



State Program Management Unit
Delhi State Health Mission
 A & B-Wing, 6th Floor, Vikas Bhawan-II,
 Civil Lines-Delhi-110054

F. No. F1/13/20/2014-HRD/

Dated:

ADVERTISEMENT FOR ENGAGEMENT OF STATE MONITORING AND EVALUATION OFFICER (SM&EO) & QUALITY ASSURANCE MANAGER (QAM) ON CONTRACTUAL BASIS.

Applications for following vacant posts in State Health Society (Delhi) are invited by Delhi State Health Mission (DSHM) in the prescribed format for contractual engagements:

Post Code	Name of Posts	No of vacancy
1	State Monitoring and Evaluation Officer (SM&EO)	1 (Gen)
2	Quality Assurance Manager(QAM)	1 (Gen)

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

Important Instructions:

- Last date for receiving of application at SPMU, 6th Floor, B wing, Vikas Bhawan-II, Civil Lines, Delhi-110054 on 20/06/2016 at 5 P.M. Applications received after the last date and time, will be rejected.
- One application will be considered for one post only.
- No TA/DA will be paid for attending the interview.
- Applications are required to be submitted in prescribed format. Application format is attached below.
- Recruitment Rules for the above posts (Academic qualification, Experience, Remuneration, Age, etc.) are annexed below.
- 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.
- 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.
- Relaxation for SC/ST /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 in support of his/her claim
- 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.
- DSHM 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 SHS (D), 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.dshm.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 DSHM Office after the last date will not be considered. The DSHM will not be responsible for any postal delay.
15. DSHM 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

S. No.	Name of the Post	Qualification & Experience	Age	Monthly Remuneration
1	State Monitoring & Evaluation Officer (SM&EO)	<p>1) (a) MBBS with at least 3 yrs experience in the field of monitoring & evaluation of public health programmes. [Retired govt/Public Sector Officer upto the age of 62 yrs may also apply with this qualification (62 are eligible to apply & working contract may be upto 65 yrs)]</p> <p align="center">OR</p> <p>(b) Post graduation in Epidemiology or Biostatistics or Masters in Public Health (Degree/Diploma) with at least 2yrs relevant experience in monitoring, Evaluation & data analysis in health sector.</p> <p>2) Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skill in English & Hindi.</p> <p>3) Knowledge in SPSS/EP info/SAS.</p> <p>4) Working knowledge of computer is a must.</p>	45 yrs	Rs. 53,000/- for MBBS qualification person & Rs.40000/- for Non- Medical qualification person.
2	Quality Assurance Manager(QAM)	<p>Essential :</p> <p>1. MBA(Health or Hospital Management or Quality Management)</p> <p>2. Five Years of work Experience with Quality Assurance/Quality Management systems/issues.</p> <p>Desirable:</p> <p>1. Knowledge of QA methodologies. Training and knowledge of Six Sigma Techniques.</p> <p>2. Should have knowledge regarding regulations, guidelines and associated standards about healthcare processes.</p> <p>3. Must possess excellent communication skills for liaising and communicating with the staff of the various health facilities</p> <p>4. Excellent oral and written communication skills in English and Hindi. Highly motivated and self-directed capable of multi-tasking.</p>	40 yrs	Rs. 40,000/-

Job Responsibilities

S. No	Name of the Post	Job Description
1	State Monitoring & Evaluation Officer	<ol style="list-style-type: none"> 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 of 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 programme review meeting at State level 8) Physical variance analysis with respect to program plan and annual work plans. 9) Perform onsite data evaluation and validation/verification. 10) Training & orientation of District level staff for improving MIS report in conjunction with State HMIS consultant 11) Any other activity as per requirement of the M&E activity.
2	Quality Assurance Manager	<ol style="list-style-type: none"> 1. Identify the Gaps from structured field inspections / secondary data on Physical Infrastructure, Facility Management, Logistics, Human Resource etc. 2. To document the Gap analysis in structured formats and reports for the implementers /policy makers and evaluators in an objective fashion leading to the required actions /interventions. 3. To document the results after gap filling in an objective fashion bringing out bottlenecks for shortfalls and action required. 4. Collecting, collating and updating on the progress of various initiatives undertaken by DSHM in the area of Quality Management. 5. Effective co-ordination with District functionaries on a regular basis to support and facilitate technical support in the area of Quality Management. 6. Support development of new Quality improvement initiatives and refinement of existing ones by integrating more effective Quality Control tools. 7. Perform Quality Audits using SOPs / Standards as the benchmarks for given items /activities / procedures / infrastructure and the grade the institution for these parameters. 8. Prepare comprehensive report on achievements / shortfalls with supporting data on objectives of the Quality Assurance initiative. 9. Identify the relevant QA training needs and opportunities and prepare an action plan for same. Ensure time bound implementation of the plan thus prepared. 10. Undertake any such assignments, which may be assigned by the SPO, (Quality Assurance / Mission Director).

APPLICATION FORM

Paste recent passport size photograph

Code No. _____

Post applied for _____

- 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. 20/06/2016 by 5 PM.