



# State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



## Inviting applications for positions at State Health Society, Bihar

State Health Society, Bihar under National Rural Health Mission is inviting applications from suitable career oriented professionals for the following post on contractual basis :

Sl. No.	Post for which application is sought	No. of Vacancy
1.	Additional Director- Reproductive & Child Health	01
2.	Additional Director- Public Private Partnership (PPP)	01
3.	Additional Director Training & Institutional Strengthening	01
4.	Additional Director - Finance	01
5.	Additional Director - Infrastructure & Accreditation	01
6.	Additional Director - Procurement	01
7.	Deputy Director -Child Health & Nutrition	01
8.	Deputy Director - Partnership	01
9.	Deputy Director - HMIS	01
10.	Deputy Director - Intra & Inter Convergence	01
11.	Deputy Director - Civil Society & VHND	01
12.	Deputy Director - ASHA	01
13.	Deputy Director - ANM & GNM Nursing Schools	01
14.	Deputy Director - Procurement	01
15.	Deputy Director - Human Resource	01
16.	Consultant – ARSH	01
17.	Consultant – Child Health & Nutrition	01
18.	Consultant – Maternal Health	01
19.	Consultant – Family Planning	01
20.	Consultant – Monitoring & Evaluation of PPP	01
21.	Consultant – Monitoring & Evaluation	01
22.	Consultant – IPHS	01
23.	Consultant – Health Facility	02
24.	Consultant-Leprosy	01
25.	Consultant -Blindness Control	01
26.	Consultant – Vector Borne Disease	01
27.	Consultant - TB	01
28.	Consultant - Ayush	01
29.	Consultant - IEC	01
30.	Consultant – JBSY	01
31.	Consultant – PPP	01
32.	Consultant – Internal Audit	01
33.	Consultant - Equipment	01
34.	Consultant – Drugs	01
35.	Consultant – Polio	01
36.	Consultant - RI	01
37.	Executive Assistant	45*

\* Reservation Roaster will be applicable as per Bihar Govt. Norms.

## **General Condition:**

1. Maximum age limit 45 years for the post of Sl. No. 1 to 36. (In case of retired person age limit is 65 Yrs.) .
2. Age limit is 21 to 45 yrs for the post of Executive Assistant.
3. Specific work experience in relevant field may be indicated in application.
4. The recruitment will be on contract basis for a period of 3 yrs which may be renewed every year based on performance & conduct of the consultant.
5. Salary range for the position of Additional Director is Rs. 45,000/- to Rs. 50,000/-, for Deputy Director is Rs.35,000 to Rs.40,000/- and for Consultant is Rs. 20,000 to 30,000/-. **Retired Govt. official (if selected) will be paid as per the prevailing Govt. norms. Salary/Honorarium for the post of Executive Assistant is Rs. 9,000/- P.M. All salary/Honorarium structure is likely to be revised in near future.**
6. **Reservation Roaster will be applicable as per Bihar Govt. Norms for the posts of Sl. No. 37.**
7. Application fees for the posts mentioned in Sl. No. 1 to 36 is Rs.500/- for applicants under General category, fee for OBC and SC/ST candidates would be Rs. 300/- and 250/- respectively for each of the positions. Application fees for the posts mentioned in Sl. No. 37 is Rs. 200/- for applicants under General category, fee for OBC and SC/ST candidates would be Rs. 100/- .
8. Candidate applying for more than one position have to submit application fee for each of the positions separately.
9. **No application will be accepted without submission of application fee.**
10. Original Bank Draft (Application Fee) drawn on any nationalized bank and payable at **Patna** favoring **“State Health Society, Bihar”** should be sent along with application form/separately to Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014.
11. Candidates applying through email should mention the details of the Bank Draft in the appropriate place in the application format and may send the bank draft through speed post only at the above mentioned address.
12. Only short listed candidates will be called for interview.
13. No TA/DA will be given for attending the interview for any position.
14. The society reserves the right to cancel any or all the positions mentioned above.
15. Application in the prescribed format and complete in all respect must be sent to Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014 containing self attested photocopies of certificate and testimonials in sealed envelope by speed/registered post on or before **19/07/2010 at 5 pm. The name of the post applied for must be mentioned on the top of the envelope.**
16. Applications in the prescribed format can also be emailed at [hr.shsbihar@gmail.com](mailto:hr.shsbihar@gmail.com) clearly mentioning the post applied in the subject line.
17. The ToR, qualifications/ experience/ emoluments of above positions and application form available on the website of the State Health Society, Bihar ( [www.statehealthsocietybihar.org](http://www.statehealthsocietybihar.org) ).

Details of short listed candidates who would be invited for selection/interview will be displayed on the website: [www.statehealthsocietybihar.org](http://www.statehealthsocietybihar.org)

Last date of submission of form along with fee is **19/07/2010 at 5 pm.**

**Applications should be sent in prescribed format available on the above mentioned website clearly mentioning the position applied. Applications in other format will not be accepted.**

For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted on working days during office hours (10.00 – 17.00 hrs) on Ph. No. 0612-2281545/2285674.

