



OFFICE OF THE MISSION DIRECTOR, INTEGRATED DISTRICT HEALTH SOCIETY, DISTRICT PROGRAMME MANAGEMENT UNIT, SHAHDARA DISTRICT, C- BLOCK, WEAVER'S COMPLEX, D.C. OFFICE COMPLEX, NAND NAGRI, DELHI-110093
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F. No. 1/145/14-15/Recruitment/IDHS/SHD

Dated:

ADVERTISEMENT FOR ENGAGEMENT OF MIS EXPERT & BCC OFFICER ON CONTRACT BASIS.

Applications for following vacant posts in District Programme Management Unit (Shahdara District) are invited by Integrated District Health Society, Shahdara District 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 NHM.

Important Instructions:

1. Last date for receiving of application at Office of Mission Director, 1st Floor, C-Block, DC office Complex, Nand Nagri, Delhi-93, shall be 10th July 2015 till 4 p.m. Applications received after the last date and time, will be rejected. The IDHS Shahdara will not be responsible for any postal delay.
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 along with required documents. 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. . Application format is attached below.
5. 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.
6. The application should be submitted at above mentioned address in the drop box OR by Speed Post/ Registered Post at the address given above.
7. IDHS Shahdara 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.
8. The decision of the Chairman IDHS (SHD), regarding selection of the candidates will be final and no representation shall be entertained in this regard.
9. Information for interview will be provided through website www.dshm.delhi.gov.in after 10(Ten) Days of Closing date. No separate communication will be made at any stage of recruitment.

10. Name and Code No. of the post should be clearly stated in the application and on the envelope. IDHS Shahdara District has the right to reject any application, if found improper or having misleading information.
11. Incomplete application shall be summarily rejected.
12. The candidates should not have been convicted by any court of law.
13. In case of any dispute, legal jurisdiction shall be court located in Delhi only.
14. For SC/ST/OBC age relaxation as per GOI norms.
15. OBC certificate issued from Delhi State shall only be considered.
16. Recruitment Rules for the above posts (Academic qualification, Experience, Remuneration, Age, etc.) are annexed below:-

Recruitment Rules:

S.No.	Name of the Post	Essential Qualification & Experience	Age	Monthly Remuneration
1	MIS Expert	<ul style="list-style-type: none"> • B. Tech (IT/ Computer Science) Or • MCA -3 Year degree or MCA 2 year after BCA from recognized University/ Institute • Two years post Qualification experience in implementing MIS Programs. 	35 Years	38,820/-
2	BCC Officer	<ul style="list-style-type: none"> • Masters in Mass Communication from recognized institution with at least 2 Year post Qualification experience 	35 Years	30,520/-

Job Responsibilities

S.No.	Name of the Post	Job Description
1.	MIS Expert	<ol style="list-style-type: none"> 1. Functionalizing and maintaining an 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 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/NISKHAY etc. 6. Provide necessary help to the District Programme Officer in computerization of district work plan / Accounts Manger 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.

		<ol style="list-style-type: none"> 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 Officer 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 assignments 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 NHM incorporating goal logo 3. Different 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 NHM 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 material CDs cassettes, Films, video Spots audio visuals other material etc. on promotion of NHM 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.

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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 / Emp	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) Experience (); (d) Age Proof ()*; (e) 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)