

**TERMS OF REFERENCE**

**&**

**QUALIFICATION**

**FOR DIFFERENT POSTS**

**UNDER**

**DELHI STATE HEALTH MISSION**

**CONTENTS**

<b>S.NO.</b>	<b>VARIOUS POSITIONS UNDER RCH/NUHM</b>
	<b><u>Administrative posts:</u></b>
<b>1</b>	State Programme Manager
<b>2</b>	State Finance Manager
<b>3</b>	State Accounts Manager
<b>4</b>	Consultant HRD
<b>5</b>	Consultant Equipment Procurement
<b>6</b>	Consultant Quality Assurance (Pro.Cell)
<b>7</b>	Consultant Quality Assurance (Qul.Cell)
<b>8</b>	Quality Assurance Manager
<b>9</b>	Statistical Officer
<b>10</b>	Communitization Officer/NGO Officer
<b>11</b>	District Training Co-ordinator
<b>12</b>	State ASHA Coordinator-Training/Monitoring
<b>13</b>	IEC Consultant
<b>14</b>	State Monitoring & Evaluation Officer
<b>15</b>	State / District MIS Expert
<b>16</b>	Bio Medical Engineer
<b>17</b>	Logistic Consultant
<b>18</b>	Medical Social Worker
<b>19</b>	Data Analyst
<b>20</b>	Legal Officer, PNDD
<b>21</b>	Media Assistant
<b>22</b>	Graphic Designer
<b>23</b>	Steno Cum data Assistant
<b>24</b>	Sr. Data/MIS Assistant
<b>25</b>	District Program Manager
<b>26</b>	District Accounts Manager

27	Accounts Assistant
28	District ASHA Coordinator
29	Computer data entry operator
30	Clerical cum data assistant
31	Establishment Clerk
32	District BCC Officer
33	PNDT Consultant
34	Nutritionist
35	Peon
	<b><u>Medical Posts:</u></b>
36	Anaesthetist
37	Pediatrician
38	Gynaecologist
39	Pathologist
40	Medical Lecturer
41	Medical Officer
	<b><u>Para Medical Post</u></b>
42	Staff Nurse
43	Public Health Nurse
44	Pharmacist
45	Lab Technician
46	Lab Assistant
47	OT Technician
48	OT Assistant
49	ANM
50	Dresser

**RECRUITMENT RULES FOR CONTRACTUAL ENGAGEMENTS UNDER DSHM**

01-12-2012

no.	Name of Posts	Essential Qualifications and Experience	Desirable	Age limit
1	Technician (Electrical & Intensive Care)	1. Holder of diploma in Electrical Trade after passing 12th Class OR 1. Diploma in Electrical Engineering from a recognized ITI 2. Atleast two years of experience of working in ICU /NICU /OT.		30 years
2	Cook (Female)	Must have passed 12th Class with atleast one year of experience as cook in a hospital / nursing home (registered with state or central govt) or in any reputed food chain / establishment / day care center under ICDS / Mid Day school program or in a university.	12th Class preferably with Home Science.	25-45 years
3	Procurement Specialist	1. Graduate in Science or Pharmacy or Bio technology or Commerce from a state or central University/ Institute OR Post graduate Degree or MBA in material management/ supply chain from any AICTE recognised institute with three years experience in Health / Development Sector Procurements.		45 years.
4	Quality Assurance Specialist	1. Graduate in Science or Pharmacy or Bio technology or Commerce from a state or central University / Institute. OR Post Graduate diploma in material management or supply chain from any AICTE recognised institute with three years experience in Quality Management / Quality Assurance.	Should be conversant with data management softwares on material Management , SPSS, Devinfo , Epi info or any similar one.	45 years.
5	Family Planning Counselor	1. Bachelor's Degreee in social work or psychology or Home Science or related field 2. One year of experience in related field		40 years
6	Quality Assurance Consultant (MCH)	Postgraduate qualification in Public Health or MD CHA/ PSM/ DNB (Health & Hospital Administration)/ MHA/ MPH with two years experience of implementation of Quality Management System in public or private health programs or system or facilities for atleast three years. OR MD ( Paediatrics) or MD (Gynae) with two years postgraduation experience of working in Public Health Programs at the district / state / National level.	1. Computer literacy viz. familiarity with work processing, data management and other applications. 2. Experience in Vaccine & Cold Chain / Family Welfare Logistics management.	40 Years
7	Law/Legal Consultant	1. Degree in Law from a recognised university. 2. Enrolment with Delhi Bar Council. 3. Two years experience in handling legal cases independently.		40 yrs

Not approved by chairman SHS

*K. Dewan*  
K. Dewan,  
- DFW

Mr. H.R. Sharma  
Joint Secy. H&FW  
(Member)

*R. K. Batra*  
Dr. R.K. Batra  
Principal, HFWTC  
(Member)

*H.S. Chauhan*  
Mr. H.S. Chauhan  
SPM, DSHM 01/12/2012  
(Member Secty)

*N.V. Kamat*  
Dr. N.V. Kamat,  
Director, DHS  
(Chairman)

*SP/1*

01-12-2012

**RECRUITMENT RULES FOR CONTRACTUAL ENGAGEMENTS UNDER DSM**

	Name of Posts	Essential Qualifications and Experience	Desirable	Age limit
8	FNDT Consultant	1. Degree in Social work or public administration or psychology or sociology or Home Science with three years of working at Block, District, State or National level in any sector of Health, Nutrition, Women & Child Education. OR MBBS with PG / DNB degree or diploma in CHA/PSM/ Health Adms/ Gynaecology/ Paediatrics.	Knowledge of computers and should be conversant with statistical tools such as SPSS.	45 yrs
9	ARSH Consultant	1. Degree in Social work or public administration or psychology or Home Science or Education (B.Ed) or Sociology with three years of working at Block, District, State or National level in any sector of Health, Nutrition, Women & Child Education. OR MBBS with PG / DNB degree or diploma in CHA/PSM/ Health Adms/ Gynaecology/ Paediatrics.	Knowledge of computers will be preferred.	40 yrs
10	Family Planning Consultant	Graduate in Social work or public administration or Education or Home Science or Psychology or Sociology or Hospital & Health Management with 3 years experience in development sector / Education / Women & Child Development / health / nutrition / contraception services. OR MBBS with MD or diploma in Gynaecology with one year experience of Block / District / State / National Level in Family Planning services.	Well versed in application of statistical software for data management.  Possession of training and research skills will be an advantage.	40 yrs
11	RCH Consultant	Graduate in Social work or public administration or Education, Home Science or psychology or sociology or hospital & health management with 3 years exp. in development sector/ Education/ Women & Child dept./health/ nutrition/ contraception services. OR MBBS with MD or diploma in Gynae. with one year experience of Block/District/State/National Level in Family Planning services.	Well versed in application of statistical software for data management.  Possession of training and research skills will be an advantage.	40 yrs

