



**National Health Mission, Madhya Pradesh  
(Department of Public Health and Family Welfare, Govt. of  
Madhya Pradesh)  
Rule Book**

**Recruitment of Contractual Position of  
Consultant under National Health Mission, Madhya Pradesh**

**(Selection through Online Written Test and Interview)  
(2022-2023)**

## National Health Mission, Madhya Pradesh

**National Health Mission (NHM), Madhya Pradesh** invites online applications for Contractual Positions of **Consultant**.

**NHM, MP**, invites online applications for the posts to be filled by eligible candidates for contractual vacancies. This contract will be till **31 March, 2023** which can be renewed as per the acceptance in the annual action plans for the coming years:

### 1. Details of Contractual Position:

S. No.	Name of Contractual Posts	Total Vacant Posts	Position Level
1	Sr. Data Analyst (NVBDCP)	1	State Level
2	State Data Manager – RBSK	1	State Level
3	Consultant – RBSK	1	State Level
4	TBHV Coordinator	1	State Level
5	State NTEP Consultant	1	State Level
6	Consultant – Hospital Administration	1	State Level
7	Training Coordinator – ASHA	1	State Level
8	State Data Manager IDSP	1	State Level
9	State Nursing Consultant- Nursing Cell	1	State Level
10	State Consultant free Diagnostics and blood Disorders	1	State Level
11	APM (State Haemoglobinopathies Mission)	1	State Level

### 2. Recruitment Process:

S. No.	Position Name	No. of Vacancies	Honoraria in INR (Per Month)	Essential Qualification, Experience, and Skills
1	Sr. Data Analyst (NVBDCP)	1	Rs. 45,000	<p><b><u>Essential Educational Qualification:</u></b> Master's Degree in Mathematics/Applied Mathematics/ Statistics/Applied Statistics only.</p> <p><b><u>Essential Work Experience:</u></b> Minimum 1 years' relevant work experience of Data Analysis in National Health Program.</p> <p><b><u>Essential Computer Qualification:</u></b> PG Diploma in Computer Application (PGDCA) from a recognized University/ Institution.</p> <p><b><u>Essential Computer Skills:</u></b> Must have knowledge of Hindi &amp; English typing with typing speed of at least 35 WPM.</p>

S. No.	Position Name	No. of Vacancies	Honoraria in INR (Per Month)	Essential Qualification, Experience, and Skills
2	State Data Manager – RBSK	1	Rs. 35,000	<p><b><u>Essential Educational Qualification:</u></b> Master's in Computer Science/ Masters in Computer Application/ Master Degree in Statistics or Applied Statistics/ Mathematics/ related field.</p> <p><b><u>Desirable Educational Qualification:</u></b> PG Degree/ Diploma in Public Health</p> <p><b><u>Essential Work Experience:</u></b> 02 Years work experience in data analysis, data base management in any Public Health Program/ Projects at District/ State Level.</p> <p><b><u>Desirable Work Experience:</u></b> 1. Experience in working with Child Health/ RBSK Program 2. Implementation &amp; Monitoring of any Public Health Program/ Projects at State/ District Level.</p> <p><b><u>Essential Skills:</u></b> Proficiency in MS Excel, Google sheets as Other Data Analysis Software's.</p>
3	Consultant - RBSK	1	Rs. 45,000	<p><b><u>Essential Educational Qualification</u></b> Full Time Post Graduate Degree in Health Management/ MBA in Health Care Management/ Policy &amp; Planning/ Human Resource Management/ Master's in Public Health from a reputed and recognized institution.</p> <p><b><u>Essential Work Experience:</u></b> Minimum 3 years of experience in public health management out of which (minimum 1 year) in implementation of government programs, particularly in National Health Program in State/ District Health Societies under National Health Mission.</p> <p><b><u>Desirable Work Experience:</u></b> 1. Published work in the area of Health Systems or Public Health (Minimum 1) 2. Experience in working with Child Health/ RBSK Program.</p> <p><b><u>Essential Skills:</u></b> Computer proficiency with high level of familiarity with MS Office, MS Word, Excel, Power Point &amp; Web surfing to search relevant data &amp; documents.</p>

