



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

Recruitment for
Contractual State and Division Level Vacant Positions

Rule Book
2020-2021



National Health Mission Madhya Pradesh

Applications are invited from the eligible candidates for recruitment of state 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.	State Programme Manager	1
2.	Consultant Adolescent Health (RKSK)	1
3.	Consultant Performance Management (HR)	1
4.	Community Monitoring Consultant (ASHA)	1
5.	Consultant PLA (ASHA)	1
6.	Training Coordinator (ASHA)	1
7.	Consultant Quality Monitoring (QA)	1
8.	Consultant Leprosy (NLEP)	1
9.	Consultant Viral Disease (NVBDCP)	1
10.	Sr.Data Analyst (NVBDCP)	1
11.	State Data Manager (RBSK)	1
12.	SNCU Data Manger (CH)	1
13.	System Administrator (IT)	1
14.	State Data Analyst (ASHA)	1
15.	Divisional FP-LMIS Manager	3
16.	State Data Analyst M&E (HMIS)	1
17.	Assistant Program Manager(RBSK)	3
18.	Assistant Program Manager-(CH)	1
19.	Assistant Program Manager Database (HR)	1
20.	Assistant Program Manager Hospital Work Performance (HR)	1
21.	Technical Officer State Lab	3
22.	Insect Collector (NVBDCP)	2
	Total	29

2. Recruitment Process:

S. N.	Name of Post	No. of Post	Honorarium	Qualification and Experience
1	State Programme Manager	1	65,000	<p>Essential Educational Qualification: Master's Degree in Public Health (MPH) OR Master of Health Administration/ Health Care Management/ Health Management OR 2 Years' Full Time MBA/ PG Diploma in Health Administration/ Health Care Management/ Health Management OR 2 Years' Full Time PG Degree/ PG Diploma with dual specialization in Health & Hospital Management</p> <p>Essential Work Experience: 7 years of relevant experience in health sector at State or National level.</p>
2	Consultant Adolescent Health (RKSK)	1	45,000	<p>Essential Educational Qualification: 1. AYUSH/BDS from a recognized University/ Institution. AND (Along with) 2. Master's Degree in Public Health (MPH) OR Master of Health Administration/ Health Care Management/ Health Management OR 2 Years' Full Time PG Degree/ PG Diploma with dual specialization in Health & Hospital Management OR 2 Years' Full Time MBA in (Health Administration/ Health Management) OR 2 Years' Full Time PGDM in (Health Administration/ Health Management) from a recognized University/ Institution.</p> <p>Essential Work Experience: 03 Years' of relevant experience in government health sector/ program/ project at District/ State/ National Level.</p>

3	Consultant Performance Management (HR)	1	45,000	<p>Essential Educational Qualification: Master's Degree in Public Health (MPH) OR MHA (Hospital/ Health Administration/ Management) OR 2 Years' Full Time PG Degree/ PG Diploma in Health Administration OR 2 Years' Full Time PG Degree/ PG Diploma with dual specialization in Health & Hospital Management OR 2 Years' Full Time MBA in (Health Administration/ Health Management) OR 2 Years' Full Time PGDM in (Health Administration/ Health Management) OR 2 Years' Full Time MBA/ PGDM from a recognised University/ Institution.</p> <p>Essential Computer Qualification: Diploma/ Degree in Computer Application/ Computer Science from a recognized University/ Institution.</p> <p>Essential Work Experience: 03 Years' experience of management and coordination of HR related activities along with experience of handling HRMIS.</p>
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4	Community Monitoring Consultant (ASHA)	1	45,000	<p>Essential Educational Qualification: 2 Year Full Time Post Graduate Qualification in Discipline of Rural Development/ Public Health/ Business Administration from a recognized Institute/ University.</p> <p>Desirable Educational Qualification : Degree/ Diploma in Social Work/ Sociology/ Health Management/ Community Health.</p> <p>Essential Work Experience: Minimum 03 years of post qualification experience in area of community health/ community participation/ community based monitoring/local self governance/ Panchayat Raj Institution or strengthening community institution</p> <p>Desirable Work Experience: Exposure to working with civil society groups in the area of healthcare/ public health/ rural development and decentralized governance along with demonstrated ability to work in a multi-disciplinary team is desirable/ familiarity/ experience in working with health system.</p> <p>Computer: Proficiency in MS Office & Window Software is a must.</p>
5	Consultant PLA (ASHA)	1	45,000	<p>Essential Educational Qualification: 2 Year Full Time Post Graduate Qualification in discipline of Rural Development/ Public Health/ Business Administration from a recognized Institute/ University</p> <p>Desirable Educational Qualification : Degree/ Diploma in Social Work/ Sociology/ Health Management/ Community Health.</p> <p>Essential Work Experience: Minimum 3 year's post qualification experience in implementing Community based health care/Community Process Programme/Community Health Systems/familiarity/ experience in working with health system.</p> <p>Desirable Work Experience: Experience in the area of community participation/public health/ rural development and decentralized governance is desirable. Implementing large scale Community Health Worker's program/PLA at state level will be an added advantage.</p> <p>Computer: Proficiency in MS Office & Window software is a must</p>

