



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

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

Dated

**ADVERTISEMENT FOR ENGAGEMENT OF STATE PROGRAMME MANAGER (SPM) & BIO MEDICAL ENGINEER (BME) 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 Programme Manager	1 (Gen)
2	Bio Medical Engineer	3 (Gen)

The engagement will be purely on contract basis till 31/03/2016 or as per the policy of NHM.

**Important Instructions:**

- Last date for receiving of application at SPMU, 6<sup>th</sup> Floor, B wing, Vikas Bhawan-II, Civil Lines, Delhi-110054 on 14/01/2016 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 10<sup>th</sup> 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.

8. 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
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. 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.dshmdelhi.gov.in](http://www.dshmdelhi.gov.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.
18. The advertisement dated 01/01/2015 for the above post is hereby cancelled.

## RECRUITMENT RULES

S. No.	Name of the Post	Qualification & Experience	Age	Monthly Remuneration
1	State Programme Manager	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.	45 Years	Rs.38,820/-
2	Bio Medical Engineer	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.	45 Years	Rs.37,930/-

## Job Responsibilities

S. No	Name of the Post	Job Description
1	State Programme Manager	<ol style="list-style-type: none"> <li>1. Reporting to the Core team of technical officers led by the Mission Director/Executive Director of the Society.</li> <li>2. Assisting the State Programme Officers in undertaking situational analysis and making documentation and evaluation related proposals.</li> <li>3. Overseeing the development and implementation of all District Action Plans</li> <li>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.</li> <li>5. Mobilizing technical assistance inputs for the preparation of Terms of Reference, inviting proposals /applications for facilitating recruitment etc.</li> <li>6. Monthly report preparation &amp; finalization with analysis &amp; for its sharing with the Health society with inputs from the technical experts of the Health Society.</li> <li>7. Associate with the training coordinator/SPO in training calendar designing, its implementation.</li> <li>8. Reports finalization as per GOI requirements under the NRHM.</li> <li>9. Helping the MIS expert in development of an efficient State Health information System linking the most peripheral health delivery facility with the State.</li> <li>10. Administration &amp; Establishment function for the SPMU through caretaker.</li> <li>11. Assist the PIO/SPO in making replies for RTI queries for information as APIO.</li> <li>12. Any other activity as decided by the SHS (D) as per need of the programme.</li> </ol>
2	Bio Medical Engineer	<ol style="list-style-type: none"> <li>1. Installation of all Medical equipment(s).</li> <li>2. Ensure Optimum utilization of all equipment(s) with required maintenance.</li> <li>3. Check serviced/repaired equipment(s)</li> <li>4. Regular monitoring &amp; maintenance of equipment(s) to decrease Break down time.</li> <li>5. Periodic Preventive Maintenance / Calibration of Medical Equipment (s) for maintaining quality care.</li> <li>6. Ensure all the Medical / Non-Medical equipment(s) of the Hospital under Annual Maintenance Contract</li> <li>7. Keep records of Annual Maintenance Contract and renewing them annually prior to date of expiry.</li> <li>8. Prepare tender documents for procurement.</li> <li>9. Any other activity as decided by the SHS (D) as per need of the programme</li> </ol>

**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. 14/01/2016 by 5 PM.