S. No.	Position Name	No. of Vacancies	Honoraria in INR (Per Month)	Essential Qualification, Experience, and Skills
4	TBHV Coordinator	1	Rs. 45,000	<p><b><u>Essential Educational Qualification:</u></b> MBBS <b>OR</b> Dental (BDS)/ AYUSH (BAMS/ BHMS) Equivalent Degree from institution, recognized by medical council of India.</p> <p><b><u>Preferential Qualification:</u></b> Diploma/ MD Public Health/ Community Health Administration (CHA)/ Tuberculosis &amp; Chest diseases.</p> <p><b><u>Essential Work Experience:</u></b> Minimum 4 Years' experience in NTEP Program.</p> <p><b>Note:</b> Must have completed Compulsory Rotatory Internship. (Note: Registration number has to be checked)</p>
5	State NTEP Consultant	1	Rs. 45,000	<p><b><u>Essential Educational Qualification:</u></b> MBBS <b>OR</b> BDS/ BAMS/ BHMS with Master in Public Health Administration/ Health Administration from institution, recognized by Government of India.</p> <p><b>Note:</b> Must have completed compulsory rotatory internship.</p> <p><b><u>Preferential Qualification:</u></b> MPH/ MHA from recognized institution</p> <p><b><u>Essential Work Experience:</u></b> 1. Minimum 4 years' experience in NTEP at State/ National Level. 2. Must have Completed Minimum 2 National Level Training under NTEP. <b>Note:</b> - Training can be included in above experience (Experience is total duration and these training should be done during the 4 years of experience post PG)</p> <p><b><u>Preferential/ Desirable Skills/ Experience:</u></b> 1. Minimum 4 Years' experience in any National Health Programme (NHM) at State or National Level. 2. Preference will be given to the candidate having knowledge of Procurement, Drug &amp; Logistic, Public Private Partnership ACSM Activities, Financial planning, designing and overall implementation of the Budget, Fund allocation to the districts, Preparation of Annual Action Plan (PIP), TB-HIV Coordination and good knowledge of computers.</p>

S. No.	Position Name	No. of Vacancies	Honoraria in INR (Per Month)	Essential Qualification, Experience, and Skills
6	Consultant – Hospital Administration	1	Rs. 45,000	<p><b><u>Essential Educational Qualification:</u></b>  AYUSH/ BDS/ BE or B. Tech in (Bio-Medical Engineering/ Biotechnology) <b>with</b> Master’s Degree in Public Health (MPH/ Master in Hospital Administration)  <b>OR</b>  MBA/ PGDM in Health Administration  <b>OR</b>  Post Graduate Degree/ Diploma in Public Health Management from a recognized university.</p> <p><b><u>Essential Work Experience:</u></b>  Minimum 01 years of relevant post-qualification experience in Government Health Program at State or National level or International Level.</p>
7	Training Coordinator - ASHA	1	Rs. 45,000	<p><b><u>Essential Educational Qualification:</u></b>  2-Year Full Time Master’s Degree in Rural Development/ Rural Management/ Public Health/ Master in Social Work/ M.A. Extension Education and Social Work/ PG Diploma in Rural Planning and Management/ PG Diploma in Public Health Management from recognized university.</p> <p><b><u>Essential Work Experience:</u></b>  Minimum 3 year’s relevant post qualification progressively experience in area of community health/ community process at State Level.</p> <p><b><u>Desirable Work Experience:</u></b>  Experience in training and implementing large scale Community Health Worker Capacity Building at state level through government will be an added advantage.</p> <p><b><u>Essential Computer Skills:</u></b>  Proficiency in MS Office &amp; Window software is a must.</p>

S. No.	Position Name	No. of Vacancies	Honoraria in INR (Per Month)	Essential Qualification, Experience, and Skills
8	State Data Manager IDSP	1	Rs. 35,000	<p><b><u>Essential Educational Qualification:</u></b> BE-CSE/ Masters in Computer Science/ Masters in Computer Application/ Master Degree in Statistics or Applied Statistics/ Mathematics/ related field.</p> <p><b><u>Desirable Educational Qualification:</u></b> PG Degree/ Diploma in Public Health</p> <p><b><u>Essential Work Experience:</u></b> Minimum Two (02) Years of relevant work experience in data analysis, database management in any public health programs/ projects at District/ State Level.</p> <p><b><u>Desirable Work Experience:</u></b> Implementation &amp; monitoring of any Public Health Program/ Projects at State/ District Level.</p> <p><b><u>Essential Computer Skills:</u></b> Proficiency to work in MS Excel, Google sheets as Other Data Analysis Software.</p>
9	State Nursing Consultant-Nursing Cell	1	Rs. 45,000	<p><b><u>Essential Educational Qualification:</u></b> BDS/ BAMS with Masters in Public Health/ Master of Health Administration / MBA/ PGDM Healthcare Administration <b>OR</b> M.Sc. Nursing and PGDCA/ DCA from recognized University</p> <p><b><u>Desirable Educational Qualification:</u></b> PhD Nursing</p> <p><b><u>Work Experience:</u></b> Minimum 3 years of working experience in Nursing Institution/ Hospital in field of Teaching. <b>OR</b> 01-year experience of working in Nursing Institution/Hospital as a Principal / Vice Principal <b>OR</b> Minimum 3 years of relevant Post qualification experience in government health program at District or State or National level.</p>

