

राज्य स्वास्थ्य एवं परिवार कल्याण संस्थान, राजस्थान  
State Institute of Health & Family Welfare, Rajasthan

Advt. No. SIHFW/NRHM-HRMA/08/  
2008

Date: Oct. 13,

**Advertisement**

Director, SIHFW -Rajasthan invites applications for the following positions on temporary/ contractual basis for RCH2 Project. The details of position and essential qualification are as under:

S. No.	Position	No. of Posts	Qualification	Experience (Desirable)	Duties & responsibilities
1	Consultant (Medical )	2	MD in PSM /CHA/ Obst. & Gyne./ Pediatrics/ Medicine from a recognized medical institute .	3 years in teaching/ training experience in a medical college/ training institute/ District Hospital in H&FW or with a reputed NGO (Can be relaxed for deserving candidates) Published work and experience in documentation shall be given preference	<ul style="list-style-type: none"><li>• Assist the Director in a) Undertaking training needs assessment b) Providing guidance to the districts in preparation of district training Plans c) Adoption and translation of the training material and curriculum according to state specific needs d) Technical appraisal of peripheral training institutions and e) Establishing competency certification system. • Play the lead role in training from peripheral institutions with specific focus in the area of maternal health (essential and emergency obstetric care) • Establishing linkages with hospitals/specialized training institutions selected for clinical skill development. • Assess the quality and effectiveness of training by undertaking district visits and also from the finding of household and facility survey • Organize state level training review workshops and meets for improving the quality and effectiveness of RCH training. • Submit quarterly technical reports to the director of the institutes and state training coordinator • Carry out any other relevant work assigned by the director of institute.</li></ul>

2.	Consultant (Management)	1	Master Degree in Hospital/ Health Management/ MBA in HR from a reputed and recognized institute of Management Preference shall be given to Medical Graduates with Mgt. Degree/ Diploma)	Three years experience in DSS, data triangulation and data management. in reputed institute/ organization/ public sector or reputed NGOs (Can be relaxed in case of deserving candidates)	1. Assist the Director and Senior Consultant in charge of RCH training in a) Management of RCH funds allocated for the collaborating institute and timely submission of SOEs ; b) Identification, Coordination and Monitoring the training activities of peripheral training institutions. c) Procurement of RCH goods and contractual services according to World Bank procedures. d) Organizing workshops and meetings. 2. Undertake regular field visits and bring the administrative and financial bottlenecks faced by the peripheral institutions to the notice of Director. 3. Submit monthly reports based on field visits to the senior consultant incharge on physical progress of RCH training. 4. Guide the staff of peripheral institutions in financial management of RCH funds and preparation of SOEs to ensure timely submission. 5. Carry out any other relevant work assigned by the Director of the institute.
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Note: The job description is indicative and competent authority reserves the right to change or amend or modify them in the interest of the program.

**Age Limit:** Upper age limit 40 years as on the date of advertisement

**Contract Period:** Initially for a period of one years, extendable depending upon performance.

Reservation as per Govt. policy

**Computer Knowledge:** For all the positions language proficiency (English and Hindi) and computer proficiency, high level of familiarity with commonly used MS and database packages is essential.

**Last date of Application: Oct.24, 2008.** Application received after due date, by any means, will not be accepted. Incomplete forms will be rejected.

Candidates in employment must enclosed NOC from their employer.

No personal and telephonic enquiries will be entrained.

Only short listed candidates will receive communication **by e-mail ONLY.**

Candidates are required to apply in the format given below with attested copies of certificates/ testimonials to the Director, State Institute of Health and Family Welfare, Rajasthan, Jhalana Institutional Area, South of Doordarshan, Jaipur-302004 .

**Clearly mention the name of post applied for, on the Envelope.**

SIHFW is an equal opportunity employer

Director, SIHFW reserves the right to accept or reject any application without assigning any reason.

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State Institute of Health & Family Welfare, Rajasthan

APPLICATION FORM  
(Downloadable)

To,  
Director,  
State Institute of Health & Family Welfare, Rajasthan  
Jhalana Institutional Area,  
South of Doordarshan Kendra  
Jaipur- 302004

Dear Sir,

With reference to the advertisement No. ----- Dated-----, that  
appeared in ----- (Name of new paper), I submit my application for the post --  
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1. Position applied for: .....

2. Name (In Block Letters):

3. Father/Husband's Name:

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

D	D	M	M	Y	Y
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5. Sex:

Male  Female

6. Religion:

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7. Category (✓ the appropriate box):

SC	ST	OBC	Gen.
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8. Nationality

9. Marital status: Single  Married  Separated  Widow(er)  Divorced

10. Details of DD

Instrument No.	Drawn on	Date of issue	Payable at

11. Postal address:

12. Permanent address:

13. Email-id\* (must)

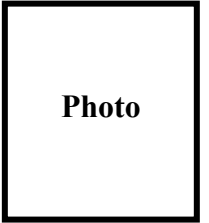
14. Telephone No (With STD Code)

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15. Mobile No.\* (must)

16. Fax No.:



17. Educational qualification (Secondary onwards. Please list all your qualifications starting from the highest qualification acquired):

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

18. Employment record:

- a. Total years of post qualification experience:
- b. Years of experience in the development/ health sector:
- c. Years of experience in Government:

19. Employment history (Starting from the present one) (use separate sheets if required)

Designation:	Name of organization	From (month/year):	To (month/year):	Name of employer:	Major responsibilities

20. Languages known:

Languages	Excellent	Good	Working Knowledge
Hindi			
Speak:			
Write:			
English			
Speak:			
Write:			
Others			
Speak:			
Write:			

21. Publication/ Research Papers

22. Professional Affiliations

23. References (list two persons, not related to you, who are familiar with your Experience and qualifications:

S. No.	Name	Designation	Address	Contact no.

24. Would you accept contractual employment for less than one year YES  NO

25. Any other information:

**Declaration:**

I certify that all information furnished by me is true, complete and correct to the best of my knowledge.

Signature with full Name:

Date:

Place: