

Government of Rajasthan
Directorate, Medical & Health Services
Swasthya Bhawan, Tilak Marg, C-Scheme, Jaipur.

No.HA/NCD/11/ 268

Dated:-7-10-2011

Advertisement

Rajasthan State Health Society (NCD), Jaipur invites application for following mentioned posts on purely contractual basis at State NCD Cell, Directorate, Medical & Health Services, Jaipur, Rajasthan.

S.No.	Post/Job Title	Post	Qualification	Remuneration per month (Consolidated)	Recruitments Through
1	State Programme Officer (SPO)	1	MBBS or equivalent degree from institution recognized by Medical Council of India	55,000/-	Through approved Service Provider Agency/through Advertisement (Retired up to 62 year may also apply directly)
2	Finance cum Logistic Officer	1	Inter CA/Inter ICWA/M.Com or MBA (Finance/Material Management) (Age Limit: Up to 40 years)	30,000/-	Through approved Registered Service Provider Agency
3	Programme Assistant	1	Graduate in any stream. Age Limit: Up to 40 years. Experience in related work.	20,000/-	Through approved Registered Service Provider Agency
4	Data Entry operator (NCD) 2	2	10+2 with Diploma/ Certificate (Minimum 6 months or more duration's course) in computer application from a reputed institute. (Age Limit: 30 Years)	12000/-	Through approved Registered Service Provider Agency

Detail of all post, Job description, Essential Qualification, Experience, Age Limit, General Instructions, & Term and Condition are available on website www.rajswashthya.nic.in and may be had from Room No. 108, Swasthya Bhawan.

Application should be sent to the State Nodal Officer, Rajasthan State Health Society (NCD), Room No. 12, Swasthya Bhawan, Tilak Marg, C-Scheme, Jaipur. through registered and approved services provider agency latest by 5 PM on 24-10-2011 application received after that period will not be considered.

Director (AIDS / HA)

Term of References of Staff in State NCD Cell

1. Job title: State Programme Officer (SPO)-1

Essential Qualifications:

- 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.

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. In case of fresh Candidate Recruitments will be done through registered services provider agency.

Job requirements/responsibilities:

- 1) Preparing of Programme Implementation Plan.
- 2) Organizing State level review meetings and orientation workshops.
- 3) Organizing training program for Medical Officers including AYUSH Practitioners, nurses and health workers.
- 4) Visiting districts 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: Up to Rs. 55,000/month (consolidated).

2. Job title: Finance cum Logistics Officer-1

Qualifications: Essential

- Inter CA/Inter ICWA/M.Com or MBA (Finance/ Material Management) with Knowledge of computer
- 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:-

- All matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to NPCDCS in the State/ District.
- To maintain the fund flow mechanism from State to Districts and Districts to below.
- Accurate and timely submission of quarterly report on expenditure to Centre/State, annual audited statement of accounts and intensively monitoring the financial management in State/ District Health Society.
- Any other job assigned by concerned officers.

Specific:

- Preparing annual and quarterly budgets for the State/ District.
- Ensuring that adequate internal controls are in place to support the payments and receipts
- Ensuring timely consolidation of accounts/financial statements at the State/ District.
- Monitoring expenditure and receipt of Utilization Certificate (UC) & Statement of Expenditure (SOE) from the State /District.
- 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-1

Qualifications: Essential

- Graduate in any stream
- Knowledge and experience in office work
- Course in shorthand, typing, computer applications desirable.

Age Limit: Up to 40 years.

Job requirements/responsibilities:

- Assistance to State/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

General Instructions: for all posts from serial no 1-4

- Contract will be signed for the period of one year only.
- Society reserves the right to reject any application without assigning any reason and the decision of the society shall be final.
- Application should be sent to the State Nodal Officer, Rajasthan State Health Society (NCD), Room No 12, Swasthya Bhawan, Tilak Marg, C-Scheme, Jaipur.
- For the post of State Program Officer the age limit is 50 years and the candidate has to apply through registered and approved service provider agency. Retired Govt./Public Sector officers up to the age of 62 years are eligible to apply directly to the State Nodal Officer.