S. No.	Position Name	No. of Vacancies	Honoraria in INR (Per Month)	Essential Qualification, Experience, and Skills
10	State Consultant Free Diagnostics and Blood Disorders	1	Rs. 45,000	<p><b><u>Essential Educational Qualification:</u></b>  MBBS from a recognized University with) Full-Time Master's Degree in Public Health (MPH)/ <b>OR</b> Full-Time Master of Health Administration/ Health Care Management/ Health Management from a recognized University <b>OR</b> Full time PGDM in (Health Administration/ Health Management) from a recognized University.  <b>OR</b>  Post Graduate in Life Science with Full-Time Master's Degree in Public Health (MPH) <b>OR</b> Full Time Master of Health Administration/ Health Care management/ Health Management from a recognized University <b>OR</b> Full-Time PGDM in (Health Administration/ Health Management) from a recognized University.  <b>OR</b>  PHD in any Stream of Life Science and Full-Time Master's Degree in Public Health (MPH) <b>OR</b> Full Time Master of Health Administration/ Health Care management/ Health Management from a recognized University <b>OR</b> Full-Time PGDM in (Health Administration/Health Management) from a recognized University.</p> <p><b><u>Essential Work Experience:</u></b>  02 Years of relevant work (Lab/Blood) experience in Health Programme management in Govt./PSUs.</p> <p><b><u>Essential Skills: -</u></b>  1) Strong Communication and Documentation Skills in English and Hindi.  2) Knowledge of Computer and Data Analysis.</p> <p><b><u>Essential Computer Qualification:</u></b>  Diploma/Degree/Certificate in Computer Application/ Computer Science from a recognized University/Institution.</p>

S. No.	Position Name	No. of Vacancies	Honoraria in INR (Per Month)	Essential Qualification, Experience, and Skills
11	APM (State Haemoglobinopathies Mission)	1	Rs. 30,000	<p><b><u>Essential Educational Qualification:</u></b> Graduate in Life Science with Full Time MBA in any stream / Full-Time Master of Health Administration/ Health Care Management/ Health Management from a recognized University OR Full-Time PGDM in (Health Administration/ Health Management) from a Recognized University.</p> <p><b><u>Essential Work Experience:</u></b> 1) Minimum 02 years work experience in program management, implementation and Monitoring in Govt./PSUs/Pvt. Organization.</p> <p><b><u>Essential Skills:</u></b> Good writing and Communication Skills in Hindi and English.</p> <p><b><u>Essential Computer Qualification:</u></b> Diploma/ Degree/Certificate in Computer Application/ Computer Science from a recognized University/ Institution.</p>

**Note- If the number of posts is 1, the reservation roster is not to be followed for such posts.**



### **Important Instruction:**

- (1) Online Applications will be received from **23.11.2022**. The Last Date of submission of the online application is **15.12.2022**.
- (2) Initial appointments will be till **March 31, 2023**, purely on a contractual basis, renewable subject to **Government of Madhya Pradesh** 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 at any stage 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 full-time courses** shall be considered for the above qualifications.
- (7) **Only post qualification experience** shall be considered for all the above-mentioned positions.
- (8) Only post-registration experience shall be considered for the positions having essential criteria of registration with respective councils.
- (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 the 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) Selection Process:**

- 11.1.** The above positions may be filled through Online Written Test and Interview basis.
- 11.2.** MCQ based Online Written Test (OWT) shall be conducted by **Strategic Alliance Management Services Pvt Ltd (SAMS)** for the selection of the above vacant posts.
- 11.3.** Based on the syllabus finalized by the department, CBT based online examination will be conducted through **Strategic Alliance Management Services Pvt Ltd (SAMS)**
- 11.4. Examination Center/ City:** - (1) Bhopal (2) Indore (3) Gwalior (4) Jabalpur (5) Rewa (6) Ujjain (7) Sagar
- Note:** The number of examination centers / cities may be changed depending on the actual number of candidates.
- 11.5.** Candidates can provide the choice of center for the examination while filling the online application form. The allotment of the center will be based on the following.
  - (a) The availability of the total number of centers and the center preferences as provided by the candidates;
  - (b) Once the preferences and availability are exhausted, it will be done on First Application First Allocation (FAFA) basis.
- 11.6.** E-Admit Card can be downloaded from the official website of **www.sams.co.in** and **http://www.nhmmp.gov.in** before seven (7) days of the date of examination. Exam Date will be announced by **SAMS** and **NHM-MP** on its official website.
- 11.7.** The question paper for the examination will consist of **100 MCQ** questions with four answer options. Each question will be of 1 mark. There will be no negative marking. For

selection, the candidate's marks obtained in the online written test will be considered for generating merit rank, on the basis of which the candidate will be selected.

**11.8.** The minimum passing marks in the online written test exam will be **50%**, and the selection of candidate for the Interview will be based on Merit Rank Result.

**11.9.** Top ten candidates (in the ratio of 1:10) from the merit rank against each vacancy shall be called for Online Interview.

**In case of tie between two candidates, preference will be given as per the details given below in descending order:**

(i) Preference shall be given to an elder candidate;

(ii) In case of candidates having the same date of birth and age, preference will be given to the candidate who has secured more percentage of marks obtained in the educational qualification in the essential educational qualification prescribed for the post.

**11.10. 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. for the Online Interview.

**Note:** In the event, less than 10 candidates qualify for Personal Interview based on eligibility/written test merit Marks, Personal Interview may be carried out with the available number of qualified/ shortlisted candidates.

**11.11.** In case the required number of candidates falls below the total number of posts as per the above criteria, then the **Mission Director, NHM, MP** will be the competent authority to reduce the minimum passing marks as required.