*[Signature]*  
 Dr. D.K. Dewan,  
 Director, DFW  
 (Member)

Mr. H.R. Sharma  
 Joint Secy. H&FW  
 (Member)

*[Signature]*  
 Dr. R.K. Batra  
 Principal, HFWYC  
 (Member)

*[Signature]*  
 Mr. H.S. Chughan  
 SPM, DSHM  
 (Member Secy)

*[Signature]*  
 Dr. N.V. Kamat,  
 Director, DHS  
 (Chairman)

385/C

01-12-2017

## RECRUITMENT RULES FOR CONTRACTUAL ENGAGEMENTS UNDER DSHM

no.	Name of Posts	Essential Qualifications and Experience	Desirable	Age limit
12	Youth Consultant	1. Graduate in Sociology or Social Science or Psychology or Education . 2. One year experience of working in Social Sector ( Health or Women and Child Development or Education or Nutrition) . OR Two years experience of working in Adolescent & youth programmes / Services, in a Private./ NGO sector OR One year similar experience in govt. sector at Block/District/State/National Level.	----	35 yrs
13	Dental Surgeon	1. A degree qualification (BDS) including Part I of the schedule to Dentists Act of India, 1948 2. Registered with Delhi Dental council . 3. Two years post qualification working experience in either a major pvt. Clinic / Hospital OR one year experience in a Public Hospital.		35years
14	Dental Hygienist	1. Sr. Secondary from a regular school. 2. Dental Hygienist course from a recognised institute. 3. Should be registered in Delhi Dental council as Dental Hygienist.	Experience of clinical work in related field.	25 years
15	Chair Side Assistant	1. Sr. Secondary or its equivalent from a recognised board 2. Registered dental hygienist with two year exp as chair side assistant in dental clinic. OR Nursing orderly having 2 years exp. In a Govt. Dental Clinic or 3 years of similar experience in a Private Hospital.	---	25 years
16	Public Health Dental Consultant / Public Health Dentist	1. BDS from a recognised university with diploma or degree in Public Health Dentistry / MPH / MDS in Public Health Dentistry . 2. Registered with Delhi Dental Council. 3. Two years experience of working in a Dental college / Hospital / Health System..		45 years
17	Data Assistant	1. Sr. Secondary School (10+2).	Additional qualification in Short Hand in English.	30 years
18	DEO (BCC) / CDEO	2. One year 'O' level Computer Course and having a typing speed of 40 wpm in English.		
19	DEO (Dental Mobile)/CDEO	3. One year experience as Computer Operator in a project or academic institute, or in a hospital, district or state level department of Education, Social Welfare, Nutrition.		
20	Computer Assistant /CDEO			
21	Computer Assistant support for State Level /CDEO			
22	Computer Assistant (RI)/CDEO			

*D.K. Dewan*  
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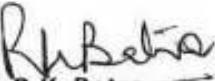
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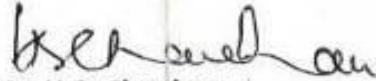
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no.	Name of Posts	Essential Qualifications and Experience	Desirable	Age limit
23	Call Centre Personnel , CDEO for MCTS , (Female)	1. Graduate with proficiency in Hindi & English language. 2. One year 'O' level Computer Course and having a typing speed of 40 wpm in English.	Good communication skills.	30 Yrs
24	Consultant Public Private Partnership (Health/Projects Development Sector projects)	1. MBA ( Finance or Marketing ) from a recognized Institution. <b>OR</b> MBBS with a MBA (Health Adm, Hospital Administration) from a recognised university.  2. Five years experience of working in Private / Public sector in a capacity which required formulation, financial appraisal and certification of public-private projects. Designing of Requests for Qualification (RFQ), Request for Proposals, Service Agreements and other contracting arrangements with private Partners in health and related fields. Preparation of bid documents and scrutiny of bids. Details of work done on atleast three such projects (in health or social or development sector) should be submitted with the application.	Ability to design and conduct market research studies / Costing studies in health care, private sector assessment, contracting arrangements with respect to health equity issues. The ability to write researched policy briefs and academic papers of such issues. Some prior experience in policy making and advice with the Government of India or a public entity would be preferred.	50 years
25	Consultant Human Resource Development	1.MBA from recognised University/Institute with HR , as its specialitization. <b>OR</b> MBBS with MBA in Health Admn, Hospital Admn from a recognised university.  2. Five years of working in a capacity which required developing and implementing policies for Human Resource Development in a public / private organization in social / development sector with atleast 500 employees . Details of the work done to be submitted with the application.	Computer proficiency and familiarity with commonly used packages like MS Word, Excel, Power point.	50 years

