

# 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/1156

Date: Aug 03, 2010

### Advertisement

State Institute of Health and Family Welfare, Jaipur working as Collaborating Technical Institute for NIHFW, New Delhi announces project based vacancies for multi-skilled contractual staff. The initial appointment of staff 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.	Consultant (Medical)	MBBS from recognized medical institute. Candidates with postgraduate degree/ diploma in Public Health/ Pediatrics/Ob. & Gy./ and MBBS with Health and Hospital Management shall be given preference.	Experience in Monitoring Public Health Program will be given preference	03	Rs.35000 - 40000
2.	Consultant (Non-Medical)	1. PG Degree/Diploma in Health/Hospital Management OR 2. 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	01	Rs.35000 - 40000
3.	Technical Assistant (Documentation/ Finance)	1. Postgraduate degree in Pop. sciences with knowledge of Statistical packages. 2. MBA(finance) with Knowledge of Tally and Accountancy	Experience of working in Training/Research Institutions in field of Health/ Documentation	02 (one from Documentation and one from Finance)	Rs.18000 - 22000
4	Technical Assistant (IT/ Statistics)	1. BE(IT)/MCA with minimum 65% marks from a recognized institute 2. Post graduate degree in Statistics /Health statistics from a recognized reputed institute	Experience of working in Health Sector/ Research/Training	02 (one from IT and one from statistics)	Rs.18000 - 22000

#### **Walk in interview:**

For SI.No.1 & 2: August 20, 2010(1100 hrs-1300 hrs.)

For SI.No.3 & 4: August 21, 2010(1100 hrs-1300 hrs.)

#### **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.
- Suitable start may be offered on the recommendations of the Selection Committee.
- The selection committee can recommend relaxation of experience in case of deserving candidates.
- For all positions, proficiency with computers is mandatory

**Age limit:**

- For Sr. No. 1- 45 Yrs.  
For Sr. No. 2 -45 years.  
For Sr. No. 3 & 4 - 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 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.

**Specific TOR:**

**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/NRH/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. Undergo Trainings at NIHFW or other National Institutes
7. Shall monitor trainings at the site across the State
8. Shall take up operational research studies
9. Timely submission of reports to NIHFW
10. All other tasks assigned by Director

**Consultant (Non-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 particularly in area of Family planning
2. Shall ensure functional linkages between RCH/NRH/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 Family Planning
5. Capacity building of Master Trainers
6. Undergo Trainings at NIHFW or other National Institutes

7. Timely submission of reports to NIHFW
8. Shall monitor trainings at the site across the State
9. Shall take up operational research studies
10. All other tasks assigned by Director

**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 (Finance)** shall be responsible for-

1. Maintaining Books of accounts in Tally
2. Keep an account of daily receipts and expenditure
3. Prepare quarterly Balance sheets
4. Prepare and send timely SOE/UC to NIHFW
5. Maintain all supporting Bills/ vouchers and other transactional records
6. Take up all related banking operations including reconciliation
7. Keep a record of receipts, advances, amount due for reimbursements
8. Any other work assigned by Director from time to time

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

1. Assist Consultants in maintaining the data base of Training/ Trainees/Trainers and Training Institutions in the State particularly in area of Family planning in appropriate software
2. Update and maintain the website of CTI/SIHFW
3. Compile data, analyze, generate reports and presentations and provide feedback to consultants
4. Assist in making arrangements for meeting, workshop and field visits.
5. Provide technical inputs to trainings.
6. Understand and disseminate the Web based software for PCTS.
7. Any other work assigned by Director from time to time

**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 news 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:

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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: