



National Health Mission Madhya Pradesh
(Department of Public Health and Family Welfare)

Recruitment for
Contractual District & Block Level Vacant Positions

Rule Book
2020-2021



National Health Mission Madhya Pradesh

Applications are invited from the eligible candidates for recruitment of District and Block level contractual vacancies under the National Health Mission, Madhya Pradesh.

1. Details of Contractual Position:

S.N.	Name of Contractual Post	Total Vacant Post
1.	Block Program Manager	124
2.	Block Account Manager	32
3.	Block Community Mobilizer	90
4.	District Hospital Accountant	12
	Total	258

2. Recruitment Process:

S. N.	Name of Post	No. of Post	Honorarium per Month (Rs)	Qualification and Experience
1	Block Program Manager	124	20,000	<p>Essential Educational Qualification: MBA 2year (Any Stream) OR PG Degree in Health or Hospital Management/Administration OR PGDM/PGDBA</p> <p>Essential Computer Qualification: Minimum 1 Year Degree/ Diploma in Computers.</p> <p>Essential Work Experience: 02 years of relevant experience in Health Sector/ Public Health Programme.</p>
2	Block Account Manager	32	15,000	<p>Essential Educational Qualification: B. Com/ M. Com/ MBA (Finance) OR PGDBA/PGDM (Finance)</p> <p>Essential Computer Qualification: Minimum 1 Year Degree/ Diploma in Computers</p> <p>Essential Work Experience: 02 years of relevant experience in accounting out of which at least 01 year in Health Sector.</p>
3	Block Community Mobilizer	90	15,000	<p>Essential Educational Qualification: MSW/ MA in Sociology /MA in Social Science OR PG Degree/Diploma in Rural Development</p> <p>Essential Computer Qualification: Minimum 1 Year Degree/ Diploma in Computers</p> <p>Essential Work Experience: 02 years of relevant experience in Familiarity with/ having worked in community health worker programmes, or on empowerment of health volunteers or NGO health projects or on involvement of PRIs in Public Health projects/ Public Health Programme</p>
4	District Hospital Accountant	12	15000	<p>Essential Educational Qualification: B. Com/ M. Com/ MBA (Finance) OR PGDBA/ PGDM (Finance)</p> <p>Essential Computer Qualification: Minimum 1 Year Degree/ Diploma in Computers</p> <p>Essential Work Experience: 02 years of relevant experience in accounting out of which at least 01 year in Health Sector.</p>

Important Instruction:

- (1) Online Applications will be received from date **10.02.2021**. The Last Date of submission of the online application is **25.02.2021**.
 - (2) The appointment will be purely on a contractual basis for a period of the one-year, renewable subject to the Government of India approval and satisfactory performance. Any claim for absorption in the regular position shall not be entertained in the future.
 - (3) **Mission Director, National Health Mission Madhya Pradesh**, will have the right to suspend/cancel any application/ entire process without giving any reason.
 - (4) If at any stage of recruitment, it is found that the candidate does not fulfil the eligibility criteria and/or that s/he has furnished incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. The decision of the **NHM, MP** in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates.
 - (5) Any candidate against whom a criminal case is considered in the court or has been punished by the court will be disqualified (will not be eligible).
 - (6) Only post qualification experience shall be considered for all the above-mentioned positions.
 - (7) Only post-registration experience shall be considered for the positions having essential criteria of registration with respective councils
 - (8) Only full-time course shall be considered for the above qualifications.
 - (9) Number of positions/ vacancies may vary as per the requirement of **NHM MP**.
 - (10) Candidate should overview the rules and selection criteria and ensure the eligibility before applying for the positions. If any candidate is found ineligible during the examination phases and/or after the declaration of result and candidate provided details are found wrong, in the event of this candidates' candidature shall be disqualified at any point in the process.
 - (11) Regarding citizenship and permanent resident: - candidate for the post
 - A) be a citizen of India
 - B) can be a citizen of Nepal
 - C) if 'B', certificates has been given under the applicable rules of MP Civil Services Recruitment Rules 1961.
 - (12) The provision of Human Resource Manual 2018 will be applicable for recruitment of contractual vacant post under **National Health Mission, Madhya Pradesh**.
 - (13) ***Age Limit:** 21-40 Years (Five Years relaxation for ST, SC, OBC and Women (UR/ Reserved Category))
- *Age computing Reference Date: **01.01.2021**
- Clarification:** 10th passed certificate/ marks sheet shall be a valid/ reference document for the computing of age and other government-approved documents shall also be considered for the calculation of the age of the candidate.
- (14) Applicants are required to provide all the mandatory information [Marked with * (asterisk) sign] in the application form;
 - (15) Candidates failing to upload prescribed documents in the relevant sections of the Online Application Form, shall be disqualified.