  
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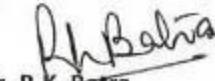
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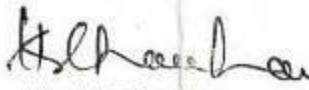
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no.	Name of Posts	Essential Qualifications and Experience	Desirable	Age limit
26	Consultant Health Insurance	<p>1. MBA ( Finance or Marketing ) from a recognized Institution. OR MBBS with a MBA (Health Adm, Hospital Administration) from a recognised university.</p> <p>2. Five years experience of working in Private / Public sector in a capacity which required formulation, financial appraisal and certification of public-private projects. Designing of Requests for Qualification (RFQ), Request for Proposals, Service Agreements and other contracting arrangements with private Partners in health and related fields. Preparation of bid documents and scrutiny of bids. Details of work done on atleast three such projects (in health or social or development sector) should be submitted with the application.</p>	<p>1. Ability to design and conduct studies as regards cost of health care, private sector assessment, contracting arrangements with respect to health equity issues. The applicant should possess the ability to write well researched policy briefs and academic papers on such issues. Some prior experience in policy making and advice with the Government of India or a public entity would be preferred.</p> <p>2. Experience of working in Health Insurance sectors</p> <p>3. Experience of working with NGOs involved in formation of self help groups and micro-financing at community level with documented evidence of contribution in the same will be an advantage.</p> <p>4. Computer Proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point etc.</p>	50 years
27	Consultant Community Participation and Community Development	<p>1. Post graduation in Social Work or Public Administration or General management (MBA), OR Medical Graduate with post graduation in Public Health or Preventive &amp; Social medicine or CHA or any medical speciality from a recognised university / institute with community health work.</p> <p>2. Atleast five years experience of working with communities on health and development related issues. Or health sector reform and governance issues of managing change through participatory processes. Details of the role of the applicant in such projects and the work done by him / her must be submitted along with the application.</p>	<p>1. Experience of working in reputed State Level or National or international level NGO with documentary evidence of the same.</p> <p>2. Exposure to working with civil society groups in the area of healthcare or public health or rural development will be desirable.</p> <p>3. Computer proficiency with high level of familiarity with software packages in data management such as Epiinfo, Devinfo, SPSS etc.</p>	50 years

  
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**RECRUITMENT RULES FOR CONTRACTUAL ENGAGEMENTS UNDER DSHM**

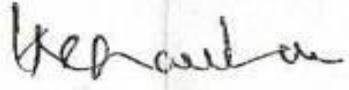
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no.	Name of Posts	Essential Qualifications and Experience	Desirable	Age limit
28	Consultant- Health Management Information System	1) Master degree in Computer Science / MCA / B.Tech. in IT or Computer Sciences / M.S. (IT). 2) Five years of post qualification work experience in social sectors (health, primary education, rural development etc.) which directly involved development and management of computerized information systems for the organization / Institution .Details of any such IT projects / initiatives formulated and implemented successfully must be submitted with the application.	1. Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS word, Excel Power Point etc. Good knowledge of the operating system and server administration (Linux/Windows). Knowledge of Java, Tomcat, Mysql / SQL server and reporting tools. 2. Good communication and presentation skills, analytical and interpersonal abilities, good oral and written communication skills in English and Hindi.	45 years
29	Establishment Clerk/ Administrative cum data assistant	1. Graduate from a recognized university/institute and Typing speed at least 30 WPM. 2. One year Computer Course .	1. Experience of working in Health or Education or Nutrition or Social Welfare in govt./ NGO sector.	25-30 years
30	Accounts Clerk/ Accounts Assistant	1. B.Com from a recognized university/institute. 2. Minimum 6 months of certificate course in Accounting package. 3. Typing speed of atleast 30 wpm.	Experience of maintenance, preparation of accounts , expenditure statements in either govt. or private sector.	25-30 years
31	Sr. Data Assistant/ MIS Assistant	1. B.Com from a recognized university/institute. 2. Minimum 6 months of certificate course in Accounting package. 3. Typing speed of atleast 30 wpm.	1. Relevant working experience, including development and implementation of health MIS 2. Knowledge of Window-based packages or applications, experience in database designing, excel sheet including macro, vlookup, hlook up & pivot table	35 years
32	State ASHA Coordinators 1. Trainings 2. Monitoring / Documentation.	1. Masters Degree in Social Sciences or Social Work or Management . 2. At least three years experience in management of Community Health Programs or community mobilization or related field activities with atleast one year experience in health sector .	1. Proficiency in computers : MS office , statistical packages , analytical tools. 2. Experience in planning , execution , evaluations of training programs. 3. Experience in monitoring / evaluation / documentation of a community based project in Health / Social Sector.	40 years

  
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01/12/12

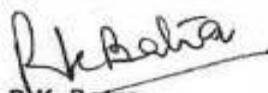
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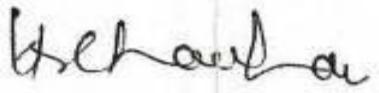
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no.	Name of Posts	Essential Qualifications and Experience	Desirable	Age limit
33	Consultant-Quality Assurance	1 Postgraduate qualification in Public Health or MD (CHA)/ PSM/ DNB (Health & Hospital Administration)/ MHA/ MPH with two years experience of implementation of Quality Management System in public or private health programs or system or facilities for atleast three years. OR MD ( Paediatrics) or MD (Gynae) with two years postgraduation experience of working in Public Health Programs at the district / state / National level.	Proficiency in Computers viz. familiarity with work processing, data management and other applications.	45 Yrs
34	Quality Assurance Manager	1. MBA (Health management or Hospital Management or Quality Management). 2. Five years of work experience with Quality Assurance / Quality Management systems/issues.	1. Knowledge QA methodologies . Training and knowledge of Six Sigma techniques. 2. Should have knowledge regarding regulations, guidelines, and associated standards about healthcare processes.	40 Yrs
35	Surveliance Medical Officer (NLEP)	1. MBBS with 3 years experience out of which at least two years should be in Leprosy or Dermatology or Public Health or any other National Health Programme. OR A MD (PSM)/ CHA/H&HA/Hosp. Admn. DNB. OR 1 PG diploma holder in CHA, MCH, any public administration with two years experience out of which at least one year should be in Leprosy or Dermatology or Public Health or any other National Health Programme. 2. Registered with Delhi Medical Council .	Knowledge of computer application on MS Office, Access, Powerpoint, Statistical package (for data management).	45 yrs.
36	Statistical Officer	1. Post Graduate Degree in Statitics or Applied Statistics of a recognised University or equivalent or Post Graduate Degree in Economics or Mathematics or Commerce (with Statistics as one of the subjects or papers at degree level) of a recognised university or equivalent. 2. Three years expereince of Statistical work involving collection, compilation and interpretation of statistical data or planning work involving formulation, monitoring and evaluation of plan scheme in Health / Social / Development Sector .	1 Understanding and proven skills in data analysis for public health programs. Good knowledge of government programs like RCH or NRHM and its sub activities. 2. Knowledge of SPSS or STATA or Epi-info desirable. 3. Work experience with national and state governments, NGOs, community groups, and or UN agencies in analysis and research related work.	40 Yrs