6	Training Coordinator (ASHA)	1	45,000	<p>Essential Educational Qualification: 2 Year Full Time Master's Degree in Rural Development OR 2 Years' Full Time PG Degree/ PG Diploma in Health Management/ Business Management</p> <p>Desirable Educational Qualification : Degree/Diploma in Social Work/Sociology/Public Health/Community Health/ Health Management</p> <p>Essential Work Experience: Minimum 3 year's post qualification experience in community health programme/community health system related to training, capacity building and supervision.</p> <p>Desirable Work Experience: Experience in direct implementation of health service delivery programmes through government, NGOs along with experience in working with multi-disciplinary team and cross sectoral programmes; nutrition, water and sanitation, Panchayati Raj Institutions at state level/ familiarity/ experience in working with health system.</p> <p>Computer: Proficiency in MS Office & Window software is a must</p>
7	Consultant Quality Monitoring (QA)	1	40,000	<p>Essential Educational Qualification: Post Graduate Degree in Statistics/ Biostatistics/ Master Degree in Health Informatics/ MBA in Health Informatics/ Masters Degree in Epidemiology/ Master of Public Health.</p> <p>Essential Work Experience: Minimum 02 Years' experience in Monitoring and Evaluation (M&E) in Public Health Sector.</p>
8	Consultant Leprosy (NLEP)	1	45,000	<p>Essential Educational Qualification: MBBS/ BDS/ AYUSH from recognised Institute/ University.</p> <p>Essential Work Experience: 5 Year of work experience in Public Health Sector/ Program/ Project.</p> <p>Desirable Skills Working Knowledge of Computer</p>

9	Consultant Viral Disease (NVBDCP)	1	45,000	<p>Essential Educational Qualification: Post Graduate Degree in Zoology/ Life Sciences (preference will be given to specialization with Entomology).</p> <p>Essential Computer Qualification: Certificate/ Diploma/ Degree in Computer Application/ Computer Science from a recognized University/ Institution.</p> <p>Essential Work Experience: Minimum 5 years experience of implementing vector born disease control strategies/ managing vector born disease control programmes.</p> <p>Desirable Experience: 1) Candidates having experience in the area of viral disease under NVBDCP shall be given preference. 2) Candidates having experience in health program monitoring, training shall be given preference.</p>
10	Sr.Data Analyst (NVBDCP)	1	45,000	<p>Essential Educational Qualification: Masters Degree in (Mathematics/ Applied Mathematics/ Statistics/ Applied Statistics)</p> <p>Essential Work Experience: Minimum 2 years' relevant work experience at State Level Data Analysis of National Health Program.</p> <p>Essential Computer Qualification: Certificate/ Diploma in Computer Application from a recognized University/ Institution.</p> <p>Essential Typing Skills: Must have typing speed of more than 35 WPM and should be CPCT qualified.</p>

11	State Data Manager (RBSK)	1	35,000	<p>Essential Educational Qualification: M.E. or M. Tech (CS/ IT)/ Masters in Computer Application (MCA)/ M.Sc. (CS/ IT)/ Master Degree in Statistics or Applied Statistics/ B.E. or B.Tech in (CS/ IT)</p> <p>Desirable Educational Qualification : PG Degree/ Diploma in Public Health</p> <p>Essential Work Experience: 02 years work experience in data analysis, data base management in any public health program/ projects at District/ State Level.</p> <p>Desirable Work Experience: 1) Experience in working with Child Health/ RBSK Program 2) Implementation & monitoring of any public health program/ projects at State/ District Level.</p>
12	SNCU Data Manger (CH)	1	35,000	<p>Essential Educational Qualification: M.E. or M. Tech (CS/ IT)/ Masters in Computer Application (MCA)/ M.Sc. (CS/ IT)/ Master Degree in Statistics or Applied Statistics/ B.E. or B.Tech in (CS/ IT)/BCA</p> <p>Desirable Educational Qualification : PG Degree/ Diploma in Public Health</p> <p>Essential Work Experience: 02 years work experience in data analysis, data base management in any public health program/ projects at District/ State Level.</p> <p>Desirable Work Experience: 1) Experience in working with Child Health/ RBSK Program 2) Implementation & monitoring of any public health program/ projects at State/ District Level.</p>
13	System Administrator (IT)	1	35,000	<p>Essential Educational Qualification: BE or B.Tech (CS/IT) OR MCA</p> <p>Essential Work Experience: 04 year of experince in IT &Networking as ToR.</p>

14	State Data Analyst (ASHA)	1	35,000	<p>Essential Educational Qualification: Full Time BCA/ B.Sc. (CS/IT)/ B.Tech or B.E. in (CS/ IT) from a recognized University/ Institution.</p> <p>Desirable Educational Qualification : Post Graduate Degree/ Diploma in MIS/ Research Methodology/ Statistics/ Data Science/ M.Tech/ MCA/ MSc. (IT/CS).</p> <p>Essential Work Experience: Minimum 03 years of experince in handling data base and providing support to effective functioning of program and organizational management involving data analysis, data management and maintenance of data resource.</p> <p>Desirable Work Experience: Exposure of working with public health sector or social sector is desirable.</p> <p>Computer: Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, Power Point, dicated Software for programmatic analysis and projections.</p>
15	Divisional FP-LMIS Manager	3	35000/-	<p>Essential Educational Qualification: 2 Years' Full Time MBA in (Health Administration/ Health Management) OR 2 Years' Full Time PGDM in (Health Administration/ Health Management) from a recognized University/ Institution OR 2 Years' Full Time PG Degree/ PG Diploma in Health Administration/ Health Care Management/ Health Management OR 2 Years' Full Time PG Degree/ PG Diploma with dual specialization in Health & Hospital Management</p> <p>Essential Computer Qualification PGDCA or Degree/ Diploma in Computer Application/ Computer Sceince</p> <p>Essential Work Experience: 2 years of experience in Data Management in Public Health in Govt/ Semi Govt.</p> <p>Desirable Work Experience: Work Experience in Logistic or Supply Chain Management will be given preference</p>

16	State Data Analyst M&E (HMIS)	1	35000/-	<p>Essential Educational Qualification: Master of Computer Application/ Master of Computer Science/ M.Sc. (CS/IT)</p> <p>Desirable Educational Qualification: BE (IT), BE (Computer Science)</p> <p>Essential Work Experience: 03 year experience of data analyst and M&E related activities.</p> <p>Desirable Work Experience: Preferable for NHM</p>
17	Assistant Program Manager (RBSK)	3	30000/-	<p>Essential Educational Qualification: 2 Years' Full Time PG Degree or PG Diploma in Health Care/ Health Administration/ Management/ Hospital Administration/ Health Management/Public Health) OR MBA (HR/ Personal Management)/ PG Degree/PG Diploma in HR/ Personal Management</p> <p>Essential Work Experience: 02 years work experience in Hospital/ Health Care Management in Public Health.</p> <p>Desirable Experience: 1) Experience in working with Child health/ RBSK Program. 2) Experience of implementation & monitoring of public health program/ project shall be an added advantage.</p> <p>Essential Computer Qualification: Diploma/ Degree in Computer Application/ Computer Science from a recognized University/ Institution.</p>

18	Assistant Program Manager-(CH)	1	30000/-	<p>Essential Educational Qualification: 2 Years' Full Time PG Degree or PG Diploma in Health Care/ Health Administration/ Management/ Hospital Administration/ Health Management/Public Health) OR MBA (HR/ Personal Management)/ PG Degree/ PG Diploma in HR/ Personal Management</p> <p>Essential Work Experience: 02 years work experience in Hospital/ Health Care Management in Public Health.</p> <p>Desirable Experience: 1) Experience in working with Child health/ RBSK Program. 2) Experience of implementation & monitoring of public health program/ project shall be an added advantage.</p> <p>Essential Computer Qualification: Diploma/ Degree in Computer Application/ Computer Science from a recognized University/ Institution</p>
19	Assistant Program Manager Database (HR)	1	30000/-	<p>Essential Educational Qualification and Experience: MCA/ M.Sc. (CS)/ M.Tech/ MBA (IT) with 02 Year of experience of HRMIS, Data Handling & Data Management (HR related) in Health Sector. OR B.E.(CS/ IT)/B.Tech/ BCA/ B.Sc. (CS/ IT) with 03 Year experience of HRMIS, Data Handling & Data Management (HR related) in Health Sector.</p>

20	Assistant Program Manager Hospital Work Performance (HR)	1	30000/-	<p>Essential Educational Qualification: Master's Degree in Public Health (MPH) OR MHA (Health/ Hospital Management/ Administration) OR 2 Years' Full Time PG Degree/ PG Diploma in Health Administration/ Health Care Management/ Health Management OR 2 Years' Full Time PG Degree/ PG Diploma with dual specialization in Health & Hospital Management OR Graduate Degree with DPH from a recognized University/ Institution</p> <p>Essential Work Experience: 2 Years' experience of working on public health program/ project/ hospital management along with experience of HMIS, HRMIS, Data Handling & Data Management etc.</p> <p>Essential Computer Qualification: Diploma/ Degree in Computer Application/ Computer Science from a recognized University/ Institution.</p>
21	Technical Officer State Lab	3	30000/-	<p>Essential Educational Qualification: 1) MSc. Medical Microbiology OR PhD Medical Microbiology from recognised University 2) Proficiency in MS Office</p> <p>Essential Work Experience: One Year work experience in clinical laboratory services for MSc. Candidate OR 3 months experience in clinical laboratory services for PhD candidate</p>
22	Insect Collector (NVBDPC)	2	15000/-	<p>Essential Educational Qualification: 10+2 (Physics, Chemistry and Biology Mandatory) with minimum 60% marks.</p> <p>Essential Experience: 1 Year of work experience in health sector.</p> <p>Essential Computer Qualification: Certificate/ Diploma/ Degree in Computer Application/ Computer Science from a recognized University/ Institution.</p>

Important Instruction:

- (1) Online Applications will be received from date **20.11.2020**. The Last Date of submission of the online application is **04.12.2020**.
 - (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 fulfill the eligibility criteria and/or that she/ 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) In case of CGPA/ GPA, applicants shall provide marks details in percentage at the time of filling the online form and documentary proof for the basis of calculation of percentage shall be produced whenever it is required. If any applicants fail to present above supporting documents, she/he shall be liable for the disqualification/ cancellation of her/ his candidature.
 - (10) No. of Position will be varied as per the requirement of NHM MP.
 - (11) Mission Director, National Health Mission Madhya Pradesh, shall have the sole discretion to call the eligible candidates for the personal interview. Minimum eligibility in terms of the ToR shall not make any candidate eligible to claim an invitation for the Online Interview. M.D. NHM, M.P shall constitute a screening committee to further shortlist the eligible candidates on a set scoring criteria/ matrix in the ratio of 1:10 for the Online Interview against each vacancy.(Please refer the scoring matrix provided on Appendix-I)
Note: In the event, less than 10 candidates qualify for Personal Interview based on eligibility, Personal Interview may be carried out with the available number of qualified/ shortlisted candidates.
 - (12) 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
13. 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.

14. The provision of Human Resource Manual 2018 will be applicable for recruitment of contractual vacant post under National Health Mission, Madhya Pradesh.

15.*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.

(16) 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 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;

(17) Location Allocation (Applicable for Divisional Level Position):

(17.1) Candidates can give their location preferences for a maximum of 10 places. In case the total number of vacancies is less than ten (10), candidates can provide the preferred place of posting while filling the online application form. The candidate can't submit more than one application form for a position. If it is ascertained, his/her candidature may be liable to get cancelled without any prior notice.

(17.2) Place of posting shall be allotted based on Merit Rank and preferences of the candidates, subject to the availability of the location, in case preferred locations are exhausted by upper rank candidates, in this scenario, remaining vacant location shall be allocated randomly;

(17.3) A declaration has to agree by the candidates while filling the online form that "I fully understand that details of location preference, as above, are being solicited for information purposes only. Job postings shall be decided by the **NHM, MP** officials based on the merit list rank of the candidate. I fully agree to abide by the location of posting determined by **NHM, MP** through the above process or as per their discretion and availability of the locations."

(18) Candidates failing to upload prescribed documents in the relevant sections of the Online Application Form, shall be disqualified..

19. 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 offered to the next candidate in the merit list.

20. Other Instruction and Guidelines:

20.1 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) 10th or High School/ Higher Secondary and Yearly/ Semester wise Mark Sheet of all passed course of the candidates;
- (b) Latest Passport Size two photographs;
- (e) Latest Medical Fitness Certificate, not more than 15 days old from the date of issuance of an offer letter;
- (f) Copy of E-offer letter;
- (g) 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;
- (h) 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) Applicants are required to provide all the mandatory information [Marked with * (asterisk) sign] in the online application form;

(22) 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;

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

(24) 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.

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

SCORING MATRIX (State Level Contractual Vacancy Recruitment NHM, MP), 2020-21
(For Preparing the Merit-list/ Shortlist for Personal Interview)
(Maximum Marks-100)

#	Parameters	Max. Marks	Mark % of Essential Qualification	Score Obtained	Description of Evaluation
1	Essential Qualifications	50	100%	50	<p>Marks shall be awarded based on candidate percentage of mark secured in completion of essential qualification which is required for a position as per ToR. If a candidate has secured 60% marks for her/his qualification which is essential for the position as per the ToR, a total of 30 marks shall be awarded out of 50 Marks. (e.g. $50 \times 60\% = 30$ Marks)</p> <p>Consideration of Essential Qualification for awarding Marks: (a) Higher essential qualification shall be considered for awarding marks; (e.g., if an essential qualification is required for any position as B.Sc. Nursing along with any PG Degree, in the event of this PG Degree, shall be considered for awarding marks); (b) In case multiple essential qualifications are required for any position (e.g., MBA/ MSW/ MA Social Sc., etc.) and the candidate possesses more than one similar above degrees, in the event of this candidate shall be awarded the marks based on the degree where s/he secured more marks in comparison to her/his other degree (But the details of such course should be mentioned in the Online Application Form filled by the candidate).</p> <p>Note: (a) Document validation team reserve the right for validation of Mark% of the candidate degree and any deviation recorded at the time Document Validation Process may disqualify the candidate. (b) In the case of CGPA grading, the document validation team shall calculate the CGPA in percentage based on grading for which the candidate shall produce documentary proof for the basis of calculation of percentage. If an applicant fails to present the above-supporting documents, he/ she shall be liable for the disqualification/ cancellation of her/ his candidature</p>
2	Essential Experience	50	236 (This is an indicative month and will change as per the essential experience of the position. Though, 200 months shall be universal for all the positions)	50	<p>Total score= 0.25 marks for each month of experience to the maximum of 50 marks.</p> <p>[Note: No marks shall be awarded on minimum number of years/ month on essential experience] (e.g. An Applicant has total 37 months of experience and essential experience is required of 36 months, in such scenario candidate shall be awarded mark for only one month, i.e. $1 \times 0.25 = 0.25$ Total Marks for experience criteria</p>
Total Marks		100		100	

Detail information of Vacant Post in State level:

S.No.	Cadre	No of Vacant Position	Posting Place
1.	State Programme Manager	1	State Level
2.	Consultant Adolescent Health (RKSK)	1	State Level
3.	Consultant Performance Management (HR)	1	State Level
4.	Community Monitoring Consultant (ASHA)	1	State Level
5.	Consultant PLA (ASHA)	1	State Level
6.	Training Coordinator (ASHA)	1	State Level
7.	Consultant Quality Monitoring (QA)	1	State Level
8.	Consultant Leprosy (NLEP)	1	State Level
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10.	Sr.Data Analyst (NVBDCP)	1	State Level
11.	State Data Manager (RBSK)	1	State Level
12.	SNCU Data Manger (CH)	1	State Level
13.	System Administrator (IT)	1	State Level
14.	State Data Analyst (ASHA)	1	State Level
15.	Divisional FP-LMIS Manager	3	Divisional Level (Gwalior, Sagar, Rewa)
16.	State Data Analyst M&E (HMIS)	1	State Level
17.	Assistant Program Manager(RBSK)	3	State Level
18.	Assistant Program Manager-(CH)	1	State Level
19.	Assistant Program Manager Database (HR)	1	State Level
20.	Assistant Program Manager Hospital Work Performance (HR)	1	State Level
21.	Technical Officer State Lab	3	State Level
22.	Insect Collector (NVBDCP)	2	State Level
	Total	29	

1. State Program Manager

Roles and Responsibilities:

- Responsible to draft the tender notifications, getting them published and analyzing the received tenders
- Responsible for preparing the minutes of the procurement committee meetings
- Responsible to maintain the procurement records and documents
- Ability to interact and answer to the grievances for the aggrieved parties during the tendering
- Goods and services required for the State Project Directorate
- He will also assure the proper procurement procedure being followed at the college level and sort out the queries from the college implementing authorities.
- Responsible to carry out other works as directed by the controlling officer

