

**Government of Rajasthan**  
**Directorate of Medical Health & Family Welfare Services**  
**State Health Society (National Health Mission)**  
**Swasthya Bhawan, Tilak Marg, C-Scheme, Jaipur-302005**

क्र. सं. एफ-20(503-IX)/ एनएचएम/एच0आर0डी0/17/ 1099

दिनांक : 29/6/17

**Detail Advertisement**

( Ref: Public Notification no. F 20(503-IX)/NRHM/HRD/17/ ~~1097~~ Dated 29/6/2017

**Recruitment of Consultants / Officer**

National Health Mission (NHM), Rajasthan State Health Society, is inviting applications from eligible candidates for various positions of Consultants Programme Officer at State HQ wide Public Notification No F.20(503-IX)/NRHM/HRD/2017/ dated ----- purely on contractual & temporary basis under National Health Mission (NHM) Rajasthan.

The details of various positions, essential qualifications / post qualification experience, maximum age limit , monthly honorarium, other eligibility criteria / terms and conditions are as under: -

Name of Post	Eligibility Criteria		
	Age	Professional Qualification	Post qualification Experience
	as on 1-6-17	Essential	Essential
Consultant Information & Technology (Pay @ 43000/- p.m. consolidated )	Below 50 years	B.Tech in IT/Computer Science/ Electronics and Communication Engineering OR BE in IT/Computer Science/Electronics and Communication Engineering OR MCA From any recognized university/ "B" level DOEACC	Minimum 5 years experience in Health Sector/Development Sector/National Health Mission/Any Govt. Projects.
Consultant Mission Pariwar Vikas (Pay @ 43000/- p.m. consolidated )	Below 50 years	2 Years Post Graduate Degree/Diploma in Health Management/Health Administration OR Post Graduate Degree in Public Health (MPH)	Minimum 5 years experience in handling Family Welfare Projects with Central Govt./State Govt./ National Health Mission/NGO engaged in Family Welfare Programme

Consultant Quality Assurance- Construction (Civil) (Pay @ 43000/- p.m. consolidated )	Below 64 years (Inclusive of Retired Govt. Officers)	M.Tech (Civil)  OR B.Tech. (Civil)  OR Retired Chief Engineer/ Additional Chief Engineer from PWD/CPWD/MES or other similar Govt. Department	Minimum 10 years experience in supervision of building construction preferably of Medical Buildings  Minimum 15 years experience in supervision of building construction preferably of Medical Buildings  Having experience of supervising building construction works.
Programme Officer- Mission Pariwar Vikas (Pay @ 25000/- p.m. consolidated )	Below 40 years	Master of Business Administration (MBA)  OR 2 Years Post Graduate Degree/Diploma in Health Management/Health Administration  OR Post Graduate Degree in Public Health (MPH)  OR Master Degree in Social Works (MSW)	Minimum 2 years experience in handling Family Welfare Project with Central Govt./State Govt./ National Health Mission/NGO engaged in Family Welfare Programme

**Other Eligibility Criteria Common for all (These are compulsory condition) :-**

- All above mentioned PG Degree / Diploma done by candidates must be of minimum two years and should be duly approved through UGC / AICTE recognised Universities.
- Upper age limit should not exceed as on 01.06.2017.
- Clearly mention **THE NAME OF POST APPLIED FOR** on application form and envelope.
- Use separate application form and separate envelope for each applied post.
- More than one application in one envelope will be rejected straightaway.
- **Application fee (Non-Refundable):-**  
*Candidates are required to deposit a fee of Rs.500/- in form of Demand Draft in favour of "State Institute of Health & Family Welfare" payable at Jaipur, Rajasthan along with application form for each post.*

- Application must reach in prescribed format (attached) duly enclosed with the self attested photocopies of following documents :-
  - Completely filled application form in prescribed format.
  - Educational certificates / mark sheets of graduation, Post graduation & other degrees / diplomas.
  - Age proof document (Any valid document) issued by Govt. Department.
  - Address proof document (Any Valid document)
  - Experience certificates issued by Competent Authority.