  
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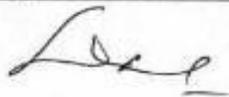
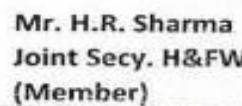
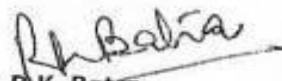
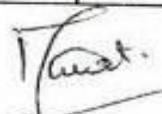
  
Dr. N.V. Kamat,  
Director, DHS  
(Chairman)

01/12

**RECRUITMENT RULES FOR CONTRACTUAL ENGAGEMENTS UNDER DSHM**

01-12-2012

no.	Name of Posts	Essential Qualifications and Experience	Desirable	Age limit
37	State Training Coordinator	MBA in health/hospital administration with three years experience in organizing training and capacity building in NGO/ Public sector. OR MPH/ MD(PSM)/MD (Community Medicine)/ MD(CHA) with 3 years experience in organizing training progrms in Govt. Sector / NGO. OR MA / MSC with Ph.D in Education / training with three years experience in organizing training and capacity building in NGO/ Public sector.		45 Yrs
38	Budget and Finance Officer (NLEP)	1) CA or ICWA or M.Com or MBA in Financial Administration with computer literacy for financial softwares. 2) Three years experience in related field.		35 Yrs
39	Medical Officer (Homoeopathy)	1. Degree in homoeopathy of a recognised University or Statutory State Board/ Council of equivalent recognized under the Homoeopathy Central Council Act, 1973 (59 of 1973). 2. Enrolment on State Register or Central Register of Homoeopathy. <b>Note:</b> Qualifications are relaxable at the discretion of UPSE in case of candidates otherwise well qualified.		35 Yrs
40	Medical Officer (Ayurveda or Unani)	1. Degree in Ayurveda or Unani of a recognized university of Statutory State Board/ Council of equivalent recognised under the Indian medicines Central Council Act 1970. 2. Enrolment of State register or Central Reigster of Ayurveda or Unani.		35 Yrs
41	Pharmacist (Ayurveda)	1. Matriculation or equivalent from a recognised Institution. 2. Training in upvalid / Bheshja Kalpak course of not less than 2 years from a Govt.organization or from a Govt. recognised institution.		27 years
42	Pharmacist (Unani)	1. Matriculation or equivalent from a recognised Institution. 2. Diploma in Unani Pharmacy of not less than 2 years from a Govt. organization or from a Govt. recognised institution.		27 years
43	Pharmacist (Homoeopathy)	1. Matriculation or equivalent. 2. At least 2 years experience as a Homoeopathy Pharmacist/ Dispensary in Govt. or Private Homeopathic Hospital/ Dispensary.		30 years

 Dr. D.K. Dewan, Director, DFW (Member)	 Mr. H.R. Sharma Joint Secy. H&FW (Member)	 Dr. R.K. Batra Principal, HFWTC (Member)	 Mr. H.S. Chauhan SPM, DSHM 01/12/2012 (Member Secy)	 Dr. N.V. Kamat, Director, DHS (Chairman)
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SP/1/C

**RECRUITMENT RULES FOR CONTRACTUAL ENGAGEMENTS UNDER DSHM**

01-12-2012

no.	Name of Posts	Essential Qualifications and Experience	Desirable	Age limit
44	Lab. Asstt.	1. Sr. Sec (10+2) with Science. 2. Diploma in Medical Laboratory Techniques from a recognized Inst. OR 1. Sr. Sec (10+2 ) with Science 2. Vocational Courses in Medical Laboratory Technology (MLT) from recognized institute.		30 years
45	Nursing Sister	1. B.Sc Nursing with two year experience as a staff Nurse in a Public / Private hospital with minimum of 50 beds. OR A grade certificate in Nursing from a recognized institution and certificate in Mid Wifery with five years experience as a staff Nurse in a Public / Private hospital with minimum of 50 beds. 2. Registered with Delhi Nursing Council.		30 years
46	Medical Officers	1. MBBS . 2. Registration with Delhi Medical Council.		35 years Age limit as mentioned in last year R.R.s to be followed
47	State Program Manager (Code : SPM)	MBA in Health Administration/ Hospital Administration three years experience in Health Management or with an NGO working with National or State Government. OR An MBBS graduate with three years experience in Public Health. OR MBBS Graduate with Post graduation-MHA/ MD (CHA)/MD (PSM)/ MPH/ DNB in Health & Hospital Administration.	Handwritten notes: <i>Handwritten signature and initials</i>	45 years
48	District Program Manager (Code: DPM)	MBA in Health Administration/ Hospital Administration. OR An MBBS graduate with three years experience in Public Health. OR MBBS Graduate with Post graduation-MHA/ MD (CHA)/MD (PSM)/ MPH/ DNB in Health & Hospital Administration.		45 years
49	State Finance Manager (Code : FM)	CA/ICWA/M.Com or MBAs in financial administration with well conversant with financial softwares and 3 Years experience in Health or Social or Rural Sector or management Sector or NGO with atleast an annual turnover of not less than Rs. 10 crore.		45 yrs.