(16) The applicants must ensure that all the details are correctly filled and successfully submitted online before the closing date. Applicants should ensure that the Applicant Status on Application Form is "Submitted Successfully"; Half-filled applications shall be treated as incomplete and shall be deemed to be rejected;

(17) Incomplete details in application or application submitted without photograph along with signature/supporting documents shall be rejected;

(18) Request for change or correction of any information shall not be entertained once the online form is submitted. However, after the publication of the screening outcome, if there would be any query regarding the screening outcome and their status. Candidates shall be given 2-4 days (Depending upon **NHM, MP** approval) to raise their queries. The screening committee shall reply to the candidates' queries within four working days of receipt of the query on the online module created for the same. Based on the conclusion of the screening committee, the screening remark of a candidate may change;

(19) Selection Process:

The examination and selection process shall be done in a completely fair and transparent manner. There is no possibility to give any benefit by overruling the process by any individual. If any individual claims about getting any benefit, this is not pragmatic, and candidates should be beware of such false claims;

(19.1) For the selection of the above-mentioned positions, **MCQ based an Online Written Test (OWT)** shall be conducted for all the candidates eligible as per the advertised by **Strategic Alliance Management Service Pvt. Ltd. (SAMS HR Agency)**.

(19.2) Question Paper for examination shall comprise of 100 MCQ questions with the options of four answers. Each question shall be of 1 mark. There shall be no negative marking. For the selection, candidate marks obtained in the online written examination shall be considered to generate merit rank, based on which selection of the candidate shall be done;

(19.3) Minimum passing marks in online written test examination shall be **UR/OBC- 40 and SC/ST/EWS/PH for 30**. The generation of merit rank and selection of the candidate shall be based on this and State Reservation Policy;

(19.4) According to the above criteria if the required number of candidates falls short than the number of total posts, in the event of this, the **Mission Director, NHM, M.P.** shall be the competent authority to reduce the minimum passing mark as necessary. In case of a tie in between the two candidates, preference shall be given as per the details mentioned below in descending order:

- (i) Preference shall be given to an elder candidate;
- (ii) Even if tie persist in the case of date of birth of the candidates, the candidate obtaining the highest mark in 12th/ Higher Secondary shall be given preference

(19.5) Proposed Examination Center/ Cities: (1) Bhopal; (2) Indore (3) Gwalior (4) Jabalpur (5) Rewa (6) Sagar (7) Satna

(19.6) Candidate can provide the choice of the center for examination during filling of the online application form. The center allocation shall be based on the following:

- (a) Total number availability of the center and center preferences provided by the candidates;
- (b) Once preferences and availability shall be exhausted, it will be done on First Applying First Allocation (FAFA) basis.

(19.7) The E-admit card can be downloaded from the **SAMS** and **NHM, M.P.** official website www.sams.co.in and <http://www.nhmmp.gov.in/> seven days before of examination date.

(19.8) The examination date shall be announced along with the syllabus on the **SAMS** and **NHM, M.P.** official website;

20. Document Verification Process:

- (a) Document Verification of Shortlisted Candidates shall be done by the **State Project Management Unit (SPMU)** at the allocated place of posting;
- (b) The shortlisted candidates need to produce the required details which were asked at the time of filling online application form (personal, education, registration, etc.) by the applicants for the document validation process;
- (c) The candidature of shortlisted candidates who do not possess requisite credential/ documents/ registration as per the ToR required in the advertisement will be treated as cancelled for selection;
- (d) Candidates shall also be deemed to be disqualified for misrepresentation of the facts as per acceptance of declaration given at the time of submitting the online application form;
- (e) Candidates who shall not report at the allotted location within the stipulated time period shall not be provided with any other opportunity for joining the position, and the position shall be

Important Instructions:

Selected candidates need to produce the following Original documents/ credentials, Offer Letter, Original and xerox copy at the time of joining within the stipulated time:

- (a) Any Govt issued valid ID proof
- (b) Latest Passport Size two photographs;
- (c) 10th or High School/ Higher Secondary and Yearly/ Semester wise Mark Sheet of all passed course of the candidates;
- (d) Required Experience certificate
- (e) Latest Medical Fitness Certificate, not more than 15 days old from the date of issuance of an Appointment letter;
- (f) In the absence of any of the above certificate/ documents candidates shall be declared ineligible for the post and any representation for this shall not be entertained;
- (g) For the pregnant candidate, Medical Fitness Certificate issued by District Medical Board shall be applicable at the time of joining, and joining shall be ensured only on the submission of the above certificate.