(Envelope received without prescribed application form and any of the documents mentioned above will not be accepted)

- **Application form must reach by Post / by Hand before 14.07.2017 at 5.00 PM to Director, State Institute of Health & Family Welfare (SIHFW), South of Doordarshan Kendra, Jhalana Institutional Area, Jhalana Dungri, Jaipur -302004.**
- In any case applications received after the last date will not be accepted. Any delay / loss of application form in transit will not be entertained for any relaxation.

**Other terms & conditions :-**

- These Positions are only on contractual basis and will exist for one year or extended period or project duration, whichever is earlier.
- Hiring of above positions under NHM will be done as per FD Circular dated 27-06-2014 and issued time to time thereafter .
- Method of selection will be either written exam or personal interview or mix of them.
- The job description and above details of advertisement are indicative and competent authority reserves the right to change, amend or modify them in the interest of the programme.
- Competent authority reserves the right to increase, decrease and cancel any post and amend terms and conditions mentioned above .
- Competent authority reserves the right to cancel the advertisement without assigning any reason & prior information .
- Any pre selection queries will not be entertained, applicants will receive communication via departmental website / e-mail / SMS/ Telephone etc.
- Department can verify the Educational and Experience Certificates from issuing authority at any point of time.
- Request for the place of posting after Selection at particular place will not be entertained at all.
- If the selected candidate refuses to join on the particular post then department may debar him or her from the future recruitment process for a period of 2 years.

- Selected Candidates on proposed vacancies shall be put on trial of 3 months. If their work is found satisfactory, their contract for one year shall be finalized ( Including 3 months of trial ).Otherwise services will be discontinued.
- Performance appraisal after one year is compulsory and based on that, renewal of contract may be considered .
- Only those candidates who are eligible and willing to work on above mentioned post and designated work places (State Hq.) need to apply.
- If any Changes / updation occurred in all above mentioned terms & conditions (Details), it will be shown on the departmental website time to time. Kindly visit departmental website "[www.rajswasthya.nic.in](http://www.rajswasthya.nic.in)" regularly for updated information .

  
(Anju Rajpal)  
RAS  
Project Director-NHM

## Application Form

Last Date of Receipt of Application form : 14<sup>th</sup> July, 2017

To,

Director,  
State Institute of Health & Family Welfare (SIHFW),  
South of Doordarshan Kendra,  
Jhalana Institutional Area,  
Jhalana Dungri, Jaipur -302004

Dear Sir,

With reference to the advertisement No. F.20 (503-IX) NRHM/HRD/2017/  
----- I am submitting my application:

, Dated

1. Position applied for :

2. Name ( In Block Letters) :

3. Father's/Husband's Name :

4. Date of Birth (DD/MM/YY) :

--	--	--	--	--	--

5. Nationality :

6. Gender :

7. Marital Status: :  
(Please ✓ in appropriate box)

Single

Married

8. No. of Children (Please Mention Numbers) :

Male

Female

9. Postal Address :

10. Permanent Address :

11. Email-ID :

12. Telephone No (With STD Code):

Please paste  
recent  
passport size  
photograph

13. Mobile No. :

14. Educational qualifications (Graduation & above), please list your qualifications starting from the highest qualification attained :-

S. No.	Degree/Diploma	University/Board & Location	Year of Passing	Percentage/Rank/Grade	Major Subjects

15. Details of Post Qualification Experience (Starting from the present one)

Name of Organization / Employer	Designation	From (Month/Year)	To (Month/Year)	Major Responsibilities

16. Employment record (Details of Period of Post-Qualification experience)

(a) No. of years experience in the Govt./Development/Social sector.

(b) No. of Years of experience in Health Sector

(c) Total No. of years experience in All.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

17. Would you accept contractual employment for less than one year

Yes

No

18. Would you accept posting at any place of Rajasthan

Yes

No

19. Last Drawn Honorarium/Pay

20. Any other information :

**Declaration:**

I, certify that all information furnished by me is true, complete and correct to the best of my knowledge. I am solely responsible for all above mentioned information.