**11.12.** The Place of posting will be allocated to the candidates purely as per merit basis

**11.13.** 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

**11.14.** Candidate must go through the rules and selection criteria and ensure the eligibility before applying for the post. If a candidate is found ineligible during the stages of the examination and/or after the declaration of result and the particulars provided by the candidate are found to be incorrect, the candidature of the candidate will be disqualified at any point in the process.

**11.15. Right to Disqualification: -**

1. To get someone's cooperation in the written test or interview.
2. To be impersonated.
3. To get any person to do the work of impersonation.
4. Submission of forged records.
5. Submission of modified records.
6. Withholding of any essential information.
7. Use of unfair means (attempt to be made)

8. Any threat to the staff on duty in the examination hall.
9. Violation of instructions given by the staff on duty in the examination hall.
10. Female candidates having more than one husband living.
11. Any candidate who has had a third living child after January 26, 2001.
12. Candidate against whom criminal case is pending or has been punished.

**(12)** The provision of **NHM Human Resource Manual 2021 (Revised)** 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)

Regarding the upper age limit, **General Administration Department circular number C 3-8/2016/1/3 dated July 04, 2019**, amendments issued from time to time will be deemed to be applicable.

**Note: Reference Dates for Computing Age, Qualification and Experience:**

**(i) Age Computing Reference Date: 01.01.2023**

**(ii) Reference date for computing qualification and experience, etc.:** The Last Date of submission of the online application form

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) Online Application Form:**

**(14.1) Candidates are required to upload the following self-attested documents at the time of submission of online application form, without which the application will not be accepted:**

**(14.1.1)** Marksheet of High School Certificate Examination

**(14.1.2)** Marksheet of Higher Secondary (10+2) Examination

**(14.1.3)** Marksheet of all years of passing examination of essential educational qualification through which educational eligibility and percentage (%) filled by applicant can be validated

**(14.1.4)** Complete Experience Certificates through which experience eligibility and duration of experience filled by applicant can be checked/ validated;

**(14.1.5)** Valid Caste Certificate issued by the competent authority (For post where reservation is applicable)

**(14.1.6) Domicile Certificate of Madhya Pradesh.**

**(14.2)** In the above documents, if the information is also mentioned in the back pages, then it will be mandatory to upload it too;

**(14.3)** No document will be accepted after the closing date of application;

**(14.4)** Applicants are required to provide all the mandatory information [Marked with \* (asterisk) sign] in the application form;

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

**(14.6)** 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;

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

(14.8) 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;

#### **(15) Document Verification Process:**

(a) The Document Verification / Joining Formalities shall be done at the **NHM Office, Bhopal**;

(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.

#### **(16) Other Instruction and Guidelines:**

**16.1** 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) 10<sup>th</sup> or High School/ Higher Secondary and Yearly/ Semester wise Mark Sheet of all passed course of the candidates and requisite credential/ documents/ registration as per the **ToR** required in the advertisement;

(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.

#### **(17) 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.

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

## **JOB RESPONSIBILITIES OF THE POSITIONS**

### **1. SR. STATE DATA ANALYST (NVBDCP)**

#### **Purpose:**

Routine compilation, analysis of different monthly, quarterly and yearly VBD related reports received from district level and reporting to higher officials in the state. To assist the state in monitoring and evaluation activity, planning and implementing of vector borne disease control strategies. Familiar with all programme related software's like PFMS, E-vitt, HMIS and E-Aushadhi etc.

#### **Responsibilities:**

1. Sr. Data Analyst is responsible for timely collection, compiling, validating & analyzing all VBDCP reporting data.
2. Analyst must be proficient in the use of computers & programs that specialization in data collection.
3. Develop and implement effective record-keeping procedure.
4. Prepare periodic & annual reports required for VBDCP program under supervision of SPO.
5. Supervise & maintain network connection for video conferencing & data transference.
6. Accurate reports on latest trend in VBD.
7. Conduct field visit to monitor & assess data quality
8. Research and evaluate data from different sources to identify discrepancies and patterns.
9. Present and explain status reports to State Program Officer VBD.
10. Work with management and other departments to implement program related strategies.
11. Prepare and organize meeting presentations.
12. Communicating analytic insights to State Program Officers.
13. 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.
14. Any other work assigned by SPO VBDCP.

#### **Deliverables:**

The Sr. Data Analyst will be required to submit a Monthly Activity Report to the State Program Officer and a copy to Directorate NVBDCP and a year ending Annual Report. Evaluation of performance will be done based on monthly activity report.

#### **Reporting:**

The State Program Officer of state shall be over all I/c of Sr. Data Analyst. He/she would liaise with Directorate of NVBDCP and State Health Society VBDCP/NHM on a regular basis. The Senior Data Analyst must possess exceptional computer skills and demonstrate proficiency in using Ms Word, Ms Excel and PowerPoint. Ready to travel extensively.

## **2. STATE DATA MANAGER - RBSK**

### **Roles and Responsibilities:**

State Data Manager shall be responsible to upkeep the RBSK MIS, to monitor data quality, data analysis, functional data platform, and training of Data Entry Operators. She/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 RBSKs Team.