**Executive Director  
State Health Society Bihar**

**State Health Society, Bihar**  
**Parivar Kalyan Bhawan, Sheikhpura, Patna 800014**

**Terms of Reference**

**Inviting applications for positions at State Health Society, Bihar**

State Health Society, Bihar under National Rural Health Mission is inviting applications for the following positions on contractual basis. The details of position and essential qualifications are as under:

- 1. Position: Additional Director – RCH**  
**Reporting to Executive Director, SHS, Bihar.**  
Place of Posting – State Health Society, Patna  
No. of Position – 1  
Category – Open

Additional Director – RCH will be responsible for over all progress of RCH under NRHM. He/she will work towards achieving overall goal of RCH programme that is to reduce infant and maternal morbidity and mortality in the state. Additional Director – RCH will have to see improvement in quality, enhancing accessibility and availability, and coverage with the reproductive and child health services, including family welfare.

Candidates applying for the position should have MBBS with Post Graduate diploma/degree in relevant field. Minimum 5 years experience in RCH programmes at National, State/ District level in Govt. or NGO Sector will be required for this position. ***Candidates with Non medico background with post graduate qualification in public health/Social Welfare/Rural Development and having 7 years of relevant experience in a reputed organization at middle management level may also apply.*** Some experience in working with government systems will be an added advantage. A strong management, liaison and communication skill is essentially required.

- 2. Position: Additional Director – Public Private Partnership (PPP)**  
Place of Posting – State Health Society, Patna  
No. of Position – 1  
Category – Open

Additional Director – PPP will be the nodal person at the state level for all PPP initiatives. His/her responsibilities will include drawing strategy for increased investment by the private sector into health through PPP mode, develop project appraisal guidelines for partnership with clear acceptance and rejection criteria and facilitate the functionaries in managing bid process-including TOR, pre qualification criteria and bid evaluation criteria. He/she will also supervise and manage a programmatic and financial monitoring of individual projects under PPP, track deviation and report key areas for corrective action.

Candidates applying for the position should have Post graduate qualification in Public Health/ Social Sciences/ Social Work/ Law/ Finance along with minimum of 5 years of experience in relevant field at

national/state level. ***Candidates with lesser qualification (at least Graduate) but having 7 or more years of relevant experience in a reputed organization at middle management level may also apply.***

Some experience in working with government systems will be an added advantage. A strong management, liaison and communication skill is essentially required.

### **3. Position: Additional Director – Training & Institutional Strengthening**

**Reporting to Executive Director, SHS, Bihar.**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Additional Director – Training & Institutional Strengthening will be responsible for overall supervision and management of all activities of capacity building and close interaction with other programs. Assessment of capacity building needs including action plan for each cluster of SHS, Bihar will also be his/her areas of responsibility.

Candidates applying for the position should have Post graduate qualification in Public Health/ Social Sciences/ Social Work/ Rural Development along with minimum of 5 years of relevant experience with emphasis on training/capacity building. ***Candidates with lesser qualification (at least Graduate) but having 7 or more years of relevant experience in a reputed organization at middle management level may also apply.*** Excellent representation and interpersonal skills with ability to network extensively and liaise with government/ non government agencies etc is also required. Some experience in working with government systems will be an added advantage. Good management, workshop facilitation, moderation and negotiation skills are absolutely essential.

### **4. Position : Additional Director – Finance**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Additional Director – Finance will Guide, monitor and supervise financial matters concerning the State Health Society in consultations with Executive Director and concerned departments. Additional Director – Finance will be responsible for ensuring timely and up-to-date availability of financial information on all project and programme matters according to the requirement. He/she will also provide guidance to the Finance, Accounts and the Internal Audit team to ensure a transparency in operations.

The candidate applying for the position must have 5 years of experience in accounting and auditing system. He/she must be MBA in Finance, or Chartered Accountant or ICWA. Additional background in social science, rural development will be of advantage. Preference will be given to candidates with prior experience working with the Govt.

**5. Position: Additional Director – Infrastructure & Accreditation  
Reporting to Executive Director, SHS, Bihar.**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Additional Director – Infrastructure & Accreditation will look after all infrastructure related issues that covers creation of sub centers/ Primary Health Centers/ APHC/ Sadar Hospital/ FRU/CHC. He/she will be responsible for Health facility survey and study over gap analysis and outsourcing of APHCs Coordination / liaison with partners / agencies.

Candidates applying for the position must have Graduate or higher qualification in civil engineering along with minimum of 10 years of relevant experience. Some experience in working with government systems will be an added advantage. A strong management, liaison and communication skill is essentially required.

Government employees not below the rank of Executive Engineer are invited to apply for the position through proper channel.