(.....)

Signature with full Name:

Date:-----

Place:-----



**TERMS OF REFERENCE  
FOR THE POST OF CONSULTANT (IAP), NHM**

1. To monitor the various activities under Integrated Ambulance Project including IAP Software, Hardware, Security Audit, Communication Channels, Global Positioning System (GPS) Devices and tracking portal etc.
2. To monitor the functioning and working of Control Room at Swasthya Bhawan, Jaipur. Also, to impart regular training to Control Room Supervisors (CRS) and Control Room Operators (CRO) for optimum utilization of available resources.
3. To coordinate and communicate with service provider regarding down-time of application at control room, network failure, computer hardware failure, dash-board failure etc.
4. To monitor the functioning and working of Emergency Response Center (ERC) at SIHFW, Jaipur and RMSC Building, Swasthya Bhawan, Jaipur.
5. To monitor the functioning of Dash-Board established at NHM-Block, Swasthya Bhawan, Jaipur.
6. To monitor implementation of Mobile Application for Inspections (By Authorized Users) and Mobile Application for Drivers' and to suggest the possible solutions to overcome the limitations.
7. To compile and evaluate the fortnightly information and prepare the status/ presentations using MS Excel, MS Power-point, MS Access, Other software for regular monitoring and review meetings at the level of higher authorities.
8. To store the information in an organized manner, so that the same may be retrieved, compiled and provided to the department accordingly.
9. To compile and prepare the fortnightly penalty sheet. Also, it's timely updation on Integrated Ambulance Payment Monitoring System (IAPMS).
10. To coordinate with districts for timely processing of payments on fortnightly basis and to provide necessary support to district/ state teams during payment processes using IAPMS.
11. To ensure timely Annual Maintenance Contract (AMC) of hardware, Security Audit etc.
12. To perform any other related activity under NHM or Project.

*Al* *Sa*  
*21/6/17* *22/6/17*  
CO-27(MMJK) COIT, NHM

(3)

**TOR of Consultant-Mission ParivarVikas**

**Major Job functions:** The Consultant-Mission Parivar Vikas will work at Directorate of Medical and Health Services, SwastyaBhawan, Government of Rajasthan, Jaipur and will work under direct administrative and technical control of Project Director (FW). He/she will be responsible for providing technical and program management support for planning, management and monitoring of activities related to Mission Parivar Vikas.

As part of the work, the Consultant, under direction of the Project Director-FW, will interact with the districts, designated training institutions, and will undertake field visits to the districts for program planning, management and monitoring.

**Specifically the roles and responsibilities will be:**

- Prepare detailed roadmap and guidelines for roll out of injectable contraceptives through public facilities in all the districts, specially; MPV districts.
- Prepare roadmap for establishment of the new static centers to offer regular family planning services with high quality, focusing on the needs of young people and adolescents.
- Calculate training loads for various trainings to be conducted during the year and prepare comprehensive training calendar in consultation with districts.
- Extract reports from FP MIS software (e-Saadhan) and do regular data analysis regarding stock position in all the districts and share with PD-FW.
- Coordination with state warehouse and district warehouses regarding proper and smooth running of supply chain management of family planning commodities.
- To assist in preparing annual PIP for Family Planning through consultative process.
- To assist in preparing micro plans for high priority districts with TFR more than 3 (MPV) to ensure more resources are available to these districts for strengthening family planning services.
- Field visits to districts and blocks to ensure establishment of the static centers as per the plan and monitor operationalization of other facilities of PPIUCD, PAIUCD, Injectable contraceptive services and supply chain related issues
- Establish system to track performance of each trained service provider and provide feedback on performance.
- To monitor quality of sterilization services and initiate actions for ensuring compliance with Supreme Court guidelines.
- Documentation of inputs provided and reporting of performance.
- Any other roles and responsibilities assigned from time to time directly or indirectly concerned with job responsibilities of the post.
- Liaison with developmental partners for effective implementation of Program.



