



Govt. of Jharkhand

Department of Health & Family Welfare, Govt. of Jharkhand

Recruitment for various positions under National Rural Health Mission (RCH & RI)

Advt No. – 01/2010

Last Date for application – 07/08/2010

Jharkhand Rural Health Mission Society invites applications from suitable candidates for the various positions under RCH & RI programme at State, Regional & District level Programme Management Units and other staffs, purely on contractual basis. The Applicant shall have no claim in future for absorption on any regular position. The Applicants are requested to send their Bio-data, in the prescribed format, through registered post or speed post by 7th August, 2010. Details of the positions, remuneration, number of posts, desired qualification and experiences are mentioned herein below:

Post Code	Positions	Remuneration (Rs. PM)	No. of Posts	Minimum Desired Qualification & Experience	Age limit as on 1/1/2010
1.	Consultant – Maternal and Child Health	35,000/- maximum	1	<ul style="list-style-type: none">• MBBS with Postgraduate degree or diploma in Public Health or OBGY or DGO.• Minimum 5 years experience of working in maternal and child health related projects.• Working knowledge of computers is necessary	Up to 45 years
2.	Consultant – Logistics and Procurement	35,000/- maximum	1	<ul style="list-style-type: none">• MBA/2 year Post Graduate Degree or Diploma (2 years) with Material Management/ B. Pharma• 5 years of work experience in administrative and operations, preferably in procurement, audit, and other related field. Knowledge of bi-lateral and multilateral procurement rules and regulations.	Up to 45 years
3.	State Consultant – Quality Assurance	30,000/- maximum	1	<ul style="list-style-type: none">• MBBS/BAMS/BDS/BHMS/BUMS with 2 year Degree or Diploma in Hospital Management or Hospital Administration or Health Administration or Public Health.• Should have at least 5 years Of experience in Public Health/Hospital Administration in Govt./Public sector.• Working knowledge of computers is necessary	Up to 45 years
4.	State Accounts Manager	30,000/- maximum	1	<ul style="list-style-type: none">• Inter CA/Inter ICWA/ M. Com with knowledge of Tally software• Minimum 5 years of post qualification related work experience.• Good working skills on computer and financial softwares	Up to 45 years
5.	State Data Officer	25,000/- maximum	1	<ul style="list-style-type: none">• Masters in Computer Application or M.Sc. in Computer Science/ Statistics with Certificate course in computer Application• Minimum 5 years experience with at least 3 years experience in health sector.• Experience in designing and Maintenance of HMIS and exposure to state level reporting. Working knowledge of GIS database management software. Appreciation of health indicators/ public health MIS	Up to 45 years
6.	Executive – Documentation	28,000/- maximum	1	<ul style="list-style-type: none">• 2 year post Graduate diploma or degree in Management with specialization in Rural Development/ Rural	Up to 45 years

	and Planning			<p>Management or Masters degree in Social Work/ Social Science/ Population Studies/ Public Health/ Health Administr</p> <ul style="list-style-type: none"> • At least 5 Years of post qualification relevant experience. Preference will be given to the candidates having experience of documentation and planning in public health sector. • Good working knowledge of MS office and internet usage 	
7.	Co-ordinator – ARSH & PCPNDT	28,000/- maximum	1	<ul style="list-style-type: none"> • 2 year post Graduate diploma or degree in Management with specialization in Rural Development/ Rural Management or Masters degree in Social Work/ Public Health/ Health Admin/ Hospital Management/ Hospital Administration • At least 5 Years of post qualification relevant experience. Preference will be given to the candidates having experience in implementation of activities related to MTP Act/PCPNDT Act. • Good working knowledge of MS office and internet usage 	Up to 45 years
8.	Executive Assistant – Programme Management	18,000/- maximum	1	<ul style="list-style-type: none"> • 2 year post Graduate diploma or degree in Management with specialization in Rural Development/ Rural Management or Masters degree in Social Work/ Public Health • At least 2 Years of post qualification relevant experience. Weightage will be given to the candidates having experience in public health sector. • Good working knowledge of MS office and internet usage 	Up to 35 years
9.	Executive Assistant – Accounts	18,000/- maximum	1	<ul style="list-style-type: none"> • M. Com. With minimum 50 % marks, knowledge of govt. accounting procedures and knowledge of Tally software • Minimum 2 years of post qualification related work experience as accountant in any organization, preferably working in health. • Working skills on computer and financial softwares. 	Up to 35 years
10.	Executive Assistant – Training	18,000/- maximum	1	<ul style="list-style-type: none"> • 2 year post Graduate diploma or degree in Management with specialization in Rural Development/ Rural Management or Masters degree in Social Work/ Public Health/ Social Science • At least 2 Years of post qualification relevant experience. Weightage will be given to the candidates having experience in public health sector. • Good working knowledge of MS office and internet usage 	Up to 35 years
11.	Executive Assistant – NGO Co-ordinator	18,000/- maximum	1	<ul style="list-style-type: none"> • 2 year post Graduate diploma or degree in Management with specialization in Rural Development/ Rural Management or Masters degree in Social Work/ Public Health/ Social Science • At least 2 Years of post qualification relevant experience. Weightage will be given to the candidates having experience in public health sector. • Good working knowledge of MS office and internet usage 	Up to 35 years
12.	Executive	18,000/-	1	<ul style="list-style-type: none"> • 2 year post Graduate diploma or degree in 	Up to 35