### **Major Task to be accomplished:**

1. Assist the Program officer/ managers in designing of project framework for implementation of RBSK in the state.
2. Collection/ compilation & Analysis of different scheduled reports provided by DEIM (District early Intervention manager) DEIC & Mobile Health Teams every month.
3. Preparation & analysis of reports for district wise physical & financial performance.
4. Monitoring & evaluation of work done by DEIM, DEIC Staff & MHT at district/block level under RBSK program.
5. Preparation of different kind of monthly reports which has to be sent to GOI & other State/district officials as or when required.
6. Monitoring and evaluation of physical and financial achievement of the program and coordinate with districts for achieving targets which are planned for financial year.
7. Preparation of Program Implementation Plan (PIP) & program related annexures for sending the budget proposal under RBSK program for financial year.
8. Monitoring and execution of planned activities which are sanctioned in ROP for RBSK.
9. To assist Consultant RBSK in monitoring of RBSK activities, formulation of Budgets and designing operational plan at different level.
10. Co-ordination with State and District level officials.
11. Understanding the new requirements of program and assist in preparing concept notes, proposals, presentations etc.
12. Planning, designing & execution of IEC activities for RBSK program.
13. Undertake any other tasks assigned by Program officer or supervisor.

### **3. CONSULTANT RBSK**

#### **Roles and Responsibilities:**

1. As part of RBSK Unit, Child Health Division, the incumbent is responsible to
2. Provide managerial, and technical assistance for implementation of Rashtriya Bal Swasthya Karyakram in State, in accordance to programme mandate and direction as may be agreed upon from time to time in achieving the RBSK implementation goals.
3. Coordinate and analyse monthly monitoring data, Collect, collate and analyse District data on RBSK on a regular basis.
4. Undertake periodic field visits to districts to review programme implementation in the States, identify implementation challenges and support states in charting appropriate solutions or enable linkages with appropriate institutions for technical inputs in the state level in consultation with National RBSK Unit.
5. Undertake analytical documentation of field review visits to inform improvements in implementation.
6. Identify best practices and innovations within states and districts and support states to document it
7. Provide periodic synopsis of progress in States/UTs using data and field findings as a means of technical support and programme oversight.
8. Provide technical inputs on thematic areas of RBSK implementation – Screening and District Early Intervention Centre implementation
9. Review Programme Implementation Plan (PIP) of States/UT- in accordance to the aims and objective of Rashtriya BAL Swasthya Karyakram, analysing for consistency and synergy, reviewing component wise budgets, ensuring adherence to norms and provide inputs to States/UTs as required for revision and submission of final PIPs for discussion at the National Programme Coordination Committee meetings.
10. Building capacities at state level for making implementation plans and for review & improving the plans, using RBSK Monitoring inputs. Budgeting and financial planning as required by the poor performing Districts.
11. Consultant RBSK is responsible for monitoring of RBSK activities, formulation of Budgets and designing operational plan at different level.
12. Monitor the work of DEIC, DEIM & Mobile Health Teams working at district level.
13. Monitoring the process of necessary treatment of child identified for 4D (Birth defect, childhood disease, congenital disease, Deficiency & Developmental delay) at district level by MHT under RBSK program.
14. Monitoring and execution of planned activities which are sanctioned in ROP for RBSK.
15. Develop study / evaluation protocols and undertake and guide studies as needed.
16. Liaising and coordination with State and District level officials.
17. Data analysis of monthly reports received from all districts and sharing it with GOI & state officials.
18. Undertake other assignments, which may be assigned from time to time by Reporting Authority.

#### **4. TBHV COORDINATOR**

##### **Roles and Responsibilities:**

1. To assist the State TB officer in program management activities related to TBHIV collaborative activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting.
2. To link State TB Cell with State AIDS Control society.
3. To assist State TB Officer in gathering political and administrative commitment required for TBHIV collaborative activities.
4. To assist State TB Officer in establishing intersectoral and interdepartmental coordination required for TBHIV collaboration.
5. To conduct exclusive and joined supervisory visits to the districts with SACS officials and report to State TB Officer; also participate as a member of State IE team
6. Coordinate with SACS for regular TB-HIV Coordination meetings and STWG meetings
7. To maintain updated databases of HIV and TBHIV related services and service providers.
8. To train the district program managers and stakeholders on TBHIV collaboration.
9. To compile and analyses district/ART center/ICTC wise TBHIV reports and provide feedback to them. To ensure quality of reports by data validation and data verification at source.
10. To assist State TB Officer in supply chain management of drugs for CPT and IPT and modified TB regimen for PLHA with TB on second line ART.
11. To ensure ICF activities at ART/ICTCs and linkages
12. To facilitate trainings related to TB-HIV coordination at State level and monitor these trainings at District level
13. To support district program managers in operating NGO schemes for TBHIV.
14. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
15. Any other job assigned as per program need.



