**INTEGRATED DISTRICT HEALTH SOCIETY**

**(East Dist.)**

Office of Chief District Medical Officer, East District

Dte. of Health Services, Govt. of NCT of Delhi

A-Block Surajmal vihar Disp. Building, Delhi-110092, Phone no. 22374791, 22378314, Fax – 22374842

Email Id- cdmo.eastdelhi@gov.in , dpmueast1@gmail.com

F. No.1/75/2010/Recruitment/NRHM/ED/Part File-III 2015-16 Dated:

**ADVERTISMENT FOR ENGAGEMENT OF BEHAVIOUR CHANGE COMMNICATION (BCC) OFFICER & ACCOUNT ASSISTANT ON CONTRACTUAL BASIS.**

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

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| **Post Code** | **Name of Posts** | **No of vacancy** |
| 1. | BCC Officer | 1 (Gen) |
| 2. | Accounts Assistant | 1 (Gen) |

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

**Important Instructions:**

1. Last date for receiving of application at Office of CDMO, East District A- Block Surajmal Vihar, Dispensary Building Delhi 110092 on 25th May 2015 at 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. The crucial date for determination of age would be the last date of receipt of application.
7. **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.
8. 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.

1. **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.
2. IDHS, East 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.
3. The decision of the Chairman IDHS (ED), regarding selection of the candidates will be final and no representation shall be entertained in this regard.
4. Information for interview will be provided through website [www.dshm.delhi.gov.in](http://www.dshm.delhi.gov.in) .
5. Name and Code No. of the post should be clearly stated in the application and on the envelope.
6. Applications received in CDMO Office after the last date will not be considered. The IDHS East will not be responsible for any postal delay.
7. IDHS, East District has the right to reject any application, if found improper or having misleading information.
8. The candidates should not have been convicted by any court of law.
9. In case of any dispute, legal jurisdiction will be Delhi only.

**Recruitment Rules**

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| **Sr. No** | **Name of the Post** | **Qualification & Experience** | **Age** | **Monthly Remuneration** |
| 1. | BCC Officer | * Masters in Mass Communication from recognized institution
* At least 2 Year post Qualification experience
 | 35 Years | 30,520/- |
| 2. | Account Assistant | * B.Com from recognized university
* Minimum 6 months certificate Course in accounting package tally.
* 1 year post qualification experience in Maintenance of accounts
* A competency test on Tally proficiency would be conducted.
 | 30 years | 15,140/- |

**Job Responsibilities**

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| **S. No.** | **Name of the Post** | **Job Description** |
| 1. | BCC Officer | 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 slams population incorporating female/ gender sensitive approaches.
4. Internalize a system for regular dissemination of information to the service provider, policy planners and service recipient (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 resources material CD’s, cassettes, films, videos spots, audio visual other material 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 as per need of the programme.
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| 2. | Account Assistant | 1. Managing the accounts of the society, including grants received from state society as well as funds mobilized from donors and or user fees/ membership fee etc.
2. Disbursement of funds to the in implementing agencies.
3. Preparation and submission of monthly/ quarterly/ annual statement of expenditure (SoE) in prescribed format.
4. Ensuring adherence to laid down accounting standards as may be adopted by the governing body of the district health & Family welfare Society.
5. Ensuring timely issue and submission of utilization certificates for the utilized funds.
6. Adhering to the system for periodic internal audits and established accounting systems.
7. Implementing computerized financial MIS System.
8. Ensure timely conduct of external audit.
9. Any other activity as decided by the IDHS/SHS as per need of the Programs.
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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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