	Assistant – Human Resource	maximum		<p>Management with specialization in Human Resource/ Personnel Management/ Social Work/Social Science</p> <ul style="list-style-type: none"> • At least 2 Years of post qualification relevant experience. • Good working knowledge of MS office and internet usage 	years
13.	Steno (Mission Director)	12,000/-	1	<ul style="list-style-type: none"> • Graduate with proficiency in english typing (40 wpm), Hindi typing (35 wpm) and shorthand (80 wpm). Strong communication skills. • Minimum 3 years experience of secretarial work in any reputed organization. 	Up to 35 years
14.	Hospital Manager (HM)	Rs. 20,000/-	21	<ul style="list-style-type: none"> • 2 year full time post graduate Degree/Diploma in Hospital Management / Health Management / Hospital Administration from any recognized university in India or Masters in Public Health. • At least 1 years of experience in Hospital Management/ Admin 	Up to 35 years
15.	District Programme Manager	28,000/-	2	<ul style="list-style-type: none"> • 2 year post Graduate degree or diploma in Management with specialization in Rural Development/ Human Resource/ Rural Management or Masters degree in Social Work/ Public Health/ Social Science • At least 3 Years of post qualification relevant experience. Weightage will be given to the candidates having experience in public health sector. • Good working knowledge of MS office and internet usage 	Up to 35 years
16.	District Accounts Manager	21,000/-	4	<ul style="list-style-type: none"> • Inter CA / Inter ICWA / M.Com. with working knowledge of computers and accounting software. • Minimum 3 years of post qualification work experience in the relevant field. 	Up to 35 years
17.	District Data Manager	16,800/-	3	<ul style="list-style-type: none"> • Masters in Computer Application or 2 year full time Post Graduate Degree or Diploma in Computer Application/ Information Technology • Minimum 3 years of post qualification work experience in the relevant field. 	Up to 35 years
18.	District Programme Co-ordinator – Sahiya	22,000/-	4	<ul style="list-style-type: none"> • 2 year post graduate Degree or Diploma in Rural Development/ Rural Management/ Development Studies/ Public Health • Minimum 3 yaers of post qualification relevant experience • Good knowledge of MS office and internet usage 	Up to 35 years
19.	PROMIS Manager – State Level	18,000/- maximum	1	<ul style="list-style-type: none"> • Graduation with 1 yr. diploma in computer application + minimum 5 years exp. In maintaining MIS in a store/warehouse. • Candidates with exposure in Supply chain management will be given preference. 	Up to 45 years
20.	Technical Assistant (Cold Chain) – Regional Level	22,000/- maximum	1	<ul style="list-style-type: none"> • 3 year Diploma in Mechanical or Refrigeration Engineering from recognized institution • with minimum 6 years of post qualification experience in maintaining cold chain system 	Up to 55 years
21.	Vaccine and Logistics Manager – Regional Level	22,000/- maximum	1	<ul style="list-style-type: none"> • Graduation in Science stream with minimum 5 years exp. in vaccine & logistic management as per WHO / UNICEF guidelines. • Candidates with background in pharma / Information 	Up to 55 years