**6. Position: Additional Director – Procurement  
Reporting to Executive Director, SHS, Bihar.**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Additional Director – Procurement will be responsible for ensuring timely procurement of various drugs, equipments and other services ensuring high quality/value for money by adhering to the procurement guidelines and also prepare the procurement plan for the society and monitor/update the same regularly. Monitor entire procurement cycle, monitor pre and post-shipment inspections, will be his/her responsibility. He/she needs to Invite and evaluate Expressions of Interest (EOI) and finalize shortlists.

Candidates applying for the position should have Post Graduate qualification in Public Health/ Social Sciences/ Social Work along with minimum of 5 years of relevant experience at national/state level organizations. ***Candidates with lesser qualification (at least Graduate) but having 7 or more years of relevant experience in a reputed organization at middle management level may also apply.***

Some experience in working with government systems will be an added advantage. A strong management, liaison and communication skill is essentially required.

**7. Position: Deputy Director – Child Health & Nutrition  
Reporting to Additional Director - RCH, SHS, Bihar.**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Deputy Director – Child Health & Nutrition will be responsible for providing strategic inputs for different health activities in the field of Child Health & Nutrition. The candidate will be responsible for developing strategy to address malnutrition and rehabilitation of severally malnourished children. He/she will be required to coordinate with other government departments working on the subject.

Candidates applying for the position should have qualification in Medical Science/DCH/MPH from recognized institutions along with 3 years relevant experience in health sector particularly in Planning, conceptualization, coordination, facilitating training and partnership development in Government/NGO sector. ***Persons having non medical qualification (Post graduate qualification in Rural Development /social science stream) may also apply but must have 5 or more years of relevant experience in a reputed organization at middle management level.***

#### **8. Deputy Director – Partnership**

##### **Reporting to Additional Director – Planning, Monitoring & Evaluation**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Deputy Director – Partnership will be responsible for coordinating with the different development partners and other agencies working in the state. He/she is expected to keep the AD-Planning, Monitoring & Verification informed of the work being done in the state by other agencies to explore opportunities to be collaborating with them.

Candidates applying for the position should have post graduate qualification in management/ Social Work/ Rural Development along with minimum of 3 years of experience in Health sector. Excellent representation and interpersonal skills with ability to network extensively and liaise with government/ non government agencies etc is also required. Good management, workshop facilitation, moderation and negotiation skills are absolutely essential. Some experience in working with government systems will be an added advantage.

Candidates are expected to have fair knowledge of ongoing health initiatives in the State. Officers of Bihar Administrative Services not below the rank of under secretary are invited to apply for the position through proper channel.

#### **9. Position: Deputy Director – HMIS**

##### **Reporting to Additional Director- Planning, Monitoring & Evaluation**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Deputy Director – HMIS will be responsible for facilitating the process of development of an Information Systems to ensure monitoring and evaluation of key indicators, and to provide information critical to program planning. He/she will work towards strengthening the Information Systems in each of the project sectors and establish Information Systems that provide meaningful data in a timely manner for decision making at appropriate levels. He/She will also be responsible for development of various MIS packages for use by the State Health Society.

The candidate applying for this position should be a post graduate in statistics /information system and management along with 3 years of relevant experience. Specialization in MIS with post graduate qualification in Computer application would be preferred for this position. ***Candidates having lesser qualification (at least Graduate) may also apply but must have 5 or more years of relevant experience in a reputed organization at middle management level.***

Prior experience of working with government system will be an added advantage. A strong management, liaison and communication skill is essentially required.

**10. Position: Deputy Director – Intra & Inter Convergence**  
**Reporting to Additional Director – Disease Control & Convergence**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Deputy Director – Intra & Inter Convergence will be responsible proper coordination/ linkages within the public health system such as RCH, National Disease Control programme and AIDS control programmes or with other departments like the Department of Women and Child Development and the Department of Education for health, nutrition and education programmes.

Candidates applying for the position should have post graduate qualification in Public Health/ Social Sciences/ Social Work/ Rural Development along with minimum of 3 years of experience in Health sector with emphasis on training/capacity building. ***Candidates having lesser qualification (at least Graduate) may also apply but must have 5 or more years of relevant experience in a reputed organization at middle management level.*** Excellent representation and interpersonal skills with ability to network extensively and liaise with government/ non government agencies etc is also required. Good management, workshop facilitation, moderation and negotiation skills are absolutely essential. Some experience in working with government systems will be an added advantage.

**11. Position: Deputy Director – Civil Society & VHND**  
**Reporting to Additional Director – Disease Control & Convergence**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Deputy Director – Civil Society & VHND will be responsible for coordinating and supervising all the activities related to the programme. He/she will also coordinate with the NGOs and civil societies, private health providers and the corporate sector with the overall objective of reducing duplication and fragmentation of efforts under NRHM. He/she will be responsible for initiating VHND in the state.

Candidates applying for the position should have Post graduate qualification in Public Health/ Social Sciences/ Social Work along with minimum of 3 years of relevant experience at national/state level. ***Candidates having lesser qualification (at least Graduate) may also apply but must have 5 or more***

**years of relevant experience in a reputed organization at middle management level.** Some experience in working with government systems will be an added advantage. A strong management, liaison and communication skill is essentially required.