(21) Right to Amend the Selection Process:

National Health Mission reserves the right to amend the rules and process at any time of the selection. Any such amendments shall be valid and binding upon.

(22) Any dispute pertaining to the above recruitment process shall be under the jurisdiction of Bhopal Madhya Pradesh.

Detailed Information of Vacant Post at District and Block Level:

S. No.	Cadre	No of Vacant Position	Posting Place
1.	Block Program Manager	124	Block Level
2.	Block Account Manager	32	Block Level
3.	Block Community Mobilizer	90	Block Level
4.	District Hospital Accountant	12	District Level
	Total	258	

BLOCK PRORGAM MANAGER (BPM)														
SN	Total Position s	UR		OBC		SC		ST		EWS (10%)	Physically Handicap (6%)			
		M	F	M	F	M	F	M	F		VH	HH	OH	MD
1	124	22	10	11	05	13	06	16	08	11	NA	03	03	NA

NOTE: The position may be increased or decreased during the recruitment process.

NOTE: The Visually Handicap and Mental Disorder Category under PH is not given weightage due to the Nature of the work profile.

NOTE: The OBC reservation (%) issue is under consideration in Hon'ble High Court of Madhya Pradesh and the verdict may affect the OBC and UR categories reservation percentage accordingly.
[16 post (13%) of total 124 posts shall remain on hold]

BLOCK COMMUNITY MOBILISER (BCM)														
SN	Total Position s	UR		OBC		SC		ST		EWS (10%)	Physically Handicap (6%)			
		M	F	M	F	M	F	M	F		VH	HH	OH	MD
1	90	16	07	07	04	09	04	11	06	09	NA	02	03	NA

NOTE: The position may be increased or decreased during the recruitment process.

NOTE: The Visually Handicap and Mental Disorder Category under PH is not given weightage due to the nature of the work profile.

NOTE: The OBC reservation (%) issue is under consideration in Hon'ble High Court of Madhya Pradesh and the verdict may affect the OBC and UR categories reservation percentage accordingly.
[12 posts (13%) of total 90 post shall remain on hold]

BLOCK ACCOUNT MANAGER (BAM) & DH ACCOUNTANT														
SN	Total Positions	UR		OBC		SC		ST		EWS (10%)	Physically Handicap (6%)			
		M	F	M	F	M	F	M	F		VH	HH	OH	MD
1	(BAM) 32 POST	05	03	05	02	03	01	04	02	02	NA	0	01	NA
2	(DHA) 12 POST	01	01	02	01	01	01	01	01	01	NA	0	01	NA

NOTE: The position may be increased or decreased in during the recruitment process.

NOTE: The Visually Handicap and Mental Disorder Category under PH is not given weightage due to Nature of work profile.

NOTE: The OBC reservation (%) issue is under consideration in Hon'ble High Court of Madhya Pradesh and the verdict may affect the OBC and UR categories reservation percentage accordingly.
[Total 04 & 01 post 13% of 32 & 12 to be HOLD]

Syllabus:

Post	S N	Different Subject of Online Question	% of Question	Score
Block Program Manager	1	Health systems and reforms	10	100 Marks
	2	National Health programs	10	
	3	Health planning and management	10	
	4	Demography and Health Indicators	10	
	5	Financial Management	10	
	6	Human Resource Management	10	
	7	Logistics and Supply Chain Management	10	
	8	Quality Assurance	10	
	9	Computer Knowledge - MS Office and Web Based Applications	20	
Block Community Mobilisers	1	Health systems and reforms	10	100 Marks
	2	National Health programs	10	
	3	Health planning and management	10	
	4	Demography and Health Indicators	10	
	5	Panchayati Raj	10	
	6	Rural development	10	
	7	Community health	20	
	8	Computer Knowledge - MS Office and Web Based Applications	20	
Block Accounts Manager & DH Accountant	1	Health systems and reforms	10	100 Marks
	2	National Health programs	10	
	3	Income TAX and related compliance	10	
	4	EPF/ESIC and related compliance	10	
	5	Financial Management/Accounting	20	
	6	GST and Tally Accounting	20	
	7	Computer Knowledge - MS Office and Web Based Applications	20	