				Science/IT will be given preference. • Diploma in computer application is prerequisite.	
22.	Regional WIC/WIF Operator	10,000/- maximum	3	<ul style="list-style-type: none"> • Matric & Certificate of ITI in Refrigerator & Airconditioning / Electronics / Electricals. • Minimum 3 years working experience in maintaining cold chain equipment. 	Up to 45 years
23.	Store Keeper cum PROMIS Operator – Regional level	14,000/- maximum	4	<ul style="list-style-type: none"> • Diploma in Pharmacy with good knowledge of computer operation. • Minimum 3 years working experience in relevant area. 	Up to 45 years
24.	Store Keeper cum PROMIS Operator – District level	12,000/- maximum	24	<ul style="list-style-type: none"> • Diploma in Pharmacy with good knowledge of computer operation. • Min. 3 years working experience in relevant area. 	Up to 45 years
25.	Cold Chain Handelters – District level	10,000/- maximum	26	<ul style="list-style-type: none"> • 12th / Inter with Science and 3 years experience in Cold Chain handling in reputed org. 	Up to 45 years
26.	Co-ordinator – Family Planning	28,000/- maximum	1	<ul style="list-style-type: none"> • 2 year post Graduate diploma or degree in Management with specialization in Rural Development/ Rural Management or Masters degree in Social Work/ Social Science/ Public Health/ Health Administration/Hospital Management/ Hospital Administration • At least 5 years of experience in the development and implementation of projects on Family Health. • Good working knowledge of MS office and internet usage 	Up to 45 years
27.	IEC Co-ordinator – Family Planning	22,000/-	1	<ul style="list-style-type: none"> • 2 year Post graduate diploma or Degree in Mass/Media Communications with good understanding of Public health. • At least 3 years of post qualification experience in social sectors (health, primary education, rural development etc.) • years of experience in developing communication plan & tool • Experience of research will be an added advantage 	Up to 45 years
28.	Demographer – Family Planning	20,000/- maximum	1	<ul style="list-style-type: none"> • University degree in Research / Social Sciences or equivalent • At least five years of professional experience in Research, monitoring and evaluation. • Good knowledge of managing and analyzing large scale data using multivariate techniques. 	Up to 45 years
29.	Accountant – Family Planning	18,000/-	1	<ul style="list-style-type: none"> • M. Com. With minimum 50 % marks, knowledge of govt. accounting procedures and knowledge of Tally software • Minimum 2 years of post qualification work experience as accountant in any organization, preferably working in health. • Working skills on computer and financial softwares. 	Up to 35 years
30.	Data Entry Operator – Family Planning	12,000/-	1	<ul style="list-style-type: none"> • Graduation with at least 50 % marks and diploma in computer applications • At least 2 years of experience in handling MIS 	Up to 35 years

Instructions:

- Only those Candidates willing to serve anywhere in Jharkhand should apply. The positions would be non-transferable and are not liable to change.
- All the applications must reach by 5 PM on 7th August, 2010. Applications received after 7th August, 2010 will not be entertained and Society will not be held responsible.
- Application form complete in all respect, should be send in a closed envelope by Registered/Speed Post super-scribing “**Advertisement Number - _____ , Application for the post of _____ & Post Code _____**” at the following address.

**To,
The State RCH Officer,
Jharkhand Rural Health Mission Society,
Govt. Vaccine Institute Campus,
Namkum, Ranchi - 834010**

- Only shortlisted candidates will be called for the interview. Date and time of the interview will be informed after the short-listing of the forms.
- Candidates applying for more than one post shall submit separate application for different positions.
- Society reserves the right to short-list limited number of candidates and for posts advertised on the basis of either age, qualification, experience or any other suitable criteria as decided by the society.
- Society reserves the right to cancel any position at any stage of recruitment process.
- At any stage of recruitment, it is found that candidate does not fulfill the eligibility criteria and/or that he/she has furnished incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. The decision of the Society in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates. No correspondence or personal queries in this regard shall be entertained.
- Reservation policy of Govt. of Jharkhand will be applicable.
- Details can be seen at www.jharkhand.gov.in

Sd/-
Mission Director (NRHM)
Jharkhand Rural Health Mission Society

FORMAT FOR THE APPLICATION

*(Note: Fields Marked with * is Mandatory)*

Advertisement Number*: _____

Post Code*: _____

Post Applied for*: _____

*Paste a recent self
attested photo*

2. Candidate Details

First name*		Middle Name*	
Last Name*		Gender* (M/F)	
Father's Name		Mother's Name	
Date of birth*		Physically Challenged¹ (Y/N)	
Phone No. (with STD Code)		Category² (Gen/SC/ST/OBC)	
Email		Mobile No.	

Note: in case of:

1. Physically Challenged category, certificate issued by appropriate authority should be enclosed.
2. In the case of reserved category caste certificate should issue from SDM/DM and copy should be enclosed.

3. Address

Correspondence address	Permanent address
Recent complete address with PIN.	

4. Education Details (Enclose copy of duly signed certificate as attachments)

Examination Passed*	Specialization & Subject	Board/University	Passing Year	%of marks/GPA

5. Work Experience:

Note:

- a. *Please do not mention experience gained as a volunteer.*
- b. *Start from most recent experience.*
- c. *If you have worked in more than one area/post within the same organization, please enter the details separately.*
- d. *Add more rows to the column if required.*

Sl No	Name of Organization	Designation & Key Area of Experience	Key Achievements	Experience (in months)

Certification:

I, the undersigned, certify that to the best of my knowledge & belief the above mentioned details correctly describe my qualification, experience and myself.

Date

Place

Candidate's Signature