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**D.K. Dewan,**  
 Director, DFW  
 (Member)

**Mr. H.R. Sharma**  
 Joint Secy. H&FW  
 (Member)

*Handwritten signature: R.K. Batra*  
**Dr. R.K. Batra**  
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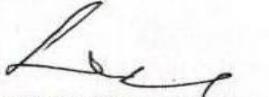
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*Handwritten signature: N.V. Kamat*  
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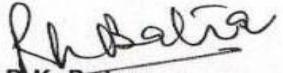
**RECRUITMENT RULES FOR CONTRACTUAL ENGAGEMENTS UNDER DSHM**

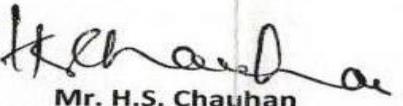
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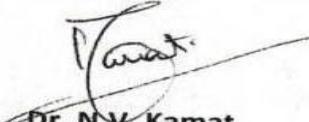
no.	Name of Posts	Essential Qualifications and Experience	Age limit
50	IEC Consultant	Master in Journalism or Mass Communication or any similar qualification in the field of Mass Media from recognised reputed institution with three years experience in Social or Health Sector.	35 yrs.
51	NGO Coordinator	MA with Ph.D in Social Work, MSW/MA in social work from reputed institution with minimum three years experience in working in social or Health Sector	35 yrs.
52	Civil/ Electric Engineer	Engineering Degree in Civil Works/ Electrical works from recognised university with three years experience in Govt/Public Sector/ Private Sector.	40 yrs.
53	MIS Expert (Code : MISC)	MBA (IT)/ B Tech (IT)/MCA with 2 years MIS experience in health Sector.	35 yrs.
54	Consultant in Child Health (Code : Con CH)	1. MD/DNB in Pediatrics/DCH from a recognised university and registered with Delhi Medical Council with working knowledge of Computers. 2. PG Degree or Diploma in Public Health. 3. Experience in working of child health projects in Public/ Private Sector.	40 yrs.
55	Consultant Logistic Management	B. Pharma/M.Pharma/ MBA with specialization in logistics management & must be computer literate with 3 years experience in health Program Procurement/ Social Sector Procurement/ Suppliers Department,	40 yrs.
56	Research / Data Analyst	Post graduate in Statistic/MCA/Engineering Degree in Computer Science. OR MBBS MD (CHA/PSM)/ MPH/DNB (Health & Hospital Administration, conversent with analytical packages like SPSS, Epiinfo, Excel analytical tools including Macros, Pivot table, Vlookup & Hlookup.	45 yrs.
57	Public Health Specialist for MCH	MBBS with PG Degree in Public Health (MD-PSM/MD-CHA/MD- Community Medicine). Registered with Delhi Medical Council with three years post PG experience preferably in RCH. Good Knowledge of computers.	45 yrs.
58	Consultant in Maternal Health (Code : Con MH)	MD/DNB in Obst & Gynaecology/ DGO from a recognised university and registered with Delhi Medical Council with working knowledge of Computers. 2. PG Degree or Diploma in Public Health. 3. Experience in working of maternal health projects in Public/ Private Sector.	40 yrs.

  
Dr. D.K. Dewan,  
Director, DFW  
(Member)

Mr. H.R. Sharma  
Joint Secy. H&FW  
(Member)

  
Dr. R.K. Batra  
Principal, HFWTC  
(Member)

  
Mr. H.S. Chauhan  
SPM, DSHM 01/12/12  
(Member Secty)

  
Dr. N.V. Kamat,  
Director, DHS  
(Chairman)

01/12/12

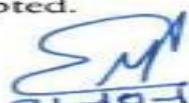
**Recruitment Rules for The Post of Accounts Clerk/Assistant At State /District Level**

	Name of the post	Accounts Clerk/Assistant								
2.	Remuneration	As per Administrative Approval of the State PIP								
3.	Age limit	30 years								
4.	Essential qualifications and experience	1. B.Com from recognised University 2. Minimum 6 months certificate course in accounting package Tally. 3. One year post qualification experience in maintenance of accounts.								
5.	Selection committee/Board *	<table border="0"> <tr> <td>1. MD DSHM/Chairman IDHS</td> <td>- Chairperson</td> </tr> <tr> <td>2. SPO/MD, IDHS</td> <td>- Member</td> </tr> <tr> <td>3. DD Finance/SFM</td> <td>- Member</td> </tr> <tr> <td>4. SPO/District Program Officer</td> <td>- Member Secretary</td> </tr> </table>	1. MD DSHM/Chairman IDHS	- Chairperson	2. SPO/MD, IDHS	- Member	3. DD Finance/SFM	- Member	4. SPO/District Program Officer	- Member Secretary
1. MD DSHM/Chairman IDHS	- Chairperson									
2. SPO/MD, IDHS	- Member									
3. DD Finance/SFM	- Member									
4. SPO/District Program Officer	- Member Secretary									
6.	Marking criteria for selection	<p>A competency test on tally proficiency comprising of 20 entries to be completed in 10 minutes will be held. Candidates who have less than 70% accuracy will not be considered for further evaluation.</p> <p>1) 75% of the compiled marks obtained in qualifying exam            2) 10 marks - for experience over and above 1 year experience ie. for total exp. of :                1-2 yrs. - 2 marks                2-3 yrs. - 5 marks                &gt;3 yrs. - 10 marks            3) 15 marks - for interview</p>								
7.	Job Responsibility	<p>a) Managing the accounts of the society, including grants received from State Society as well as funds mobilized from donors and / or user fees / membership fees etc.</p> <p>b) Disbursement of funds to the implementing agencies.</p> <p>c) Preparation and submission of monthly / quarterly / annual statement of expenditure (SoE) in prescribed formats.</p> <p>d) Ensuring adherence to laid down accounting standards as may be adopted by the Governing Body of the District Health &amp; Family Welfare Society.</p> <p>e) Ensuring timely issue and submission of utilization certificates (UCs) for utilized funds.</p> <p>f) Adhering to the system for periodic Internal Audits and established accounting systems.</p> <p>g) Implementing computerized financial MIS System.</p> <p>h) Ensure timely conduct of external audit.</p> <p>i) Any other activity as decided by the IDHS/SHS (D) as per need of the programme.</p>								

Note: IDHS/SHS (D) reserves the right to verify the authenticity of certificates from the concerned institution.

\* There should be a woman member and atleast one representative from minority community in the board; any SPO/CDMO/MS may be co-opted.

  
Chairman

  
31-10-14  
Member  
Dr. G.C. MALLIK  
CDMO - SD

  
Member  
Dr. S. ...

