



INTEGRATED DISTRICT HEALTH SOCIETY,
SOUTH WEST DISTRICT
2nd FLOOR, DISPENSARY COMPLEX, NR. GOLOK DHAM, SECTOR-10,
DWARKA, NEW DELHI-75 Ph.25082969, 25089074/75, Fax : Extn. 19
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F.No.1(1140)/IDHS/SWD/Recruitment of ASHA Coordinator/2016-17/

Dated:

ADVERTISEMENT FOR ENGAGEMENT OF DISTRICT ASHA COORDINATOR ON CONTRACTUAL BASIS.

Applications for following posts are hereby invited by Integrated District Health Society, South – West District for filling up the vacant post in the prescribed format :

Post Code	Name of Posts	No of vacancy	Category
DAC 01	District ASHA Coordinator	01	General

The engagement will be purely on contract basis upto 31/03/2017 or as per the policy of NHM.

Important Instructions:

1. Last date for receiving of application at Office of Integrated District health Society, South West District, Dispensary Complex, 2nd Floor, Sector-10, Dwarka, Near Golok Dham Temple, New Delhi-110075 on 15.07.2016 at 04:00 PM. 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 the selection process.
4. Applications are required to be submitted in prescribed format. Application format is annexed herewith.
5. Recruitment Rules for the above posts (Academic qualification, Experience, Remuneration, Age, etc.) are annexed herewith.
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.
9. **Name and Code No. of the post should be superscribed in the application and on the envelope.**
10. **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.
11. Mission Director, Integrated District Health Society, South – 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.
12. Selected Candidate can be posted anywhere in Delhi.

13. The decision of the Mission Director, Integrated District Health Society, South West District, regarding selection of the candidates will be final and no representation shall be entertained in this regard.
14. Information for the skill test / interview / counseling will be provided only through website www.dshm.delhi.gov.in .
15. Applications received in o/o Integrated District Health Society, South –West District, after the last date as mentioned above will not be considered. The Mission Director, IDHS South West District will not be responsible for any postal delay.
16. Mission Director, Integrated District health Society, South – West District has the right to reject any application, if found improper or having misleading information.
17. The candidates should not have been convicted by any court of law.
18. In case of any dispute, legal jurisdiction will be Delhi only.

Recruitment Rules:

Name of the Post	No. of Posts	Consolidated remuneration	Required qualification & experience	Age Limit
District ASHA Coordinator	1 (one)	Rs. 30,890/- per month	<p>Essential Qualification & Experience:</p> <ol style="list-style-type: none"> 1. Master's Degree in Social Work / Sociology 2. At least 2 years experience in Implementation of national / State Health Programme with Govt./ Leading NGOs. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Proficiency in Computers : MS Office, Statistical packages, analytical tools 2. Experience in Planning execution, evaluation of training programmes 3. Experience in monitoring / evaluation /documentation of a community based project in Health / Social Sector 	35 Years

Role & Responsibilities:

- Coordinate selection of ASHAs in identified vulnerable areas of the district. Disseminate necessary guidelines & undertake capacity building for selection and maintenance of records.
- Maintain updated ASHA data base with complete personal and performance information on the web based ASHA portal.
- Collecting of information / maintaining robust databases with regular updating on meetings / training achievements for the Trainers / ASHAs / Community Monitoring.
- Setting up of unit level mentoring groups and ensuring the necessary capacities to mentor / monitor ASHA effectively, Support the district level monitoring and mentoring committee, conduct of meetings, preparation and dissemination of minute's / directions / guidelines.
- Formulating and executing time bound training plans for TOTs / facilitators training / ASHA trainings.
- Quantitative / Qualitative assessment on the trainings conducted along with the reports.
- Arranging / ensuring availability of different logistics required for efficient implementation of the ASHA Scheme. Ensuring timely incentive disbursement to the ASHAs.
- Capacity building in Community processes and training of healthcare providers/ Civil Society institutions about other community processes.
- Documentation best practices, case studies relating to community processes besides developing IEC / BCC materials.
- Analyze monthly / quarterly reports both financial and physical achievements and prepare output / outcome / trend reports.
- Undertake regular visits to the units to do the supportive supervision of activity implementation.
- Management of all events / functions related to ASHA scheme at the district level.
- Any such work as assigned by the District Nodal Officer, ASHA Scheme.
- Will report to the Regional/District Nodal Officer (ASHA Scheme) who will be responsible for supervision and evaluation of his / her performance.

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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 / Month & Year (MM/YY) of passing out	% of Marks (Mandatory)
1					
2					
3					
4					
5					
6					

Experience

S. No	Designation	Name of Institution / Employer	From - To	Field of Experience	Salary Drawn
1					
2					
3					
4					

6. Mailing Address: _____

7. Permanent Address: _____

8. Phone (R) _____ (M) _____

9. Email Address: _____

Mandatory: Self Attested documents attached: (a) Marks sheets for all qualifying exams beyond Matriculation (); (b) Certificate / Degree / Diploma (); (c) Experience (); (d) Age Proof ()*; (e) any other ()

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)