2. Consultant Adolescent Health (RKSK)

Roles and Responsibilities:

- Planning of Operations of RKSK to deliver on objectives.
- Development of criteria, tools and ensure effective roll out of programme.
- Identification of opportunities for effective integration of various programmes within RCH catering to the same target group and establish the "how to"
- The Consultant shall be responsible for monitoring and facilitating continuous improvement in use of information and reports at various levels viz., village, block, district and state levels through support to preparation of the data analysis and monitoring components of the state PIPs, undertaking monitoring and field visits and revision/preparation and dissemination of tools and guidelines. Support Districts in preparation of data analysis and monitoring components of state/District Plans.
- Annual review/re-design tools for data analysis and monitoring components of State PIPs to ensure that targets, strategies and budgets are internally consistent.
- Preparation of monthly/ quarterly progress reports against approved plan, e.g., data available in the web based HMIS and planning and web based system.
- Collation, analysis and reporting of data from demographic surveys (e.g., NFHS, DLHS, SRS, AHS etc.) to assist in evidence-based planning and monitoring.
- Anchoring Monitoring process for overall monitoring of AH programmes and the relevant training and analyses the findings of these reports.
- Maintaining liaison/coordination with program officers of the NHM as well as with the districts for ensuring timely submission of data.
- Develop checklists (with emphasis on implementation of planning & monitoring system and use of reports for initiating corrective action) for visits to states; obtain necessary approvals.
- Visit Districts /Blocks/Villages independently as well a part of Integrated Monitoring Teams and in particular, assess timeliness/accuracy of information and extent to which reports/data is used for corrective action. Identify strengths and weaknesses and discuss and agree steps to overcome the latter. Follow up to ensure that the agreed steps are implemented
- Collate and compile AH related sections of various reports (Monthly, Annual Report etc.)
- Regular field visits in particular, observe service delivery in order to identify strengths and weaknesses especially in the area of quality and discuss and agree steps to overcome the latter. Follow up to ensure that the agreed steps are implemented.
- Assistance to Districts to bring about continuous process improvement in planning and monitoring systems towards improving service delivery/quality.

- Provide inputs into all components of programme design and implementation (IEC, Quality and Training)
- Any other task that may be assigned from time to time.

3. Consultant Performance Management (HR)

Roles and Responsibilities:

- Preparation of employee database prior to appraisal cycle each year.
- Review and analyze weekly/monthly/quarterly and yearly reports to identify the causes of poor employee performance & suggest means/ trainings to enhance quality of staff.
- Facilitate and provide technical support in HR policy development with regards to appraisals.
- Coordination with components & collection of employee KRAs & maintain KRA database.
- Coordinate updation of employee KRAs in HRMIS portal.
- Coordinate the implementation of the annual/bi annual appraisal process through HRMIS.
- Coordinate & monitor the process of appeals post appraisals.
- Employee Contract Management.
- Generate all reports/dashboards/ orders related to employee appraisals & present to facilitate decision making.
- Collect/collate/compile & present all transfer related data & coordinate & monitor employee transfers.
- Collect district wise data for State HR PIP & facilitate compilation for onward submission.
- Prepare JD/ToR for all recruitments
- Coordinate with internal & external agencies for coordination of all recruitments
- Actively participate in recruitments & all other HR processes & systems in the Mission.
- Any other task delegated by the supervisor.

4. Community Monitoring Consultant (ASHA)

Roles and Responsibilities:

- Provide Policy and Programme support for CP as required at National and State Level
- Support states in implementing community monitoring program and undertaking supervisory support, including intersectoral convergence for public participation.
- Strengthening support structures for improving ASHA, VHSNC / MAS, financial tracking, and assessing state and district level innovations for scaling up.
- Conduct dissemination meetings areas/district selected for community monitoring program.
- Liaison & coordination with Senior Central, District officials and other stakeholders.
- Develop the annual program plan and ensure adoption and implementation of plan at local level.
- Promote a results-based approach to monitoring and evaluation, emphasizing results and impacts
- Prepare consolidated report for the project including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations.

- Undertake periodic field visits to districts to review programme implementation, identify implementation challenges and support states in charting appropriate solutions
- Undertake such other assignments, which may be assigned by from time to time by the Deputy Director - Community Processes or SH Society.

5. Consultant PLA (ASHA)

Roles and Responsibilities:

- Good knowledge of Public Health & PRI with Community processes in NHM.
- Planning, Implementing and strengthening to village level health services with the support of VHSNC through the different types of activities and trainings.
- To extend PLA Process (Participatory Learning and Action) to grass root levels (Villages).
- To coordinate all community related processes undergoing through VHSNC.
- To coordinate with districts to redress the problems of community /ASHA.
- To Monitor & Evaluate the functions of VHSNCs. Database Management of VHSNC
- To coordinate & liaisoning with other Governmental & Non –Governmental Originations, working in field of community processes.
- To facilitate the functioning of various committees constituted under Gram Panchayat.
- Plan & execute training & functioning of various committees.
- To monitor the community website working on state level.
- Training of various committees, evaluation of services & follow-up.
- Planning, execution & monitoring the VHNDs & GAKs
- To facilitate & guide VHSNC members to utilize untied funds for welfare of society.
- Micro planning & social audit of various programs
- Undertake such other assignments, which may be assigned by from time to time by the Deputy Director - Community Processes or SH Society.