  
Member 31-10-2014

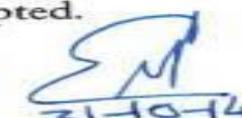
## RECRUITMENT RULES FOR THE POST OF BIO MEDICAL ENGINEER

1.	Name of the post	Bio Medical Engineer
2.	Remuneration	As per Administrative Approval of the State PIP
3.	Age limit	Upto 45 Years
4.	Essential qualifications and experience	1. B. Tech/B.E. in Bio Medical Engineering from a recognized university/Institution. 2. Two years of post qualification experience in the related field.
5.	Selection committee/Board *	1. MD DSHM/Special Secretary -Chairperson 2. Representative of NHSRC -Member 3. M. S. of Hospital -Member 4. M. S. of Hospital -Member Secretary
6.	Marking criteria for selection	1) 75% of the compiled marks obtained in qualifying exam 2) 10 marks - for experience over and above 2 years experience ie. for total exp. of : - 2-3 yrs. - 2 marks - 3-4 yrs. - 5 marks - >4 yrs. - 10 marks 3) 15 marks - for interview.
7.	Job Responsibility	1. Installation of all Medical equipment(s). 2. Ensure Optimum utilization of all equipment(s) with required maintenance. 3. Check serviced/repaired equipment(s) 4. Regular monitoring & maintenance of equipment(s) to decrease Break down time. 5. Periodic Preventive Maintenance / Calibration of Medical Equipment (s) for maintaining quality care. 6. Insure all the Medical / Non-Medical equipment(s) of the Hospital under Annual Maintenance Contract 7. Keep records of Annual Maintenance Contract and renewing them annually prior to date of expiry. 8. Prepare tender documents for procurement. 9. Any other activity as decided by the IDHS/SHS (D) as per need of the programme

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CDMO - SD.

  
Member  
A. S. S.

  
Member 31/10/2014

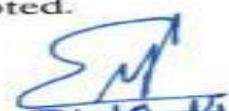
## RECRUITMENT RULES FOR THE POST OF CLERICAL CUM DATA ASSISTANT

1.	Name of the post	Clerical-cum-Data Assistant
2.	Remuneration	As per Administrative Approval of the State PIP
3.	Age limit	30 years
4.	Essential qualifications and experience	1) Sr. Secondary School (10+2) 2) One year diploma in Computer applications from recognised institute 3) Having a typing speed of 30 wpm in English  <b>Desirable: Knowledge of Short hand in English.</b>
6.	Recruitment Mode	By outsourcing
7.	Job Responsibility	a) Provide clerical assistance to the MO(I/C), record keeping including financial records. b) Timely uploading of the monthly HMIS report and various other reports as per the prescribed formats. c) Utilization of the MCTS software -- New registration & updation of Health provider data and beneficiary data on MCTS Portal. Generation of work plan for due, overdue services & high risk / anaemic cases. d) Utilization of ASHA Software for databases / monthly report and incentive details. e) Utilization of NIKSHAY Software for updating RNTCP database. f) Computerization of the ASHA Household survey information. g) Generation of various reports as desired by the Supervisory Officer. h) Providing handholding to the ANMs / LHVs in use of the relevant software used, in discharge of their assigned duties. i) Manage additional responsibilities including troubleshooting, file back-ups of needful information. j) Payment to JSY beneficiaries through CPSMS-DBT and ASHA workers, into their bank accounts. k) Any other activity as decided by the IDHS/SHS (D) as per need of the programme.

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CDMO-SD

  
Member  
D.S. Sun

  
Member 31.10.2014

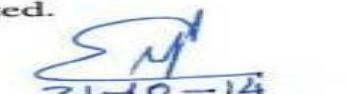
## RECRUITMENT RULES FOR THE POST OF STATE/DISTRICT PROGRAM MANAGER

1.	Name of the post	STATE/DISTRICT PROGRAM MANAGER																	
2.	Remuneration	As per Administrative Approval of the State PIP																	
3.	Age limit	45 Years																	
4.	Essential qualifications and experience	MBA in Health /Hospital Administration with 3 years of Post Qualification experience or Post Graduate Diploma in Health/Hospital Administration with 5 Years Post Qualifications Experience.																	
5.	Selection committee/Board *	1. MD DSHM/Chairman IDHS - Chairperson 2. SPO (DSHM)/ MD IDHS - Member 3. Representative of NHSRC - Member 4. SPO /District Nodal Officer - Member Secretary																	
6.	Marking criteria for selection	1) 75% of the compiled marks obtained in qualifying exam 2) 10 marks - for experience over and above prescribed experience for <table border="1" data-bbox="873 430 2171 544"> <thead> <tr> <th colspan="2">Degree holders</th> <th colspan="2">Diploma holders</th> </tr> </thead> <tbody> <tr> <td>3-4 yrs.</td> <td>- 2 marks</td> <td>5-6 yrs.</td> <td>- 2 marks</td> </tr> <tr> <td>4-5 yrs.</td> <td>- 5 marks</td> <td>6-7 yrs.</td> <td>- 5 marks</td> </tr> <tr> <td>&gt;5 yrs.</td> <td>- 10 marks</td> <td>&gt;7 yrs.</td> <td>- 10 marks</td> </tr> </tbody> </table> 3) 15 marks - for interview.		Degree holders		Diploma holders		3-4 yrs.	- 2 marks	5-6 yrs.	- 2 marks	4-5 yrs.	- 5 marks	6-7 yrs.	- 5 marks	>5 yrs.	- 10 marks	>7 yrs.	- 10 marks
Degree holders		Diploma holders																	
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4-5 yrs.	- 5 marks	6-7 yrs.	- 5 marks																
>5 yrs.	- 10 marks	>7 yrs.	- 10 marks																
7.	Job Responsibility	1. Reporting to the Core team of technical officers led by the Mission Director/Executive Director of the Society. 2. Assisting the State Programme Officers in undertaking situational analysis and making documentation and evaluation related proposals. 3. Overseeing the development and implementation of all District Action Plans 4. Participating in development of policy/operational framework for Public- Private Partnership (PPP) and or NGO participation in service delivery, including operational framework for performance assessment and evaluation of technical interventions. 5. Mobilizing technical assistance inputs for the preparation of Terms of Reference, inviting proposals /applications for facilitating recruitment etc. 6. Monthly report preparation & finalization with analysis & for its sharing with the Health society with inputs from the technical experts of the Health Society. 7. Associate with the training coordinator/SPO in training calendar designing, its implementation. 8. Reports finalization as per GOI requirements under the NRHM. 9. Helping the MIS expert in development of an efficient State Health information System linking the most peripheral health delivery facility with the State. 10. Administration & Establishment function for the SPMU through caretaker. 11. Assist the PIO/SPO in making replies for RTI queries for information as APIO. 12. Any other activity as decided by the IDHS/SHS (D) as per need of the programme.																	