1. Block Program Manager

Roles and Responsibilities:

- Provide managerial and supportive assistance to the concerned BMO in the respective Block.
- Work in close consultation with concerned BMO and other functionaries for ensuring smooth and effective implementation of the all national health programmes particularly NHM.
- Create and maintain block database for the health sector including manpower.
- Develop block level plans for optimal allocation of resources at each facility.
- Ensure timely collection and compilation of demands and their timely dispatch Assist the BMO in developing the block work plan based on District and State goals.
- Ensure compilation analysis and presentation of relevant information in meaningful formats and assist the BMO in making informed decisions (MIS).
- Develop strategies plans to improve the quality of services.
- Undertake regular monitoring of initiatives being implemented in the block and provide regular report and feedback to the block.
- Reporting to the officers as per the agreement in the contract especially - Keep records of all funds received by the District Health Society and release of funds to various facilities.
- Keep track of expenditure under various heads by all by all health facilities in the Block.
- Shall invariably attend all health related various meeting called in the block.
- Ensure that all reports regarding various programme are sent to District on time.
- Monitoring and supportive supervision.
- coordination to all program officer.
- Any of the tasks assigned by BMO.
- Any of the tasks given by BMO is time to time.

2. Block Community Mobiliser

Roles and Responsibilities:

- Organizing block review meetings every month on a fixed day, in coordination with Block Medical Officer In-Charge (BMOIC) and Block Programmer Manager for facilitating
- Periodic refresher trainings, capacity building, updating information and sharing new guidelines [L] [SEP]

- Review and assessment of performance of ASHAs along with trouble shooting [L] [SEP]
- Replenishment of ASHA drugs/equipment kits [L] [SEP]
- Verifying records and release of payments [L] [SEP]

Review and assess the functionality of VHSNCS in terms of regular meetings, fund utilization etc. [L] [SEP]

- Provides direct support in a wide range of activities such as- ASHA selection, release of ASHA payments, regular supply distribution and replenishment ASHA Kits and training material. [L] [SEP]

- Supports the District Community Mobilizer in the formation and improved functioning of VHSNCs and assists in developing processes for community monitoring in all the villages of the blocks. [L] [SEP]

- Sharing data on the trainings to District Community Mobilizer for report compilation planning, and facilitating training of ASHA facilitators, ASHA and VHSNC members.

- Provides supportive supervision and continuous monitoring through - monthly meeting of the ASHA facilitators at block headquarters and field visits to assess functionality and handholding ASHA Facilitators and ASHAs. [L] [SEP]

- Reports and maintains a facilitator wise data base for the profile of every ASHA, training status and drop outs. [L] [SEP]

- Undertakes monthly block level compilation of performance reports according to the formats submitted by ASHA Facilitators, to assess functionality of ASHA on key tasks. Further, identifies the poor performing ASHAs, assess the causes of low performance and devise strategies for improvement. [L] [SEP]

- Coordinates with- district level functionaries, BPMU and Block Medical Officer/In Charge to ensure efficient implementation of community processes and also establishes smooth working relationships with block level functionaries of other government departments such as; WCD, Water and Sanitation and Rural Development to avoid/solve issues

- Works with Block Programme Manager in compilation of all the village health plans made by VHSNCs and contribute in preparing the community processes section of the block/district health action plan. [L] [SEP]

- Maintains a block wise database of VHSNCs for their training, functionality, expenditure and back logs is also a regular function. [L] [SEP]

3. Block Account Manager

Roles and Responsibilities:

1. The incumbent shall be responsible for keeping of books, ledgers and financial instruments.
2. Compilation of Statements of Expenditures and Utilisation Certificates.
3. Coordination with districts teams for re-imburement of funds, reconciliations of statement and other budgetary activities.
4. Assist the statutory auditors in internal and external auditing of accounts.
5. Documentation of the related process and work flow to aid in the future courses of actions.
6. Any other task as assigned by the competent authority.

4. District Hospital Accountant

Roles and Responsibilities:

1. The incumbent shall be responsible for keeping of books, ledgers and financial instruments.
2. Compilation of Statements of Expenditures and Utilisation Certificates.
3. Coordination with districts teams for reimbursement of funds, reconciliations of statement and other budgetary activities.
4. Assist the statutory auditors in internal and external auditing of accounts.
5. Documentation of the related process and workflow to aid in the future courses of actions.
6. Any other task as assigned by the competent authority.