6. Training Coordinator (ASHA)

Roles and Responsibilities:

- Support states in implementing Community Processes (CP) interventions as required at State Levels
- Provide hands on, field based support at state, district & block levels for training, performance monitoring, strengthening support structures .
- Support states in implementing training and undertaking supervisory support, including intersectoral convergence for platforms created for public participation.
- Develop annual capacity building plan and facilitate various trainings for ASHA, ASHA Facilitators, VHSNC etc. by participation in training programmes
- Facilitate in developing/strengthening district and state level training sites and ASHA certification process.
- Enable states and district support to implement a comprehensive primary health care services including training of community health worker's under NCD and rolling out universal screening of NCDs.
- Undertake periodic field visits to districts to review programme implementation, identify implementation challenges and support states in charting appropriate solutions
- Enable linkages with appropriate public health/research/academic/technical/support institutions for technical support on Community process at the State/District Level.

- Contribute in writing programme specific operational guidelines; technical and policy briefs, training material, reports, case studies, monitoring checklists/protocols etc.
- Undertake such other assignments, which may be assigned by from time to time by the Deputy Director - Community Processes or SH Society.

7. Consultant Quality Monitoring (QA)

Roles and Responsibilities:

- To create a single source repository of health care data at the state level collection, Compilation and regular updation of data from various sources census, HMIS.
- Periodical surveys (NSSO, NFHS, SRS, AHS) and reports.
- To develop a System of monthly reporting of Key performance indicator (KPI) from all The facilities to the state level.
- Collection/collection/analysis findings to program officer, directorate and SQAC.
- To regularly update SQAC of emerging and changing tredes.
- Monitoring of recording /reporting system through field visits and submit the visit reports with appropriate suggestions/actions for improvement.
- To provoid necessary statistical support to technical consultant of SQAC and DQAC to necessary information to the relevant consultant.
- To attend to any other duties/responsibilities assigned by the SQAC.

8. Consultant Leprosy (NLEP)

Roles and Responsibilities:

- Support the State Leprosy Officer in implementation of NLEP activities.
- Intensive Supervision and monitoring through field visits.
- Assist in preparation of State plans and their implementation.

9. Consultant Viral Disease (NVBDCP)

Roles and Responsibilities:

1. To assist in all technical components of project formulation and project/program implementation specially for newer components as well as components related to Viral Disease under NVBDCP.
2. To assist readiness and details of district action plan with particular emphasis to Viral Disease under NVBDCP selectivity and sustainability.
3. To develop project implementation plan components related to Viral disease under NVBDCP.
4. To carry out studies on epidemiological situation and causes of disease emergence and review of Anti Larval Activities in affected areas.
5. To develop manuals/guidelines and training to field staff.
6. To assist in the implementation of the new HMIS, to review its status from time to time. To coordinate with state officials with state consultants at State and district VBD Consultants and DMOs to ensure quality implementation of programme.
7. To develop ground materials and facilitate project appraisal.

10. Sr.Data Analyst (NVBDCP)

Roles and Responsibilities:

- Sr. Data Analyst is responsible for timely collection, compiling, validating & analyzing all VBDCP reporting data.
- Analyst must be proficient in the use of computers & programs that specialization in data collection.
- Develop and implement effective record-keeping procedure.
- Prepare periodic & annual reports required for VBDCP program under supervision of SPO.
- Supervise & maintain network connection for video conferencing & data transference.
- Accurate reports on latest trend in VBD.
- Conduct field visit to monitor & assess data quality
- Research and evaluate data from different sources to identify discrepancies and patterns.
- Present and explain status reports to State Program Officer VBD.
- Work with management and other departments to implement program related strategies.
- Prepare and organize meeting presentations.
- Communicating analytic insights to State Program Officers.
- Sr. Data Analyst may be responsible for automating internal & external reports, creating executive level dashboard and presenting information to help and operational impact of the data.
- Any other work assigned by SPO VBDCP.

11. State Data Manager (RBSK)

Roles and Responsibilities:

State Data Manager shall be responsible to upkeep the SNCU MIS, to monitor data quality, data analysis, functional data platform, and training of Data Entry Operators. S/he will visit each of the 51 districts regularly to monitor real time issues and provide support to districts as well as state. The incumbent will also support the state to manage the software's as well as analyze data and provide regular feedback for corrective actions and continuously mentor the district level Data Entry operators (DEOs) at the **SNCUs**.

Major Task to be accomplished:

1. Establish data recording and monitoring systems in Special New-born Care Unit (SNCU) at the district hospitals in 51 districts & Medical Colleges.
2. Coordinate compilation of data from different district wise units and share with state on a monthly basis for feedback and corrective action.
3. Support smooth operations of online monitoring system of SNCU at state level; Monitor time-lag for data entry and resolve technical glitches for server maintenance, IP systems, software, telephone and data lines at 54 SNCUs for data integration through regular review meetings;
4. Support SNCU software Consultant in training of SNCU data operators in correct use of software.
5. Support tracking of Facility follow up data of SNCUs.
6. Support report of HR and Equipment status in the software for action at state level.

7. Field monitoring visits to all 54 SNCUs in MP at district hospitals and frequent follow up visits need to High priority & Aspiration districts.
8. Monitor, analyze and provide feedback on SNCU MIS with advisory to districts on monthly basis.
9. Data entry of Section A report timely and preparation of Gol monthly report.
10. Track 5 LAMA cases every day telephonically to ascertain new-born survival and 10 calls per week randomly to assess survival of babies.
11. Track equipment functionality in a planned way division wise every day & give feedback weekly.
12. Feedback on posting/rotation of SNs in SNCUs every fortnight & Track timely payment of staff nurses and SNCU DEOs issue letter according.
13. Coordinate with District and Divisional Consultants to support the SNCU MIS feedback.
14. Support to State to strengthen the training of SNCU Data entry operators to strengthen quality of calls and also strengthen training module of SNCU data entry operators.