**12. Position: Deputy. Director – ASHA**

**Reporting to Additional Director – Additionalities**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Deputy Director – ASHA will be responsible for coordinating and supervising the activities under ASHA component.

Candidates applying for the position must have post graduate qualification in Social Welfare/ Rural Development/ Public Health from reputed institutes along with minimum 3 years of relevant experience. **Candidates having lesser qualification (at least Graduate) may also apply but must have 5 or more years of relevant experience in a reputed organization at middle management level.** Candidates having some experience in working with govt. set up or under projects at central / state level in the field of health will be preferred. He / she must have strong facilitation skills, ability to analyze reports, plan and monitor projects.

The candidate applying for the post must be comfortable working in collaborative environment with many partners and stakeholders.

**13. Position: Deputy Director – ANM & GNM Nursing schools**

**Reporting to Additional Director – Training & Institutional strengthening**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Deputy Director - ANM & GNM Nursing schools would be responsible for up gradation of ANM & GNM training schools in the state as well as initiation of new nursing Colleges. He/she will ensure optimum utilization of training faculty and also look for possibilities of Public - Public Partnership for running nursing colleges effectively.

The candidate should possess Post graduate qualification from a reputed institute in Rural Development/MSW or allied streams along with at least 3 years work relevant experience with emphasis on training/capacity building. **Candidates having lesser qualification (at least Graduate) may also apply but must have 5 or more years of relevant experience in a reputed organization at middle management level.** Excellent representation and interpersonal skills with ability to network extensively and liaise with government/ non government agencies etc is also required. Good management, workshop facilitation, moderation and negotiation skills are absolutely essential. Some experience in working with government systems will be an added advantage.



**14. Position: Deputy Director – Procurement.**

**Reporting to Additional Director - Procurement**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Deputy Director – Procurement will be responsible for carrying out timely procurement of various drugs, equipments and other services ensuring high quality/value for money by adhering to the procurement guidelines and also prepare the procurement plan for the society and monitor/update the same regularly. Coordinate with procurement agencies during entire procurement cycle, monitor pre and post-shipment inspections, and ensure contract management, including timely supply of goods, release of payment, inventory management, end-use and maintenance of assets will be his/her responsibility. He/she needs to Invite and evaluate Expressions of Interest (EOI) and finalize shortlists. Preparing requests for Proposals (RFP) as per agreed timelines, issue RFP documents to short listed consultants, respond to queries, coordinate pre-proposal conferences, etc will also be the responsibility of Deputy Director – Procurement. He/she will also be required to work in close coordination with other programme officers to support them in procurement of essential commodities required for their programme and also adhere to the quality assurance and quality control methodologies.

Candidates applying for the position should have a qualification in Material management/Logistics /Finance/ supply chain from reputed institutions along with at least 3 years work experience at middle management level in handling procurement of medicines, surgical equipments/drugs etc in reputed organization concerning health. ***Candidates with lesser qualification (at least Graduate) but having 5 or more years of relevant experience in a reputed organization at middle management level may also apply.*** He/She must be familiar with the Govt. rules with respect to procurement. Excellent representation and interpersonal skills with ability to network extensively and liaise with government/ non government agencies is essential for this position.

**15. Position: Deputy Director – Human Resource**

**Reporting to Administrative Officer**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Deputy Director - HR will be responsible for manpower planning, recruitment, selection, and induction, wage and salary administration, performance appraisal systems, career planning systems, capacity building and other staff welfare activities.

Candidate should have qualifications in Human Resource Management with 3 years of experience. Excellent representation and interpersonal skills is a must for the position. ***Candidates having lesser qualification (At least graduate) may also apply but must have 5 or more years of relevant experience in a reputed organization at middle management level.***

Candidates with some social background and some experience working with Government set up would be given preference.

**Retired Govt. officials (not below Joint Secretary Rank) may also apply. Existing Govt. employee of not below joint secretary rank may apply through proper channel.**

**16. Consultant – ARSH**

**Reporting to Deputy Director – Maternal Health**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Consultant – ARSH will be responsible for reorganizing the existing public health system in order to meet the service needs of adolescent's reproductive and sexual health as per the guidelines issued by the MoHFW under RCH – II.

Candidates applying for the position should have qualification in Medical Science/MPH or a postgraduate qualification in Rural or Health Management from recognized institutions along with 2 years relevant experience in health sector. ***Persons having lesser qualification Graduation) may also apply but must have 3 or more years of relevant experience in a reputed organization at middle management level.***

Prior experience of working with government system will be an added advantage. A strong management, liaison and communication skill is essentially required.

**17. Position: Consultant – Child Health & Nutrition**

**Reporting to Deputy Director – Child Health & Nutrition**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Consultant – Child Health will be responsible for providing inputs for activities related to Child Health & Nutrition. The consultant will work in close coordination with Deputy Director – Child Health & nutrition and other development partners and agencies working towards eradication of malnutrition.