## **5. STATE NTEP CONSULTANT**

### **Roles and Responsibilities:**

1. To assist the State TB officer in program management activities like planning, budgeting, implementing, monitoring, supervising evaluating and reporting.
2. To link state TB cell with stake holders of the program within and outside the state.
3. To assist State TB Officer in gathering political and administrative commitment required for the program.
4. To coordinate with State NRHM Office and other State level institutions in matters of programme planning, budgeting, and finances, monitoring and supervision, training, etc.
5. To assist State TB Officer in establishing intersectoral and interdepartmental coordination for TB control.
6. To conduct supervisory visits to the districts (including State Internal Evaluations) and report to State TB Officer.
7. Responsible for planning ACSM activities for the entire state including budgeting and activity calendar in consultation with STO and State NRHM IEC Division
8. Facilitate advocacy events, either directly or through partners / professional agency.
9. To assist STO in hiring of professional agency on short-term basis to develop and disseminate material for print media and mass media, material for patient counselling and sensitisation of health providers.
10. To coordinate with NTEP partners implementing ACSM activities in the State (e.g. Axshya)
11. Arrange to develop audio-visual aids for training/ sensitization of health professionals.
12. Supervise, monitor & coordinate ACSM activities at district level.
13. Participate in Health providers training specially in ACSM and IPC.
14. Collate and analyse quarterly IEC report from districts and provide feedback.
15. To provide relevant information to the media and public information systems in consultation with STO.
16. To coordinate with the mass education media wing of general health system and public information system for intersectoral coordination for TB control.
17. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
18. To maintain and update the data base of manufacturers/suppliers of program drugs and logistics.
19. To prepare documents for national/state level procurement including invitation for competitive bids, quotations, Direct Shopping or Direct Purchase on a case to case basis.
20. To assist CTD in conducting pre and post procurement quality assessment.
21. To prepare report on Central level NTEP procurement.
22. To track and review the periodic procurement reports from the states and provide feedbacks. Monitoring and evaluation of state level procurements based on the state annual action plans.
23. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
24. Monitor the performance of manufacturers/suppliers in preventive maintenance of equipment under warranty and initiate statutory procedures on non-compliance.
25. Monitor the states for timely engagement/ renewal of contracts of agencies for preventive maintenance of equipment.
26. To ensure timely action by the GMSDs/states to prevent expiries by monitoring stocks at each stocking point.
27. To train the state program managers/PML nodal officers for PSM.
28. To conduct supervisory visits to state/district stores and report to CTD.
29. Any other job assigned by as per program need

## **6. CONSULTANT - HOSPITAL ADMINISTRATION**

### **Roles and Responsibilities:**

1. Provide technical inputs to Hospital Administration Section for programmes and activities like National Dialysis Programme, Bio Medical Waste Management, Housekeeping Services, Procurement of Drugs and Consumables and any other state level programs.
2. Undertake periodic monitoring visits to review implementation progress in district, prepare reports and follow up on implementation of various activities
3. Coordinate drafting of program documents and guidelines and other capacity building materials for various cadres and staff working in health
4. Collect, Analyze and utilize data and observations from field, HMIS and other data sources, Quarterly Progress Reports to address bottlenecks in implementation.
5. Support the Division in organization of national, regional and state level workshops and consultations for orienting States on specific technical areas.
6. Make PIP proposals for various activities running under Hospital Administration Section.
7. Liaise with implementing partners/development partners at the Centre or State level.
8. Coordinating and collaborating with other divisions of Directorate of Health Services, NHM, MPPHSCL.
9. Undertake any other assignments of division as and when entrusted by higher authority
10. Undertake periodic monitoring visits to review various activities in different districts.
11. Maintain database of health facility e.g., Available beds, Functional beds, functional units, OPD/IPD, etc.
12. Represent Hospital administration cell on committees, maintain departmental records, and attend Management and other administrative meetings as appropriate.
13. Answer phones in a pleasant manner, screen and refer calls as appropriate; deliver messages and provide information to staff, visitors, and patients, upon request.
14. To furnish monthly work report.
15. All other activities as required by the higher authorities in matters relating to Hospital administration cell, DHS.
16. Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, PowerPoint, etc.
17. Vibrant, dynamic and highly motivated with a sense of initiative and ownership, and ready to take any responsibility assigned as a part of the team.
18. Ability to produce high quality written work, with great attention to detail, within tight deadlines.

## **7. TRAINING COORDINATOR - ASHA**

### **Roles and Responsibility: -**

1. Support states in implementing Community Processes (CP) interventions as required at State Levels
2. Provide hands on, field-based support at state, district & block levels for training, performance monitoring, strengthening support structures.
3. Support states in implementing training and undertaking supervisory support, including intersectoral convergence for platforms created for public participation.
4. Develop annual capacity building plan and facilitate various trainings for ASHA, ASHA Facilitators, VHSNC etc. by participation in training programs.
5. Facilitate in developing/strengthening district and state level training sites and ASHA certification process.
6. 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.
7. Undertake periodic field visits to districts to review programme implementation, identify implementation challenges and support states in charting appropriate solutions
8. Enable linkages with appropriate public health/research/academic/technical/support institutions for technical support on Community process at the State/District Level.
9. Contribute in writing programme specific operational guidelines; technical and policy briefs, training material, reports, case studies, monitoring checklists/protocols etc.
10. Undertake such other assignments, which may be assigned by from time to time by the Deputy Director - Community Processes or SH Society.