4

**Deliverables:**

- To ensure availability of PIP for family planning along with micro plans for HFD under mission ParivarVikas .
- Prepare quarterly report on compliance on Supreme Court guidelines on sterilization services and quality of sterilization services.
- To ensure availability of detailed annual training calendar for various trainings planned and approved under PIP.
- To ensure availability of detailed operational guidelines and roadmap for roll out of injectable contraceptives in the state.
- To ensure availability of periodical status report on supply chain management, including action taken report for improving supply chain management system (e-Saadhan).
- To ensure availability of field visit monitoring reports, including on feedback and action taken reports.
- Documentation of participation in capacity building initiatives, training programs and review meetings.

**Reporting and Supervision Mechanism:** The Consultant will directly report to Project Director-FW, who would also review his/her performance as a first reporting officer.

(5)

**TOR of PO-Mission ParivarVikas**

**Major Job functions:** The PO-Mission Parivar Vikas will work at Directorate of Medical and Health Services, Swastya Bhawan, Government of Rajasthan, Jaipur and will work under direct administrative and technical control of Project Director (FW). He/she will be responsible for providing technical and program management support for planning, management and monitoring of activities related to Mission Parivar Vikas.

As part of the work, the PO, under direction of the Project Director-FW, will interact with the districts, designated training institutions, and will undertake field visits to the districts for program planning, management and monitoring.

**Specifically the roles and responsibilities will be:**

- Assist in preparation of detailed roadmap and guidelines for roll out of injectable contraceptives through public facilities in all the districts, specially; MPV districts.
- Assist in preparation of roadmap for establishment of the new static centers to offer regular family planning services with high quality, focusing on the needs of young people and adolescents.
- Assist in calculation training loads for various trainings to be conducted during the year and prepare comprehensive training calendar in consultation with districts.
- Extract reports from FP MIS software (e-Saadhan) and do regular data analysis regarding stock position in all the districts and share with PD-FW.
- Coordination with state warehouse and district warehouses regarding proper and smooth running of supply chain management of family planning commodities.
- To assist in preparing annual PIP for Family Planning through consultative process.
- To assist in preparing micro plans for high priority districts with TFR more than 3 (MPV) to ensure more resources are available to these districts for strengthening family planning services.
- Field visits to districts and blocks to ensure establishment of the static centers as per the plan and monitor operationalization of other facilities of PPIUCD, PAIUCD, Injectable contraceptive services and supply chain related issues
- Establish system to track performance of each trained service provider and provide feedback on performance.
- To monitor quality of sterilization services and initiate actions for ensuring compliance with Supreme Court guidelines.
- Documentation of inputs provided and reporting of performance.
- Any other roles and responsibilities assigned from time to time directly or indirectly concerned with job responsibilities of the post.

- (6)
- Liaison with developmental partners, consultant-MPV and other officials for effective implementation of Program.

**Deliverables:**

- To ensure availability of PIP for family planning along with micro plans for HFD under mission ParivarVikas .
- Assist in preparation of quarterly report on compliance on Supreme Court guidelines on sterilization services and quality of sterilization services.
- To ensure availability of detailed annual training calendar for various trainings planned and approved under PIP.
- To ensure availability of detailed operational guidelines and roadmap for roll out of injectable contraceptives in the state.
- To ensure availability of periodical status report on supply chain management, including action taken report for improving supply chain management system (e-Saadhan).
- To ensure availability of field visit monitoring reports, including on feedback and action taken reports.
- Documentation of participation in capacity building initiatives, training programs and review meetings.

**Reporting and Supervision Mechanism:** The PO will directly report to Project Director-FW, who would also review his/her performance as a first reporting officer.

25

Job profile for the post of "Consultant Quality Assurance"  
(Civii Works)

**1. Objective:**

To monitor the quality of civil works during execution. It is expected that he will help in ensuring quality of civil works and assist in taking faster decision on various issues that crop up during execution from time to time thereby expediting the progress of work.

