, renewal of contract may be considered.
- If any Changes/ updation occurred in all above mentioned terms & conditions (Details), it will be shown on the Institute website time to time. Kindly visit Institute website "www.sihfwrajasthan.com" regularly for updated information.


(Dr. Amita Kashyap)
Director, SIHFV