## **8. STATE DATA MANAGER IDSP**

### **Roles and Responsibilities:**

1. Ensure timely collection and compilation of data from all reporting units and districts.
2. Analyze S, P, L data for time/ place in spreadsheet for identifying rising trend of disease/early warning signals. Preparation of weekly IDSP alert and forecast thereof.
3. Supervise functioning of IDSP portal.
4. Supervise functioning of State and District data entry operators and District data managers.
5. Prepare Periodic and annual reports required for the IDSP program under supervision of SSO and State Epidemiologist.
6. Supervise and maintain network connection for video conferencing and data transference.
7. Familiarize and operate VC equipment, organize and participate in weekly VC with CSU and DSUS, undertake preventive maintenance and troubleshooting for small problems and coordinate with service providers for major breakdowns.
8. Ensure media scanning, organize alerts and obtain feedback from Districts on action taken.
9. Conduct field visits to monitor and assess data quality.
10. To carry out all IHIP-IDSP related activities in the State.
11. To assist State Surveillance Officer, State Epidemiologists and other officials in carrying out IDSP activities.
12. Any other work assigned by SSO.

## **9. STATE NURSING CONSULTANT**

### **Roles and Responsibilities:**

1. Inspection of nursing training institutions under Public Health and Family Welfare Department.
2. Preparation of gap analysis according to the need of the institutions.
3. Coordinate with nursing training institutions.
4. Preparation of proposals for the operationalize the institutions to meet their requirements.
5. Preparation of proposals for getting benefits under the schemes of Government of India through National Health Mission (NHM).
6. Preparation of PIP and send it to the Government of India through National Health Mission (NHM).
7. To ensure the utility of the funds allocated to the institutions from the National Health Mission (NHM) PIPs and state government. Obtain the Utilization Certificate.
8. Participation in committee related to courses conducted in training institutions.
9. Preparation of plans and schedules related to the courses and other training conducted in training institutions.
10. 10)Co-ordinate with the Professional Examination Board and MP-Online regarding admission to training institutions as well as fulfillment of the trainees at the seats of training institutions.
11. Follow the instructions received time to time by the Government of India, State Government and officials.

## **10. STATE CONSULTANT FREE DIAGNOSTICS AND BLOOD DISORDERS**

### **Roles and Responsibilities:**

1. Supporting the implementation and roll out of Program as per guideline, including the establishment of a comprehensive data collection and reporting system.
2. Prepare yearly facility wise micro plans for the roll out of Program as per guideline.
3. Develop Quarterly reports for the progress and achievements in the state;
4. Timely assessment and monitoring of the State MIS for development and for casting of program. 5. Regular monitoring and follow up with divisional, district and facility.
5. To ensure the utility of the funds allocated to the institutions from the National Health Mission (NHM) PIPs and state government.
6. Budget allocation and monitoring along with data analysis of reports as per MIS.
7. Coordination with expert and BME to develop specification and standard guidelines for the program
8. Regular field visits to provide support for operationalization of program at the district and sub district levels.
9. Conducting Induction and refresher trainings of the district and block level officials in Program on a timely basis.
10. Continuous review, assessment, monitoring: coordination, data analysis and accordingly make corrective action plan to ensure necessary desired results.
11. Provide technical assistance to state government for identifying and operationalizing of program. 13. Coordinate and collaborate with other relevant program divisions in the state and other stakeholders for planning and implementation of program.
12. Develop and produce documents like gap analysis report, inspection check list, action plan, procurement plans, reports for program update and review etc., as per the program need.
13. Technically proficient with up-to-date skills required for the assigned task.
14. Strong written and oral communication skills in English and Hindi with good computer skills
15. Ability to handle a variety of assignments as directed by the higher authority.

## **11. APM (STATE HAEMOGLOBINOPATHIES MISSION)**

### **Roles and Responsibilities:**

1. Supporting the implementation and roll out of Program as per guideline, including the establishment of a comprehensive data collection and reporting system.
2. Organizing and supporting on and offsite functions.
3. Field Visit especially in tribal area for proper implementation of state haemoglobinopathy mission.
4. Assessment of gap analysis as per data available and prepare action plan for corrective measure accordingly.
5. Managing program management calendars and Data MIS related to program.
6. Preparing and editing correspondence, reports, forms, and presentations.
7. Assist in monitoring, budget utilization as per guidelines.
8. Maintaining tracking documents and lists such as meetings and conferences, legal document workflow, phone lists.
9. Management of large mailings, e.g., patient newsletters or communication Completing conference registrations.
10. Co-ordination and communication with district team/ field team for strategic planning.
11. Other work as and when assign by higher authority.

## **INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM:**

**Online Job Application Form** is spread over different sections designed to obtain information related to the candidate's **Personal Profile, Educational Qualification, Experience, Image, Signature** and **Essential Documents Upload, Preview of Application** before submission and **Submit Application**.