Candidates applying for the position should have qualification in Medical Science/DCH/MPH from recognized institutions along with 2 years relevant experience in health sector particularly in Planning, conceptualization, coordination, Facilitating training and partnership development in Govt./NGO sector. ***Persons having non medical qualification (Post graduate qualification in Rural Development /social science stream) may also apply but must have 3 or more years of relevant experience in a reputed organization at middle management level.***

**18. Consultant – Maternal Health**

**Reporting to Deputy Director – Maternal Health**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Consultant – Maternal Health will be responsible for providing support to concerned officials in planning (e.g. preparation of annual plans) district/block level micro-planning, implementation, using data for action and concurrent review of institutional delivery with the aim of improving coverage. Also needs to serve as technical resource and provide need-based technical assistance and support

Candidate must have qualification in medicine or public health preferably from reputed institutions with 2 yrs of relevant experience at middle management level with a broad understanding in the field of maternal, sexual and reproductive health. **Candidates having lesser qualification (at least Graduate) may also apply but must have 3 or more years of relevant experience in a reputed organization at middle management level.** He/she must have good documentation and oral presentation skills as well as a demonstrated capacity to perform operational research.

The candidate applying for the post must be comfortable working in collaborative environment with many partners and stakeholders. Prior experience of working with government system will be an added advantage. A strong management, liaison and communication skill is essentially required

**19. Position: Consultant – Family Planning**  
**Reporting to Deputy Director – Family Planning**  
Place of Posting – State Health Society, Patna  
No. of Position – 1  
Category – Open

Consultant – Family Planning will be responsible for providing support to DD – FP in planning (e.g. preparation of annual plans) district/block level micro-planning, implementation, using data for action and concurrent review of the Family Planning issues. He/she will also be responsible for providing strategic inputs for different health activities in the field of family planning.

Candidate having qualification in medicine or public health from recognized institutions with 2 yrs of relevant experience at middle management level and having broad understanding of family planning, social marketing, maternal and sexual & reproductive health. **Candidates having lesser qualification (at least Graduate) may also apply but must have 3 or more years of relevant experience in a reputed organization at middle management level.** He/she must have good documentation and oral presentation skills as well as a demonstrated capacity to perform operational research.

Prior experience of working with government system will be an added advantage. A strong management, liaison and communication skill is essentially required

**20. Position: Consultant – Monitoring & Evaluation of PPP**  
**Reporting to Deputy Director – Monitoring & Evaluation**  
Place of Posting – State Health Society, Patna  
No. of Position – 1  
Category – Open

Consultant – Monitoring & Evaluation of PPP will be responsible for supporting in monitoring and evaluation of initiatives undertaken in Public Private Partnership mode by the society.

The candidate should have a post graduate qualification in management/Rural development/ Social Science from reputed institutions along with 2 years of experience. **Candidates having lesser qualification (at least Graduate) may also apply but must have 3 or more years of relevant experience in a reputed organization at middle management level.** Those working on Public Private Partnership in a government set up or a donor assisted project at state or national level would be given preference.

**21. Position: Consultant – Monitoring & Evaluation**

**Reporting to Deputy Director – Monitoring & Evaluation**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Consultant – Monitoring & Evaluation will be responsible for supporting in overall monitoring of Program related activities including design, development, and implementation of data collection tools and information systems and provide feedback for policy and management decisions at society level.

The candidate having Post graduation qualification from a reputed institute in Public Health/RD/MSW or allied streams with at least 2 years of relevant experience can apply. **Candidates having lesser qualification (at least Graduate) may also apply but must have 3 or more years of relevant experience in a reputed organization at middle management level.** Prior experience of working with government system will be an added advantage. A strong management, liaison and communication skill is essentially required.

**22. Position: Consultant – IPHS**

**Reporting to Additional Director – Infrastructure & Accreditation**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Consultant – IPHS will be responsible for coordinating and supervising activities related to accreditation of health facilities as per the IPHS norms and also assist the Additional Director Infrastructure & Accreditation in up gradation of facilities to fulfill the accreditation criteria. He/she must be well aware of the overall objective of IPHS in providing health care that is quality oriented and sensitive to the needs of the community.

Candidates applying for the position must have at least post graduate qualification in Rural Development /social science stream from reputed institutes along with minimum 2 years of relevant experience. **Candidates with lesser qualification (at least Graduate) but having 3 or more years of relevant experience in a reputed organization at middle management level may also apply.** Those working with government systems will be preferred.

**23. Position: Consultant – Health Facility**

**Reporting to Additional Director – Infrastructure & Accreditation**

Place of Posting – State Health Society, Patna

No. of Position – 2

Category – Open

Consultant – Health Facility will be responsible for coordinating and supervising all the activities related to up gradation and construction of health facilities at Districts level to a health sub-centre level. He/she must be aware of the ongoing health initiatives in the state and health care facilities required at each level that can serve the needs of the community.

Officers of Bihar Administrative Services in basic scale are invited to apply for the position through proper channel.