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Member  
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CDMO-SD

  
Member  
D. S. Sethi

  
Member  
31/10/2014

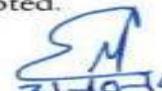
## RECRUITMENT RULES FOR THE POST OF DISTRICT MIS EXPERT

1.	Name of the post	District MIS Expert
2.	Remuneration	As per Administrative Approval of the State PIP
3.	Age limit	35 yrs
4.	Essential qualifications and experience	1. B. Tech (IT/Computer Science) OR MCA - 3 year degree or MCA 2 Year after BCA from recognized university/ institute 2. Two Years post qualification experience in implementing MIS Programs.
5.	Selection committee/Board *	1. Chairman IDHS - Chairperson 2. MD, IDHS - Member 3. State MIS Expert - Member 4. District Nodal Officer - Member Secretary
6.	Marking criteria for selection	1) 75% of the compiled marks obtained in qualifying exam 2) 10 marks - for experience over and above 2 years experience ie. for total exp. of: 2-3 yrs. - 2 marks 3-4 yrs. - 5 marks >4 yrs. - 10 marks 3) 15 marks - for interview.
7.	Job Responsibility	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 of 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 Asst. / 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.

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31/10/14  
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CDMO-SD.

  
Member  
Dr. J. J. J.

  
Member 31.10.2014

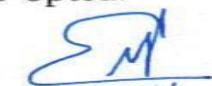
## RECRUITMENT RULES FOR THE POST OF DISTRICT BCC OFFICER

1.	Name of the post	District BCC officer										
2.	Remuneration	As per Administrative Approval of the State PIP										
3.	Age limit	35 yrs										
4.	Essential qualifications and experience	Masters in Mass Communication from recognized institution with atleast 2 years experience, post master's degree.										
5.	Selection committee/Board *	<table border="0"> <tr> <td>1. Chairman IDHS</td> <td>- Chairperson</td> </tr> <tr> <td>2. MD, IDHS</td> <td>- Member</td> </tr> <tr> <td>3. DPO (BCC)</td> <td>- Member</td> </tr> <tr> <td>4. State IEC Consultant</td> <td>- Member</td> </tr> <tr> <td>5. District Nodal Officer</td> <td>- Member-Secretary</td> </tr> </table>	1. Chairman IDHS	- Chairperson	2. MD, IDHS	- Member	3. DPO (BCC)	- Member	4. State IEC Consultant	- Member	5. District Nodal Officer	- Member-Secretary
1. Chairman IDHS	- Chairperson											
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4. State IEC Consultant	- Member											
5. District Nodal Officer	- Member-Secretary											
	Marking criteria for selection	<p>1) 75% of the compiled marks obtained in qualifying exam</p> <p>2) 10 marks - for experience over and above 2 years experience ie. for total exp. of :</p> <ul style="list-style-type: none"> <li>- 2-3 yrs. - 2 marks</li> <li>- 3-4 yrs. - 5 marks</li> <li>- &gt;4 yrs. - 10 marks</li> </ul> <p>3) 15 marks - for interview.</p>										
	Job Responsibility	<p>a) Assist the Programme managers of the society in managing the affairs.</p> <p>b) Designating a suitable state level IEC brand on NRHM incorporating goal logo</p> <p>c) Differential demand generating strategies for different population groups with focus on the marginalized / SC/ST urban slums population incorporating female/ gender sensitive approaches.</p> <p>d) Internalise a system for regular dissemination of information to the service providers, policy planers and service recipients (Community) through various tools including developing a state NRHM quarterly bulletin.</p> <p>e) 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.</p> <p>f) Develop a repository of resource material 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.</p> <p>g) Any other activity as decided by the IDHS/SHS (D) as per need of the programme.</p>										

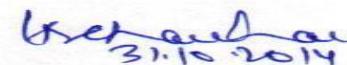
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Chairman

  
31-10-14  
Member  
Dr. G.C. MALLIK,  
CDMO-SOUTH.