12. SNCU Data Manger (CH)

Roles and Responsibilities:

State SNCU Data Manager shall be responsible to upkeep the SNCU MIS, to monitor data quality, data analysis, functional data platform, and training of Data Entry Operators. He/She will visit each of the 51 districts regularly to monitor real time issues and provide support to districts as well as state. The incumbent will also support the state to manage the software's as well as analyze data and provide regular feedback for corrective actions and continuously mentor the district level Data Entry operators (DEOs) at the **SNCUs**.

Major Task to be accomplished:

1. Establish data recording and monitoring systems in Special New-born Care Unit (SNCU) at the district hospitals in 51 districts & Medical Colleges.
2. Coordinate compilation of data from different district wise units and share with state on a monthly basis for feedback and corrective action.
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6. Support report of HR and Equipment status in the software for action at state level.
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9. Data entry of Section A report timely and preparation of Gol monthly report.
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11. Track equipment functionality in a planned way division wise every day & give feedback weekly.
12. Feedback on posting/rotation of SNs in SNCUs every fortnight & Track timely payment of staff nurses and SNCU DEOs issue letter according.
13. Coordinate with District and Divisional Consultants to support the SNCU MIS feedback.

14. Support to State to strengthen the training of SNCU Data entry operators to strengthen quality of calls and also strengthen training module of SNCU data entry operators.

13. System Administrator (IT)

Roles and Responsibilities:

- User Administration(setup and maintaining account)
- Maintaining system
- Verify that peripherals are working properly
- Quickly arrange repair for hardware in occasion of hardware failure
- Monitor system performance
- Create file system
- Install software, internet setup
- Create a backup and recovery policy
- Monitor network communication
- Update system as soon as new version of OS and application software come out
- Implement the policies for the computer system and networks
- Setup Security policies for users. A Sysadmin must have strong grasp of computer security (eg firewalls and center antivirus)
- Documentation in form of internet wiki
- Password and identity management
- Network services and DNS servers.
- Designing best practices for backup, and networks including LAN and WAN.
- Familiarity with modern operating systems and server platforms.

14. State Data Analyst (ASHA)

Roles and Responsibilities:

- Ensure timely collection and compilation of data from all Reporting Units including district and Blocks.
- To ensure and coordinate district and block level data updation under ASHA Program through DPMU/BPMU.
- Analysis & Verification of data reported by DPMU/BPMU every month & taking corrective actions if any error identified.
- To assist State and District officials in carrying out the activities like - Reviewing, monitoring and preparation budgets (PIP).
- Preparation of periodic and annual reports required by the central, state or district level.
- Co-ordinate with the nodal officers of the department, State level Core-committee and Core-committees constituted during planning and implementation phase.
- Assist in preparation of Program Implementation plan and its timely submission. Review for synchronization in physical & financial achievement.
- Conduct field visits to monitor and assess data quality.
- Coordinate with NHM Finance and IT Cell smooth functioning of program.
- Undertake such other assignments, which may be assigned by from time to time by the Deputy Director - Community Processes or SH Society.

15. Divisional FP-LMIS Manager

Roles and Responsibilities:

- Supporting the implementation and roll out of **FPLMIS**, including the establishment of a comprehensive data collection and reporting system.
- Building the capacity of health functionaries responsible for store keeping and supply management of reproductive health commodities (including ANMs and ASHAs), with emphasis on logistics and supply chain management information system.
- Conducting regular field visits to provide support for the full operationalization of **FPLMIS** at the district and sub-district levels.
- Coordinating with DPs and other stake holders for the distribution and management of **FP** commodities.
- Ensuring the timely assessment and processing of supply indents received by divisional stores through proper channels, for contraceptives and other **FP** supplies, to avoid stock outs in the state. Monitoring of availability and distribution of **FP** commodities and correlating the data with that of acceptor of various methods
- Developing the capacity of district and sub-district store keepers responsible for the management of **FP** supplies, with a view to ensuring effective management of distribution channels, as well as inventory management.
- Conducting regular visits to districts for assessing the effectiveness of distribution channels, identifying critical bottlenecks and initiating appropriate measures at the divisional level to address the same.
- Developing monthly, quarterly and annual reports for submission to state through Regional joint director.
- Working in coordination State store and divisional store.
- Carrying out any other program related activities, as required.

16. State Data Analyst M&E (HMIS)

Roles and Responsibilities:

- To establish Health Management Information Systems, to compile reports received from health facilities and stakeholders of the districts and prepare monthly/ quarterly reports of NRHM programme and as per requirement of GoMP / GoI.
- To analyze HMIS data report feed by district and Blocks and report findings and shortcoming to Consultant HMIS.
- To devise and implement various recording and reporting formats, to ensure that all data are given in prescribed formats at regular interval.
- To assist Consultant HMIS in preparation of various reports needed by NHM programme divisions.
- To assist Consultant HMIS to establish and govern the monitoring mechanism of the progress of Districts and Blocks.
- Any other duties may be assigned by the State Consultant HMIS and Dy. Director HMIS.

