

**DISTRICT HEALTH SOCIETY (N.C.D.) AND
OFFICE OF THE CHIEF MEDICAL & HEALTH OFFICER, BIKANER**

Sr. No. 2012/ 6530

Date 11-06-2012

Advertisement

District Health Society, (NCD), Bikaner, invites application from suitable candidates for the implementation of National Programme for prevention and control of Cancer, DM, CVD & Stroke (NCDSC) and National programme for Health care of Elderly (NPHCE) from approved service provider Agency for the job work assigned on the following posts within 20 days of publishing advertisement in Newspaper, suitable retired Government and Defense personnel may apply directly.

S. No.	Post/Job Title	Post	Qualification and Job Description	Age Limit	Remuneration per month Consolidated
1	District Programme Officer (DPO)	1	Details of all posts, Job description, essential qualifications, experience, general instruction and terms and conditions are available on departmental website www. Rajsawasthya.nic.in and may be collected from Office of the Chief Medical and Health Officer, Tyagi Vatika, Bikaner	Upto 50 Years, Retired Govt./Public Sector officer upto the age of 62 years are eligible to apply	Rs. 40,000
2	Finance and Logistics Officer	1		Upto 40 years	Rs. 30,000
3	Programme Assistant	1		Upto 40 Years	Rs. 20,000
4	Data Entry Operator	1		Upto 40 year	Rs. 12,000

Note : Retired Govt. Personnel will get the remuneration/ Salary according to the rates decided by the Department of Personnel, Rajasthan Jaipur.


Chief Medical & Health Officer,
Bikaner

Terms of references of staff in the District NCD Cell

1. District Programme Officer (DPO)

Qualifications:

Essential

- 1) MBBS or equivalent degree from institution recognized by Medical Council of India.
- 2) Must have completed compulsory internship.
- 3) Diploma /Masters in Public Health or MD/DNB in Preventive & Social Medicine/ Community Medicine/ Community Health Administration/MBA (Health Care Administration).
- 4) At least 5 years experience in Health Management/ Public Health Programme/ Health Services after obtaining post graduate degree. For DPO minimum 3 years experience is required.

Desirable: Experience in Non Communicable Disease control program/projects.

Age Limit: Up to 50 years. Retired Govt./Public Sector officers up to the age of 62 years are

eligible to apply.

Job requirements/Responsibilities:

- 1) Preparing Programme Implementation Plan.
- 2) Organizing district level review meetings and orientation workshops.
- 3) Organizing training program for Medical Officers including AYUSH Practitioners, nurses and health workers.
- 4) Visit to monitor the NCD activities.
- 5) Reviewing program implementation at district and below district levels.
- 6) Collaborating with Centre, Medical Colleges, Districts, NGOs and other sectors.
- 7) Preparing and submitting quarterly progress report for NPCDCS to SNO (NCD).
- 8) Any other job assigned by concerned officers.

Remuneration: : Rs. 40,000/month

2. Job title: One Finance cum Logistics Officer

Qualifications: Essential

1. Inter CA/Inter ICWA/M.Com or MBA (Finance/ Material Management) with knowledge of computer
2. At least 3 years experience in supervisory capacity and knowledge of popular accounting software packages.

Age Limit: Up to 40 years.

Job requirements/Responsibilities:

General:-

- 1) All matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to NPCDCS in the District.
- 2) To maintain the fund flow mechanism from State to Districts and down below.
- 3) Accurate and timely submission of quarterly reports on expenditure to State, annual audited statement of accounts and intensive monitoring of the financial management in District Health Society.
- 4) Any other job assigned by the supervisor.:
- 5) Preparing annual and quarterly budgets for the District.
- 6) Ensuring that adequate internal controls are in place to support the payments and receipts.
- 7) Ensuring timely consolidation of accounts/financial statements at the District.

8) To submit timely Monitoring expenditure and receipt of Utilization Certificate (UC) & Statement of Expenditure (SOE) from the District.

9) Coordinating with District and below to address the audit objection/internal control weaknesses, issues of disallowances, if any.

Remuneration: Up to Rs. 30,000/month (consolidated)

3. Job title: Programme Assistant

Qualifications:

Essential

1) Graduate in any stream

2) Knowledge and experience in office work

3) A Course in shorthand, typing, computer applications desirable.

Age Limit: Up to 40 years.

Job requirements/Responsibilities:

_ Assistance to District Programme coordinator in all his job responsibilities

_ Correspondence with District NCD Unit, State Government, Govt. of India

_ Assistance in organizing review meetings and official tours

_ Maintenance of files and correspondence

_ Assistance in preparation of reports

_ Any other job assigned as per program need.

Remuneration: Up to Rs. 20,000/month (consolidated)

4. Job title: Data Entry Operator

Qualification & Experience

_ Graduate

_ Diploma in Computer Applications

_ Experience in database designing, excel sheet desirable

_ Minimum one year of relevant working experience.

Age Limit: Up to 40 years.

Job requirements/Responsibilities:

_ Ensure regular entry of all relevant data in the computer pertaining to various aspects of NPCDCS in a systematic manner to facilitate its analysis.

_ Compile the reports.

_ Maintenance and up keep of the computer and its accessories.

_ Any other job assigned as per program need.

Remuneration: Up to Rs. 12,000/month