  
Member  
Dr. S. Saha

  
31.10.2014  
Member

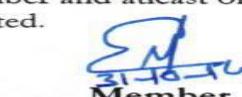
## RECRUITMENT RULES FOR THE POST OF DISTRICT ACCOUNTS MANAGER

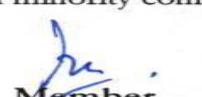
1.	Name of the post	District Accounts Manager
2.	Remuneration	As per Administrative Approval of the State PIP
3.	Age limit	35 yrs
4.	Essential qualifications and experience	1) B.Com from a recognized university 2) M. Com or MBA Finance from a recognized university 3) At least 3 years post qualification experience in Accounts & use of Tally.  <b>Desirable:</b> Knowledge of GFR.
5.	Selection committee/Board *	1. Chairman IDHS - Chairperson 2. MD, IDHS - Member 3. DD- F/SFM - Member 4. DPO - Member Secretary
6.	Marking criteria for selection	A competency test on tally proficiency comprising of 20 entries to be completed in 10 minutes will be held. Candidates who have less than 80% accuracy will not be considered for further evaluation.  1) 75% of the compiled marks obtained in qualifying exam B.com - 40 % weightage MBA /M.Com - 35 % weightage 2) 10 marks - for experience over and above 2 years experience ie. for total exp. of : - 3-4 yrs. - 2 marks - 4-5 yrs. - 5 marks - >5 yrs. - 10 marks 3) 15 marks - for interview. Extra weightage will be provided to persons with knowledge of GFR in interview.
7.	Job Responsibility	The incumbent shall work under the overall supervision and guidance of the District Programme Officer and will be responsible for handling finance of the Society. Among others, these will include the following: a) Managing the accounts of the Society, including grants received from State Society as well as funds mobilized from donors and / or user fees / membership fees, etc. b) Disbursement of funds to the implementing agencies. c) Preparation and submission of monthly/quarterly/annual statement of Expenditure (SoE) in prescribed formats. d) Ensuring adherence to laid down accounting standards as may be adopted by the Governing Body of the District Health & Family Welfare Society. e) Ensuring timely issue and submission of utilization certificates (Ucs) for the utilized funds. f) Adhering to the system for periodic Internal Audits and established accounting systems. g) Implementing computerized financial MIS system. Ensure timely conduct of external audit. h) Any other activity as decided by the IDHS/SHS (D) as per need of the programme.

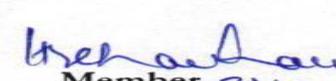
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CDMO-SD

  
Member  
Dr. S. S. S.

  
Member  
31.10.2014

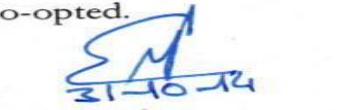
### RECRUITMENT RULES FOR THE POST OF MONITORING & EVALUATION OFFICER

1.	Name of the post	Monitoring & Evaluation Officer								
2.	Remuneration	As per Administrative Approval of the State PIP								
3.	Age limit	45 years. Retired Govt./Public Sector Officer upto the age of 62 are eligible to apply (working contract may be upto 65 years).								
4.	Essential qualifications and experience	MBBS with Post Graduate Degree/Diploma in Public Health, (for retired government servants experience of managing public health programmes for 2 years is mandatory)  <b>Desirable : 2 Years experience in Implementing Public Health Programmes</b>								
5.	Selection committee/Board *	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. MD DSHM</td> <td style="width: 50%;">- Chairperson</td> </tr> <tr> <td>2. SPO (DSHM)</td> <td>- Member</td> </tr> <tr> <td>3. Representative of NHSRC</td> <td>- Member</td> </tr> <tr> <td>4. SPO (MIS)</td> <td>- Member Secretary</td> </tr> </table>	1. MD DSHM	- Chairperson	2. SPO (DSHM)	- Member	3. Representative of NHSRC	- Member	4. SPO (MIS)	- Member Secretary
1. MD DSHM	- Chairperson									
2. SPO (DSHM)	- Member									
3. Representative of NHSRC	- Member									
4. SPO (MIS)	- Member Secretary									
6.	Marking criteria for selection	1) 75% of the compiled marks obtained in qualifying exam 2) 10 marks - for experience over and above 2 years experience ie. for total exp. of : - 1-2 yrs. - 2 marks - 2-3 yrs. - 5 marks - >3 yrs. - 10 marks 3) 15 marks - for interview.								
7.	Job Responsibility	1. To prepare action plan for monitoring & evaluation. 2. To analyse and present MIS data comprising inputs, process and outputs for useful decision making for implementation the NRHM activities. 3. To develop reporting standards/formats for State & District as per NRHM PIP. 4. To analyse and prepare quarterly reports of different health activities and address the bottlenecks to take necessary action. 5. To prepare Supervisory tools/and ensure implementation of the same. 6. Ensuring downward information flow (analytical reports for management decision making). 7. Participation in NHM program review meetings at State Level. 8. Physical variance analysis with respect to program plan and annual work plans. 9. Training and orientation of District level staff for improving MIS reports in conjunction with State HMIS Consultant. 10. Any other activity as decided by the IDHS/SHS (D) as per need of the programme.								

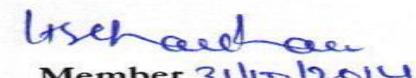
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D.G.C. MALLIK  
CDMO-SD

  
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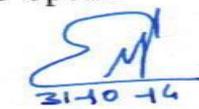
## RECRUITMENT RULES FOR THE POST OF DISTRICT BCC OFFICER

1.	Name of the post	District BCC officer
2.	Remuneration	As per Administrative Approval of the State PIP
3.	Age limit	35 yrs
4.	Essential qualifications and experience	Masters in Mass Communication from recognized institution with atleast 2 years experience, post master's degree.
5.	Selection committee/Board *	1. Chairman IDHS - Chairperson 2. MD, IDHS - Member 3. DPO (BCC) - Member 4. State IEC Consultant - Member 5. District Nodal Officer - Member-Secretary
	Marking criteria for selection	1) 75% of the compiled marks obtained in qualifying exam 2) 10 marks - for experience over and above 2 years experience ie. for total exp. of : - 2-3 yrs. - 2 marks - 3-4 yrs. - 5 marks - >4 yrs. - 10 marks 3) 15 marks - for interview.
	Job Responsibility	a) Assist the Programme managers of the society in managing the affairs. b) Designating a suitable state level IEC brand on NRHM incorporating goal logo c) Differential demand generating strategies for different population groups with focus on the marginalized / SC/ST urban slums population incorporating female/ gender sensitive approaches. d) Internalise a system for regular dissemination of information to the service providers, policy planers and service recipients (Community) through various tools including developing a state NRHM quarterly bulletin. e) 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. f) Develop a repository of resource material 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. g) Any other activity as decided by the IDHS/SHS (D) as per need of the programme.

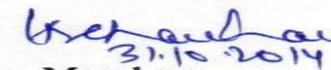
Note: IDHS/SHS (D) reserves the right to verify the authenticity of certificates from the concerned institution.

\* There should be a woman member and atleast one representative from minority community in the board; any SPO/CDMO/MS may be co-opted.

  
Chairman

  
31-10-14  
Member  
Dr. G.C. MALLIK  
CDMO-SOUTH.

  
Member  
Dr. S. J. J.

  
31.10.2014  
Member