**24. Position: Consultant - Leprosy**

**Reporting to Additional Director – Disease Control & Convergence**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Consultant Leprosy will be responsible for coordinating and supervising activities related to leprosy eradication in the state. He/she needs to work in close consultation with development partners and NGOs working on the subject.

Candidates applying for the position must have at least MBBS degree from reputed institutes along with minimum 2 years of experience in related field. ***Candidates with Non medico background with post graduate qualification in public health/Social Welfare/Rural Development and having 3 years of relevant experience in a reputed organization at middle management level may also apply.*** Some experience in working with government systems will be an added advantage.

**25. Position: Consultant – Blindness Control**

**Reporting to Additional Director – Disease Control & Convergence, SHS, Bihar.**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Consultant – Blindness Control will be responsible for coordinating and supervising activities related to blindness control. He / she needs to work in close consultation with development partners and NGOs working on the subject.

Candidates applying for the position must have at least MBBS degree with specialization in ophthalmology from reputed institutes along with minimum 2 years of experience in related field. ***Candidates with Non medico background with post graduate qualification in public health/Social Welfare/Rural Development and having 3 years of relevant experience in a reputed organization at middle management level may also apply.*** The candidate applying for the post must be comfortable

working in collaborative environment with many partners and stakeholders. Some experience in working with government systems will be an added advantage.

**26. Position: Consultant – Vector Borne Disease**

**Reporting to Additional Director – Disease Control & Convergence**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Consultant – Vector borne disease will be responsible for coordinating and supervising activities related to treatment and eradication of vector borne disease. He/she must be experienced in the control of Malaria, Filariasis, Japanese Encephalitis and Kala-azar.

Candidates applying for the position must have at least MBBS degree from reputed institutes along with minimum 2 years of experience in related field. ***Candidates with Non medico background with post graduate qualification in public health/Social Welfare/Rural Development and having 3 years of relevant experience in a reputed organization at middle management level may also apply.*** The candidate applying for the post must be comfortable working in collaborative environment with many partners and stakeholders. The candidate applying for the post must be comfortable working in collaborative environment with many partners and stakeholders. Some experience in working with government systems will be an added advantage.

**27. Position: Consultant – TB**

**Reporting to Additional Director – Disease Control & Convergence**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Consultant – TB will be responsible for coordinating and supervising activities related to TB control programme. He / she must be comfortable working in collaborative environment with partners and stakeholders.

Candidates applying for the position must have at least MBBS degree from reputed institutes along with at least 2 years of experience in TB control/Programme management with a govt. concern or reputed health organizations. ***Candidates with Non medico background with post graduate qualification in public health/Social Welfare/Rural Development and having 3 years of relevant experience in a reputed organization at middle management level may also apply.*** Candidates having post graduate qualification in Public Health, epidemiology will be given preference. The candidate applying for the post must be comfortable working in collaborative environment with many partners and stakeholders. Some experience in working with government systems will be an added advantage.

**28. Position: Consultant - Ayush**

**Reporting to Additional Director - Additionalities**

Place of Posting – State Health Society, Patna

No. of Position – 1  
Category – Open

Consultant – Ayush will work closely with the programme head in expanding and promoting the alternative system of Ayush treatment and for its overall programme management. The consultant will work in close coordination with the State Programme Officer – Ayush in the state.

The person applying for the position should be a post graduate (AYUSH)/ Public Health, / Rural Management/ MBA/MSW from a reputed institution along with 2 years working experience in health sector with emphasis on (AYUSH)/ planning, training and capacity building.

**29. Position: Consultant - IEC**

**Reporting to Additional Director - Additionalities**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Consultant IEC will be responsible for coordinating and supervising IEC activities that focus on health related issues. He/she will be required to plan IEC and BCC campaigns in consultation with the different programme officers and also implement them. The candidate will be required to liaison with media partners and agencies and also with DPMs and Civil Surgeons for an effective and timely execution of events.

Candidates having post graduate qualification in Social Science/MSW/Mass communication from reputed institutes along with 2 years of relevant experience can apply for this position. **Candidates having lesser qualification (at least Graduate) may also apply but must have 3 or more years of relevant experience in a reputed organization at middle management level.** The applicant should have proven record of designing/ developing and implementation of IEC strategies & campaigns /IEC activities in electronic and print media, local folk media.

**30. Position: Consultant – JBSY**

**Reporting to Additional Director – Additionalities**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Consultant – Janani Bal Suraksha Yojana will primarily be responsible for the effective implementation and monitoring of the scheme in the state. He/she will be required to work closely with programme officers under RCH and also with officers posted districts.

Candidates applying for the position should have PG qualification in demography/Population Sciences/Rural Development/ from UGC approved recognized institutions. Minimum 2 years relevant experience in programme management along with sound documentation skill is required. **Candidates having lesser qualification (At least graduate) may also apply but must have 3 or more years of relevant experience in a reputed organization at middle management level.**

### **31. Position: Consultant – PPP**

#### **Reporting to Additional Director – PPP**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

The Consultant - PPP would be responsible for all the strategic partnership undertaken by the State Health Society, Bihar. The person would be in constant touch with the private sector implementing organizations and Non government organizations working in the field.

