



INTEGRATED DISTRICT HEALTH SOCIETY (NORTH-WEST)  
(GOVT. OF NCT OF DELHI)

DELHI GOVT. DISPENSARY COMPLEX, SECTOR -13, ROHINI, DELHI - 110085

Phone: 011-27861464, 27555056 Telefax: 011-27861592 E-mail: [dpmunorthwestdelhi@gmail.com](mailto:dpmunorthwestdelhi@gmail.com)

F.1/158/14-15/NHM/IDHS/NW/ Recruitment /

Dated:.....

**ADVERTISEMENT FOR ENGAGEMENT OF DISTRICT ACCOUNT  
MANAGER, & BCC OFFICER ON CONTRACTUAL BASIS.**

Applications are invited for following vacant posts under National Health Mission (NHM) by Integrated District Health Society, North West District (IDHS - NW ) under Delhi State Health Mission (DSHM) in the prescribed format .

S. No.	Name of Post	No. of vacancy	Category
1	BCC Officer	1 (one)	General
2	District Accounts Manager	1 (one)	General

- The engagement will be purely on contractual basis till **31.12.2015** . The contract may be renewed as per the policy of NHM.
- For details please see website [www.dshd.delhi.gov.in](http://www.dshd.delhi.gov.in) for prescribed application format, Academic Qualification, experience , remuneration, age etc.
- Last date for receiving of applications at : **Integrated District Health Society (North-West )  
Delhi Govt. Dispensary Complex, first floor Sector -13, Rohini, Delhi - 110085** is :  
**30.10.2015 by 4 pm**
- Applications received after the last date and time will be summarily rejected.

*gmanja*  
*17-9-15*  
Mission Director / CDMO  
(IDHS-NW)

Paste recent  
passport size  
photograph

Code No /S.no.. \_\_\_\_\_  
Post applied for \_\_\_\_\_

## APPLICATION FORM

1. Name of Applicant: \_\_\_\_\_
2. Father's 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)

### **Important Instructions: (1-17)**

1. Last date for receiving of application is **30.10.2015 at 4 p.m.** at:  
Integrated District health society –North West ,O/o CDMO (North West) , Delhi Government  
Dispensary Building complex, Ist floor, Sector-13 Rohini, Delhi-110085.  
Landmark : (behind Bhagwati Hospital and adjacent to Shri Ram Global School))
  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 as per the attached prescribed format .
  5. Recruitment Rules for the vacant posts (Academic qualification, Experience, Remuneration, Age, etc.) are annexed.
  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 10<sup>th</sup> 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 given address.  
**Note:** A Separate application along with documents etc. should be submitted if applying for more than one category of post.
  9. **Mandatory:** Original documents of Marks sheets/Certificates (from 10<sup>th</sup> 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.
  10. IDHS, Northwest 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.
  11. The decision of the Chairman IDHS (NW), 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.dshd.delhi.gov.in](http://www.dshd.delhi.gov.in) .
  13. Name and Serial No. of the post should be clearly stated in the application and on the envelope.
  14. Applications received in CDMO Office after the last date will not be considered. The IDHS, North- West will not be responsible for any postal delay.
  15. IDHS, North-West 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.
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## Recruitment Rules

Sr. No.	Name of the Post	Qualification & Experience	Age	Monthly Remuneration
1	District Accounts Manager	<ul style="list-style-type: none"><li>• B.Com from a recognized university</li><li>• M.Com or MBA Finance from a recognized university</li><li>• Desirable Knowledge: Knowledge of GFR</li><li>• At least 3 years post qualification in experience in Accounts &amp; use of Tally.</li><li>• A competency test on Tally proficiency would be conducted.</li></ul>	35 Years	26,900/-
2	BCC Officer	<ul style="list-style-type: none"><li>• Masters in Mass Communication from recognized institution</li><li>• At least 2 Year post Qualification experience</li></ul>	35 Years	30,520/-

### Job Responsibilities

S. No.	Name of the Post	Job Description
1.	District Account Manager	<p>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.</p> <ol style="list-style-type: none"><li>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.</li><li>2. Disbursement of funds to the implementing agencies.</li><li>3. Preparation and submission of monthly/ quarterly/ annual statement of expenditure (SoE) in prescribed format.</li><li>4. Ensuring adherence to laid down accounting standards as may be adopted by the governing body of the district health &amp; Family welfare Society.</li><li>5. Ensuring timely issue and submission of utilization certificates for the utilized funds.</li><li>6. Adhering to the system for periodic internal audits and established accounting systems.</li><li>7. Implementing computerized financial MIS System.</li><li>8. Ensure timely conduct of external audit.</li><li>9. Any other activity as decided by the IDHS/SHS as per need of the Programs.</li></ol>
2.	BCC Officer	<ol style="list-style-type: none"><li>1. Assist the programme managers of the society in managing the affairs.</li><li>2. Designating a suitable state level IEC brand on NRHM incorporating goal logo.</li><li>3. Differential demand generating strategies for different population groups with focus on the marginalized/ SC/ST urban slums population incorporating female/ gender sensitive approaches.</li><li>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.</li><li>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.</li><li>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.</li><li>7. Any other activity as decided by the IDHS/SHS as per need of the programme.</li></ol>