17. Assistant Program Manager(RBSK)

Roles and Responsibilities:

- Support for States/Districts in preparation of training components of State PIPs/District Plans, especially for RBSK programme.
- Assist the state program managers in designing of project framework for implementation of RBSK in the state.
- To monitor the process of constitution of Mobile Health Teams for screening at block levels.
- To maintain the status of establishment of District Early Intervention Centers (DEIC) for primary treatment for screened children at district level.
- Record keeping of status of training of 626 Mobile Health Teams
- Monitoring and evaluation of physical and financial performance of the program and providing feedback to districts.
- Data analysis of monthly reports from 51 districts and sharing it with GOI monthly.
- Monitoring of sanctioned Government of India budget for RBSK and analysis of expenditure at district levels.
- To assist Consultant RBSK in formulation of Budgets and designing operational plan.
- Liaising and coordination with State and District level officials.
- Planning and Conducting trainings and workshops for quality improvement of program.
- Understanding the new requirements of program and assist in preparing scope document.
- Plan IEC activities for program.
- Handholding/ Supportive Supervision of MHT/ DEIC staff
- Undertake any other tasks assigned by the Supervisor

18. Assistant Program Manager-(CH)

Roles and Responsibilities:

- Support for States/Districts in preparation of training components of State PIPs/District Plans, especially for Child health programme.
- Assist the state program managers in designing of project framework for implementation of RBSK in the state.
- To monitor the process of constitution of Mobile Health Teams for screening at block levels.
- To maintain the status of establishment of District Early Intervention Centers (DEIC) for primary treatment for screened children at district level.
- Record keeping of status of training of 626 Mobile Health Teams
- Monitoring and evaluation of physical and financial performance of the program and providing feedback to districts.
- Data analysis of monthly reports from 51 districts and sharing it with GOI monthly.
- Monitoring of sanctioned Government of India budget for RBSK and analysis of expenditure at district levels.
- To assist Consultant RBSK in formulation of Budgets and designing operational plan.
- Liaising and coordination with State and District level officials.
- Planning and Conducting trainings and workshops for quality improvement of program.
- Understanding the new requirements of program and assist in preparing scope document.
- Plan IEC activities for program.

- Handholding/ Supportive Supervision of MHT/ DEIC staff
- Undertake any other tasks assigned by the Supervisor

19. Assistant Program Manager Database (HR)

Roles and Responsibilities:

- Review and analyze weekly/monthly/quarterly and yearly reports to identify the causes of poor employee performance & suggest means/ trainings to enhance quality of staff.
- Coordination with components & collection of employee KRAs & maintain KRA database.
- Coordinate updation of employee KRAs in HRMIS portal.
- Coordinate the implementation of the annual appraisal process through HRMIS.
- Coordinate & monitor the process of appeals post appraisals.
- Generate all reports/dashboards/ orders related to employee appraisals & present to facilitate decision making.
- Collect district wise data for State HR PIP & facilitate compilation for onward submission.
- Prepare JD/ToR for all recruitments
- Coordinate with SPOs, CMHOs & DPMs for assigned relative work.
- Actively participate in recruitments & all other HR processes & systems in the Mission.
- Any other task delegated by the supervisor.

20. Assistant Program Manager Hospital Work Performance (HR)

Roles and Responsibilities:

- Develop and update manual on the functions, role & responsibilities of the human resources in the Department.
- Prepare action plan for implementation of various components and processes related to HR Management.
- Study the existing level of distribution and utilization of existing human resources and suggesting measures to rationalize their distribution so as to increase productivity of public health care delivery system.
- Facilitate and provide technical support in HR policy development.
- Prepare detailed action plan for implementation of various components of HR policy.
- Review of job functions and workloads of all administrative and technical categories of personnel and redefine them as the basis for an efficient and need based performance evaluation system.
- Develop and implement an on-line performance management system for the human resources deployed under NHM.
- Facilitate regular performance assessment of staff deployed under NHM at various levels.
- Prepare guidelines for recruitment of technical and administrative personnel.
- Support the recruitment process for technical and administrative manpower at state, division and district level.

- Develop Human Resource Management Information System (HRMIS) and keep it updated for decision making.
- Carryout any other related tasks as per emerging needs.
- Undertake any other tasks assigned by the Supervisor.

21. Technical Officer State Lab

Roles and Responsibilities:

- Supervises the work of Laboratory technician under the guidance of the Laboratory In-charge.
- Molecular testing where available
- Preparation of SOPs and work instructions.
- Verification of reports generated in testing laboratory
- Preparation of quality control (QC) samples
- Preparation & distribution of proficiency panels (PT) panels
- Inventory and financial document management in lab.
- Maintaining and monitoring timely calibration / verification of all devices and ensuring that all monitoring and measurements are done with devices having valid verification / calibration status.
- Adherence to Bio-safety guidelines.
- Maintenance of records and logs in laboratory.
- Disposition of nonconforming products in her area of operation.
- Help in the conduct of teaching and training programs.
- Participate in surveillance activities of programme, through NCDC
- Onsite field visit to district lab for mentoring and quality assurance.
- Reporting to laboratory In-charge
- Any other duty assigned by laboratory In-charge

22. Insect Collector (NVBDCP)

Roles and Responsibilities:

For vector borne disease control program

- Collecting larvae in rural / urban areas.
- To identify the breeding grounds of larvae / mosquitoes.
- Ensure collection of adult mosquito and larvae in nominated test tubes so that information about collection location, type of water, availability of air, sun, etc. and vegetation etc. is maintained.
- From 7: 00 am to 12: 00 pm, visit a minimum of 50 houses, catch from vector, mosquito, rural / urban areas and minimum 1.5 km from the village. Identifying distance-based breeding sites.
- Monitoring of larvae and adult mosquitoes and ensuring implementation of the National Vector Borne Disease Control Program.
- To follow the instructions received from Entomologist / Consultant (Entomologist) / State Health Committee (V.B.D.C.P.).