Before filling up the **Online Job Application Form**, candidates are advised to go through the relevant advertisement and other details available on [www.sams.co.in](http://www.sams.co.in) or [www.nhmmp.gov.in](http://www.nhmmp.gov.in)

### **(A) PROCEDURE AND STEPS TO BE FOLLOWED TO SUBMIT ONLINE APPLICATION FORM**

The application will be submitted online through the URL <https://sams.co.in> (Online submission of application shall start from **November 23, 2022**)

**STEP-1:** Click on the “**NEW REGISTRATION**” button to fill up the Registration Form.

If you are already a registered user, click on the “**ALREADY REGISTERED**” button and enter **Login ID & Password** to proceed.

**STEP-2:** After submission of the Registration Form, candidates need to validate their registration by putting their RMN (Registered Mobile Number) as it is indicated above. Applicants are requested to keep their User ID (which is RMN) and password in safe custody.

**STEP-3:** Keep ready following documents before starting to fill the online Application Form:

- (i) Profile Image (Candidates recent photograph)
- (ii) Candidate's Signature Image
- (iii) 10<sup>th</sup> Certificate
- (iv) 12<sup>th</sup> Certificate
- (v) Essential Qualification Documents
- (vi) Essential Experience Documents [In case of current employment, candidates may upload their appointment letter and last three months' salary details instead of experience certificate]
- (vii) Domicile Certificate (if required)
- (viii) Caste Certificate (if required)
- (ix) PH Certificate (if applicable/ required)
- (x) Other Required/ mandatory documents (As per the requirement of the position which is mentioned in the online form)

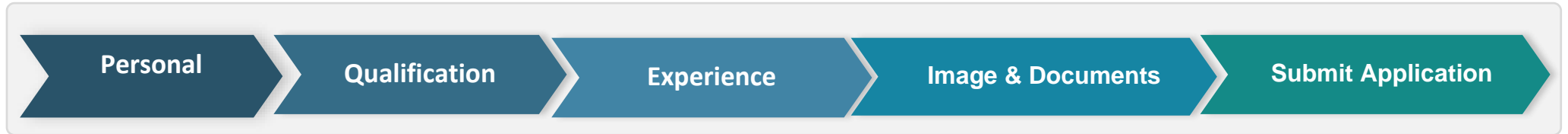
**Note-** The required/ mandatory documents should be uploaded in .jpeg, .jpg, .pdf or .png format in the relevant sections of the online application form. The maximum size of the file/photo/ documents should not exceed 1 MB.

**STEP-4:** After successful registration, the applicant can log in to apply for the position. After login “**JOB DASHBOARD**” will be opened. The applicants can view position name, no. of vacancy, etc. “**JOB DASHBOARD**” section. (*Applicants are requested to read and understand the eligibility criteria for the post they are applying for*).



**STEP-5:** Click on the “[आवेदनकरें / Apply Now](#)” button to apply for the position you are eligible and wish to apply.

**STEP-6:** Once you click on the “[आवेदनकरें / Apply Now](#)” button following sections will appear in the Application Form.



**STEP-7:** Please complete the **PERSONAL SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

**STEP-8:** Please complete the **QUALIFICATION SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

**STEP-9:** Please complete the **EXPERIENCE SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

**STEP-10:** Please upload the required image and documents in the **IMAGE & DOCUMENTS SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

#### **FINAL STEP:**

- After filling in all the details, there is a provision for reviewing the details which applicants have filled in the Application Form by clicking on the “**Preview Application**” button before final submission. The preview page will display all the details that Applicants have mentioned in his/ her application form.
- Applicants are advised to go through all the details filled for the position carefully and attentively, as, after the final submission of the application form, the applicant shall not be able to edit and/or resubmit the application again.
- Before final submission of the online Application Form, applicants are required to read the declaration given on the website carefully and provide their consent on it, failing which the applicant won't be able to complete registration. The applicants must check the details carefully before the final submission of the application form.
- Once Applicants are sure about the details filled by them in the application form, they can click on the “**Confirm & Submit Application**” button for the final submission of their applications.
- After successful submission of the Application Form, the applicant will receive an SMS on his/ her RMN (Registered Mobile Number) containing the application reference no, which can be used for future reference.
- Applicants can now print/download their application form for their further reference.
- Candidates are advised to take a print of this page by clicking on the “**Print**” option for their future reference.
- The applicant can view his/her application anytime by logging in to the above website.

## **(B) GENERAL INSTRUCTIONS**

- (1) Applicants are advised to read the instructions and guidelines carefully before submitting the application form;
- (2) The applications submitted on or before the closing date (**December 15, 2022, 11:59:59 PM**) shall be accepted. The procedure of submission of the application form should be completed online only, applications sent by any other mode shall be rejected;
- (3) Incomplete applications or applications submitted without photograph, signature, or supporting documents shall be rejected based on lack of information;
- (4) Applicants are required to provide all the mandatory information [**Marked with \* (asterisk) sign**] in the Application Form;
- (5) The applicants shall be responsible to ensure that all the details are successfully submitted online before the closing date. Applicants should ensure that the Application Status of the Application Form is "**Submitted Successfully**"; half-filled applications shall be treated as incomplete and shall be considered rejected;
- (6) If a candidate submits more than one application form for the same position, his/her candidature may be liable to get cancelled without any prior notice.