



OFFICE OF THE MISSION DIRECTOR
DISTRICT PROGRAMME MANAGEMENT UNIT
INTEGRATED DISTRICT HEALTH SOCIETY WEST DISTRICT
DELHI GOVERNMENT DISPENSARY NEW JANAKPURI
2ND FLOOR, A-4/A BLOCK, S.S. MOTA SINGH MARG
(NEAR CHANDER NAGAR), JANAK PURI, NEW DELHI-110058
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ADVERTISEMENT FOR ENGAGEMENT OF DISTRICT BEHAVIOUR CHANGE COMMUNICATION (BCC) OFFICER AND DISTRICT MANAGEMENT INFORMATION SYSTEM (MIS) EXPERT ON CONTRACTUAL BASIS .

Applications for following vacant posts in Integrated District Health Society (West District) are invited by District Programme Management Unit (DPMU) in the prescribed format for contractual engagements:

Post Code	Name of Posts	No of vacancy
1	MIS Expert	1 (Gen)
2	BCC Officer	1 (Gen)

The engagement will be purely on contract basis till 31/12/2015 or as per the policy of National Health Mission(NHM).

Important Instructions:

1. Last date for receiving of application at District Programme Management Unit, 2nd Floor, Delhi Government Dispensary Building, A-4A Block, S.S.Mota Singh Marg, (Near Chander Nagar) Janakpuri, New Delhi-110058 on 01-05-2015 by 4 p.m. Applications received after the last date and time, will be rejected.
2. One application will be considered for one post only.
3. No TA/DA will be paid for attending the interview.
4. Applications are required to be submitted in prescribed format. Application format is attached below.
5. Recruitment Rules for the above posts (Academic qualification, Experience, Remuneration, Age, etc.) are annexed below.
6. **Mandatory:** Full particulars along with postal address with PIN Code, E-mail, Contact No., Two passport size photographs and self attested copies of Marks sheets, Certificates of Educational Qualifications (from 10th standard onwards) & Experience Certificates (current working experience certificates also) should be attached with the application.
7. The application should be submitted By Hand in the drop box OR by Post at the address given above.
Note: A Separate application along with documents etc. should be submitted if applying for more than one category of post.
8. Relaxation for SC/ST /OBC/Ex-Servicemen and Physically Handicapped will be given as per Government guidelines, subject to submission of Caste/Disability/Discharge Certificate in the prescribed form from Appropriate Authority from GNCT of Delhi in support of his/her claim
9. **Mandatory:** Original documents of Marks sheets/Certificates (from 10th standard onwards) & experience certificates (current working experience certificates also) in support of academic qualifications and work experience should be brought at the time of interview.

10. IDHS-West District reserves the right to change the number of vacancies, withdraw the process in full or part and also has right to reject any or all applications received without assigning any reasons or giving notice.
11. The decision of the Chairman IDHS-West District, regarding selection of the candidates will be final and no representation shall be entertained in this regard.
12. Information for interview will be provided through website www.dshd.delhi.gov.in or www.health.delhigovt.nic.in
13. Name and Code No. of the post should be clearly stated in the application and on the envelope.
14. Applications received in IDHS-WD Office after the last date will not be considered. The IDHS-West District will not be responsible for any postal delay.
15. IDHS-West District has the right to reject any application, if found improper or having misleading information.
16. The candidates should not have been convicted by any court of law.
17. In case of any dispute, legal jurisdiction will be Delhi only.

Recruitment Rules:

Sr. No	Name of the Post	Qualification & Experience	Age	Monthly Remuneration
1	District MIS Expert	<p>1.B.Tech (IT/Computer Science) OR MCA- 3 year degree or MCA 2 year after BCA from recognized university/institute.</p> <p>2.Two Years post qualification experience in implementing MIS Programs.</p>	35 Years	38,820
2	District BCC officer	Masters in Mass Communication from recognized institution with at least 2 years experience, post master's degree	35 Years	30,520

Job Responsibilities:

Sr. No	Name of the Post	Job Description
1	MIS Expert	<ol style="list-style-type: none">1. Functionalizing and maintaining an efficient and effective HMIS System at the district level for data capturing/organization/instant retrieval for different activities/processes and performance parameters.2. Complete data capture and compilation of monthly progress reports on the implementation of various programmes in the prescribed formats.3. Using the available validation checks and developing in house mechanisms for checking the accuracy of the reported data.4. Timely submission/uploading for the reports to the State.5. Preparation of /Updation of the Masters for different software – HMIS/MCTS/ASHA/NIKSHAY etc.6. Provide necessary help to the District Programme Officer in computerization of the district work plan/ Accounts Manager in implementing computerized financial MIS system.7. Undertake capacity building of the staff- Sr.Data Assist./CDEOs and users at various levels –Mos/ANMs etc. using different software.8. Preparation of other reports like monthly, quarterly, annual & Ad hoc reports.9. Supporting the Programme Officer in preparing Facility wise analysis of health indicators and sharing them with the concerned.10. Support District Programme Officers in development of the State/District PIP.11. Time bound implementation of the district action plan for M&E.12. Undertake such other assignments as assigned by the State/District Programme Officer from time to time.13. Monitoring the facility level reporting mechanism (all the agencies).14. Providing technical assistance in procurement of computer hardware and connectivity.15. Any other activity as decided by the IDHS/SHS (D) as per need of the programme.
2	BCC officer	<ol style="list-style-type: none">1) Assist the Programme managers of the society in managing the affairs.2) Designating a suitable state level IEC brand on NRHM incorporating goal logo.3) Differential demand generating strategies for different population groups with focus on the marginalized/SC/ST urban slums population incorporating female/gender sensitive approaches.4) Internalise a system for regular dissemination of information to the service providers, policy planners and service recipients (Community) through various tools including developing a state NRHM quarterly bulletin.5) Will interact with DFW, DHS, MCD, ICDS, NDMC and all other stake holders for regulating inputs for accessing programs specific IEC requirements needing any modifications.6) Develop a repository of resource materials CDs cassettes, films, video spots audio visuals other materials etc. on promotion of NRHM documenting and sharing national and international best practices in health related sectors.7) Any other activity as decided by the IDHS/SHS (D) as per need of the programme

Paste recent
passport size
photograph

Code No. _____

Post applied for _____

APPLICATION FORM

1. Name of Applicant: _____
2. Father's/Spouse Name: _____
3. Date of Birth: _____
4. Whether SC/ST/OBC/PH/Ex-serviceman: _____
5. Educational Qualification & Experience: _____

S. No.	Academic / Professional Qualification	Name of Institution	University	Course Duration / Yr. of passing out	% of Marks (Mandatory)

Experience

S. No.	Designation	Name of Institution / Employer	From - To	Field of Experience	Salary Drawn

6. Mailing Address: _____
7. Permanent Address: _____
8. Phone (R) _____ (M) _____
9. Email Address: _____
10. **Mandatory:** Self Attested documents attached: (a) Marks sheets () ;(b) Certificate/Degree/Diploma () ; (c) Certificate of Registration () ; (d) Experience () ; (e) Age Proof () * ; (f) any other ()
11. Undertaking:

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/ removed from the service after selection.

Date:

Place:

(Signature of the candidate)

* Crucial date for determining the age of the Candidate shall be the last date of receipt of applications i.e. _____.