The candidate applying for this position should have experience of at least 2 years working with the private sector partners and non government partner in a government set up. The candidate should have a post graduate qualification in management/MSW/ Rural development/ Law/ Finance from reputed institutions. ***Persons having lesser qualification (At least graduate) may also apply but must have 3 or more years of relevant experience in a reputed organization at middle management level.***

### **32. Position: Consultant – Internal Audit**

#### **Reporting to Additional Director-Finance**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Consultant – Internal Audit will be responsible for internal audit function and provide leadership and direction in communicating and monitoring audit policies, practices, programs, and processes. He/she will be responsible for ensuring adequate internal control measures in all functioning of the society and at district levels. Consultant – Internal Audit also should ensure that members of the audit staff possess the necessary independence, experience, education, training, and skills to properly conduct assigned activities. He/she should be responsible for internal control risk assessments, audit plans, audit programs, and audit reports associated with the society. He/she will be required to work in close coordination with the Consultant Finance and Accounts.

Candidates applying for the position should have post graduate qualification in Commerce, Finance Management, Chartered Accountant or ICWA along with 2 years of experience in fund management in a reputed private sector organization. ***Candidates having lesser qualification (At least graduate in Commerce) may also apply but must have 3 or more years of relevant experience in a reputed organization at middle management level.***

### **33. Position: Consultant – Equipments**

#### **Reporting to Deputy Director- Procurement**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open



Consultant - Equipment would be responsible for overall planning and procurement of equipment at the health facilities as well as its maintenance. It will be his/her responsibility to ensure availability of all essential equipments and its utilization at the health facilities in functional condition and also to prepare a list of all medical equipments at the health facility. He/she will also look after need based procurement by districts.

Candidates applying for the position should have a qualification be a Biomedical Engineer from a recognized institute along with at least 2 years work experience at middle management level in handling procurement of surgical equipments etc in reputed organization. He/She must be familiar with the Govt. rules with respect to procurement. Excellent representation and interpersonal skills with ability to network extensively and liaise with government/ non government agencies etc and Good knowledge of computers is essential for this position.

#### **34. Position: Consultant – Drugs**

##### **Reporting to Deputy Director - Procurement**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Consultant - Drugs would be responsible for procurement of Drugs for the health facilities including centralized rate contract. He/she will also be responsible for monitoring of drug procurement at the district level. It will be his/her responsibility to ensure availability of all essential drugs at the health facilities.

Candidates applying for the position should have a qualification in Pharmacy/ Material management/Logistics from reputed institutions along with at least 2 years work experience at middle management level in handling procurement of medicine/drugs etc in reputed organization concerning health. He/She must be familiar with the Govt. rules with respect to procurement. Excellent representation and interpersonal skills with ability to network extensively and liaise with government/ non government agencies etc and Good knowledge of computers (MS office) is essential for this position.

#### **35 Position: Consultant – Polio**

##### **Reporting to Deputy Director – RI & Polio**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Consultant – Polio will work closely with components of Polio eradication/concerned organizations/ District Health authorities etc for better implementation/ output of the programme.

Candidates applying for the position should have post graduate qualification in Health management/ MPH/ DCH or equivalent from UGC approved recognized institutions. Minimum 2 years relevant experience in programme management along with sound documentation skill is required. **Candidates having lesser qualification (at least Graduate) may also apply but must have 3 or more years of relevant experience in a reputed organization at middle management level.** Some experience in working with government systems will be an added advantage.

### **36 Position: Consultant – RI**

**Reporting to Dy. Director – RI & Polio, SHS, Bihar.**

Place of Posting – State Health Society, Patna

No. of Position – 1

Category – Open

Consultant – RI will work closely with components of immunization/ District Health authorities etc for better implementation/ output of the programme.

Candidates applying for the position should have Post Graduate qualification in Health management/ MPH/ DCH or equivalent from UGC approved recognized institutions. Minimum 2 years relevant experience in programme management along with sound documentation skill is required. **Candidates having lesser qualification (at least Graduate) may also apply but must have 3 or more years of relevant experience in a reputed organization at middle management level.** Some experience in working with government systems will be an added advantage.

#### **General Condition:**

1. Maximum age limit 45 years for all the post. (In case of retired person age limit is 65 Yrs.)
2. Specific work experience in relevant field may be indicated in application.
3. The recruitment will be on contract basis for a period of 3 yrs which may be renewed every year based on performance & conduct of the consultant.
4. Salary range for the position of Additional Director is Rs. 45,000/- to Rs. 50,000/-, for Deputy Director is Rs.35,000 to Rs.40,000/- and for Assistant Director / Consultant is Rs. 20,000 to 30,000/-. **Retired Govt. official (if selected) will be paid as per the prevailing Govt. norms. This salary structure is likely to be revised in near future.**
5. Application fees for the posts mentioned above is Rs.500/- for applicants under General category, fee for OBC and SC/ST candidates would be Rs. 300/- and 250/- respectively for each of the positions.
6. Candidate applying for more than one position have to submit application fee for each of the positions separately.
7. **No application will be accepted without submission of application fee.**
8. Original Bank Draft (Application Fee) drawn on any nationalized bank and payable at **Patna** favoring **“State Health Society, Bihar”** should be sent along with application form/separately to Executive Director, State Health Society, Bihar, Parivar Kalyan Bhawan, Sheikhpura, Patna 800014.
9. Candidates applying through email should mention the details of the Bank Draft in the appropriate place in the application format and may send the bank draft through speed post only at the above mentioned address.
10. Only short listed candidates will be called for interview.
11. No TA/DA will be given for attending the interview for any position.
12. The society reserves the right to cancel any or all the positions mentioned above.
13. Application in the prescribed format and complete in all respect must be sent to Executive Director, State Health Society, Bihar, Parivar Kalyan Bhawan, Sheikhpura, Patna 800014 containing self attested photocopies of certificate and testimonials in sealed envelope by speed/registered post on or before 19/07/2010 at 5 pm. **The name of the post applied for must be mentioned on the top of the envelope.**

14. Applications in the prescribed format can also be emailed at **hr.shsbihar@gmail.com** clearly mentioning the post applied in the subject line.

Details of short listed candidates who would be invited for selection/interview will be displayed on the website: **www.statehealthsocietybihar.org**

Last date of submission of form along with fee is **19/07/2010 at 5 pm.**

**Applications should be sent in prescribed format available on the above mentioned website clearly mentioning the position applied. Applications in other format will not be accepted.**

For any further details/clarification regarding this advertisement, State Health Society, Bihar may be contacted on working days during office hours (10.00 – 17.00 hrs) on Ph. No. 0612-2281545/2285674

**Executive Director  
State Health Society Bihar**

**State Health Society, Bihar**  
**Pariwar Kalyan Bhawan, Sheikhpura, Patna 800014**

**Terms of Reference**

**Inviting applications for positions at State Health Society, Bihar**

**Executive Assistants**

In addition to the experts in the disciplines, support staff will be needed to manage day to day functioning and to provide other support services, as in any office. For managing proper functioning at office, support staffs designated as office assistants in a particular number as needed and decided by the State Health society may be required.

**Eligibility criteria for Executive Assistants**

- A degree from any recognized university in any discipline or its equivalent with a minimum of 50% (45% for SC/ ST) marks in the aggregate.
- Age limit is 21 to 45 yrs.
- Diploma in Computer Application
- Excellent command over MS Office, Internet.
- Typing speed of 40 words per minute in English and 30 words per minute in Hindi.
- Good communication and writing skill in English & Hindi.
- 1-2 years of experience is required. Candidates who have worked with govt. set up would be preferred.
- Good short hand speed will be an added advantage. Candidates having shorthand skill will be given preference.
- **Salary/Honorarium for the post of Executive Assistant is Rs. 9,000/- P.M. This salary/Honorarium structure is likely to be revised in near future.**
- **Reservation Roaster**

Sl. No.	Category	No. of Vacancy
01.	Unreserved	23
02.	EBC	08
03.	SC	07
04.	ST	01
04.	BC	05
05.	EBC (Female)	01
	<b>TOTAL</b>	<b>45</b>

## Application Form

<i>Application for the post of</i>				
Demand Draft Details		Issuing Bank: Branch: Demand Draft Number: Date of issue: Payable at: Category: General/OBC/SC ST (tick mark whichever is applicable)		
Name				
Present Address				
Permanent Address				
Contact Number				
E-mail				
Father's/ Husband's Name				
Date of Birth				
Marital Status				
Nationality				
<b><i>Academic background (Starting from highest)</i></b>				
SN	Qualification	School/Institute/University	Year of passing	Percentage of Marks/ grades obtained (if any)
1				
2				
3				
4				

<b><i>Technical Qualification (Starting from highest)</i></b>				
SN	Qualification	School/Institute/University	Year of passing	Percentage of Marks/grades obtained (if any)
1				
2				
3				
4				
<b><i>Trainings and workshops attended</i></b>				
SN	Topic	Institution/Organization	Year	Objective of the training/workshop
1				
2				
3				
4				
<b><i>Work Experience (starting from the latest)</i></b>				
Experience 1	From			
	To			
	Name of the Organization with its brief profile			
	Designation held			
	Brief profile of the responsibilities held			

Experience 2	From	
	To	
	Name of the Organization with its brief profile	
	Designation held	
	Brief profile of the responsibilities held	
Experience 3	From	
	To	
	Name of the Organization with its brief profile	
	Designation held	
	Brief profile of the responsibilities held	
<i>Any other information that the candidate would like to give in support of his/her candidature</i>		

Signature

*Note: The candidate may use additional paper if required.*