**2. Scope of Work:**

The consultant will be required to monitor the quality of work from commencement of Contract to completion of works. Quality assurance being a continuous process, the consultant will be required to visit selected sites at different stages of construction.

**3. Responsibilities of consultant:**

- (i) Critically examine the Design and Drawings of work. Also comment on quality of drawing whether they are good for construction and properly coordinated.
- (ii) Report that work is being done as per drawing. Structural design, specifications, schedule G and provisions of agreement.

- (iii) Report on the quality of materials being used in the construction. This broadly includes quality of Masonry Stones, Bricks, Sand, Water, Coarse aggregates, Steel cement, concrete, hardware, all types of Fittings and Fixtures including sanitary and electrical fitting and fixtures etc. consultant is required to collect the samples & test at field laboratory.
- (iv) Report on the workmanship of works under progress. This includes providing proper Joints in Masonry, plastering is done in plumb, flooring is done as per standards, proper slope is given for water drainage in Terrace and adequate rain water spouts are provided. Functionality of fittings and fixtures any other item consultant may like to inspect and comment to ensure sustainability of the work done.
- (v) Report on the quality control tests and upkeep of record being maintained by Field Officers.
- (vi) Report on Safety measures taken by the contractor during execution of works to avoid any accident/ mishap.
- (vii) Report on the progress of the work with respect to mile stones and comment on the hindrance in the work.
- (viii) Photographs of each facility at the time of inspection duly marked by name of work, activity, view, date and time.
- (ix) Comment on compliance of observations in previous inspection report by contractor and departmental staff.



राजस्थान सरकार  
निदेशालय चिकित्सा स्वास्थ्य एवं परिवार कल्याण सेवाएं  
(एनआरएचएम) स्वास्थ्य भवन, सी-स्कीम, तिलक मार्ग, जयपुर

क्र. सं. एफ-20(503-IX)/ एनएचएम/एच0आर0डी0/17/ 1097

दिनांक : 29/6/17

विज्ञप्ति

सलाहकार/कार्यक्रम अधिकारी संवर्ग के कार्मिकों की संविदा आधारित भर्ती

राष्ट्रीय स्वास्थ्य मिशन (एनएचएम) मार्फत राजस्थान स्टेट हेल्थ सोसाइटी, जयपुर राज्य मुख्यालय पर सलाहकारों/आफिसर संवर्ग के निम्नानुसार रिक्त पदों पर वित्तीय वर्ष 2017-18 हेतु कार्मिकों की संविदा पदों पर भर्ती की जानी है:-

क्र.सं.	एनएचएम अन्तर्गत राज्य स्तर के संविदा पद	संविदा पदों की संख्या
01	सलाहकार-आई.टी. (इन्टीग्रेटेड एम्बुलेन्स प्रोजेक्ट)	01
02	सलाहकार-मिशन परिवार विकास	01
03	सलाहकार- क्वालिटी एशोरेन्स-कन्सल्टेशन (सिविल)	01
04	प्रोग्राम ऑफिसर- मिशन परिवार विकास	01

उपरोक्त समस्त संविदा भर्ती की अवधि दिनांक 31.3.2018 तक के लिये होगी।

नोट:-

1. संविदा भर्ती के संबंध में आवश्यक शैक्षणिक योग्यता, कार्यानुभव, आयु सीमा, समेकित भुगतान, आवेदन पत्र प्रारूप, आवेदन प्रक्रिया, आवेदन शुल्क एवं अन्य शर्तें विभागीय वेबसाईट [www.rajswasthya.nic.in](http://www.rajswasthya.nic.in) पर दिनांक 30.06.2017 से देखी जा सकती है।
2. उक्त पदों पर संविदा भर्ती वित्त विभाग के परिपत्र दिनांक 27.6.2014 की शर्तों के अनुसार होगी।

(अंजू राजपाल)  
परियोजना निदेशक  
एनआरएचएम