



**National Health Mission Madhya Pradesh**  
**(Department of Public Health and Family Welfare)**

Recruitment for  
Contractual State Level Vacant Positions

**Revised Rule Book**  
**2019-2020**



## **National Health Mission Madhya Pradesh**

Applications are invited from the eligible candidates for recruitment of state level contractual vacancies under the National Health Mission, Madhya Pradesh.

### **1. Details of Contractual Position:**

<b>S.N.</b>	<b>Name of Contractual Post</b>	<b>Total Vacant Post</b>
1.	Consultant HR (Technical)	1
2.	Consultant CPHC	1
3.	State Coordination Officer (Blood Bank)	1
4.	Consultant- Mental Health	1
5.	Consultant- Mobile Health Services	1
6.	State Consultant- Finance cum Logistics (NPCDCS)	1
7.	Consultant Maternal Health-Technical	1
	<b>Total</b>	<b>07</b>

## 2. Recruitment Process:

S. N.	Name of Post	No. of Post	Honorarium	Qualification and Experience
1	Consultant HR (Technical)	1	45000	<p><b>Essential Qualification:</b> MBA/ PGDBA/ PGDBM with B.Tech/ B.E. (Any Stream)/ BCA/ B.Sc. (IT)/ B.Sc. (CS)</p> <p><b>Essential Experience:</b> Minimum 3 years of post qualification experience of handling HRMIS in any sector.</p> <p>(Note: Candidate should clearly mention in his/her CV Number of Human Resource handled through HRMIS)</p>
2	Consultant CPHC	1	45000	<p><b>Essential Qualification:</b> BDS/BAMS/B.Sc. along with MPH/ Diploma in Public Health/ PG Degree in Health Management/ Health Administration/ Hospital Management/ Hospital Administration/ PG Diploma Health Management/ Health Administration/ Hospital Management/ Hospital Administration</p> <p><b>Essential Experience:</b> Minimum 2 Years experience of working in Health Sector (Planning, Coordination and Monitoring for Health System Strengthening)</p>
3	State Coordination Officer (Blood Bank)	1	45000	<p><b>Criteria:1</b> <b>Essential Qualification:</b> PG Degree/ PG Diploma in Health Management/ Health Administration/ Hospital Administration/ Hospital Management OR MBA/ PGDM/ PGDBM OR Master Degree in Science OR Master Degree in Social Science OR MSW <b>Essential Experience:</b> 2 Year Experience in Blood Bank Services. Experience in Govt and social sector should be preferred.</p>
			60,000	<p><b>Criteria:2</b> <b>Essential Qualification:</b> MBBS OR MD (Pathology)/ DCP <b>Essential Experience:</b> Note: For MBBS OR MD (Pathology)/ DCP no experience is required.</p>

S. N.	Name of Post	No. of Post	Honorarium	Qualification and Experience
4	Consultant-Mental Health	1	45000	<p><b>Essential Qualification:</b>  1) BDS/ BAMS with Masters in Public Health/ Diploma in Public Health/ Master of Health Administration/ MBA/ PGDM Healthcare Administration  OR  2) BHMS with Post Graduation in Homeopathic Psychiatry.  OR  3) M.Phil or Ph.D in Clinical Psychology (RCI recognized)</p> <p><b>Essential Experience:</b>  BDS/ BAMS with Masters in Public Health/ Diploma in Public Health/ Master of Health Administration/ MBA/ PGDM Healthcare Administration- Minimum 1 years of relevant experience in health/ public health sector.    BHMS with Post Graduation in Homeopathic Psychiatry- No Experience    M. Phil or Ph. D in Clinical Psychology- No Experience</p>
5	Consultant-Mobile Health Services	1	45000	<p><b>Essential Qualification:</b>  PG Degree/ PG Diploma in Health Management/ Health Administration/ Hospital Administration.  OR  MBA/ PGDM/ PGDBM  OR  MSW</p> <p><b>Essential Experience:</b>  Applicants must have minimum 3 years of post qualification experience in Mobile Medical Unit &amp; 108-Emergency ambulance services at district / State level.  <b>OR</b>  Minimum 3 years of Post Qualification Experience in Coordination and management of Emergency Ambulance Services in a reputed hospital at district / State level.</p>
6	State Consultant-Finance cum Logistics (NPCDCS)	1	45000	<p><b>Essential Qualification:</b>  1) MBA (2 Year full time) (Finance/ Material Management) from any recognized institute/university  OR  2) Post Graduate Diploma in Finance (2 Year Full Time) from any recognized institute/university.  OR  3) M. Com/ ICWA/ CA Inter</p> <p><b>Essential Experience:</b>  3 Year of experience in accounting, Financial management in health sector</p>

S. N.	Name of Post	No. of Post	Honorarium	Qualification and Experience
7	Consultant-Maternal Health-Technical	1	45000	<p><b>Essential Qualification:</b></p> <p>1) PG Degree/ Diploma (Obst. &amp; Gynae.) OR</p> <p>2) PG Degree/ Diploma in Community Medicine OR</p> <p>3) MBBS along with MPH/ Diploma in Public Health/ Master Degree in Health Management/ Health Administration/ PG Degree/Diploma in Health Management/ Health Administration/ Hospital Management/ Hospital Administration</p> <p><b>Essential Experience:</b></p> <p>Minimum 1 Year of experience in maternal and child health (MCH) services/ project/ programme.</p>

## **Important Instruction:**

- (1) Online Applications will be received from date **20.11.2020** to **04.12.2020**.
- (2) The appointment will be purely on a contractual basis for a period of the one-year, renewable subject to the Government of India approval and satisfactory performance. Any claim for absorption in the regular position shall not be entertained in the future.
- (3) Mission Director, National Health Mission Madhya Pradesh, will have the right to suspend/cancel any application/ entire process without giving any reason.
- (4) If at any stage of recruitment, it is found that the candidate does not fulfill the eligibility criteria and/or that she/ he has furnished incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. The decision of the NHM, MP in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates.
- (5) Any candidate against whom a criminal case is considered in the court or has been punished by the court will be disqualified (will not be eligible).
- (6) Only post qualification experience shall be considered for all the above-mentioned positions.
- (7) Only post-registration experience shall be considered for the positions having essential criteria of registration with respective councils
- (8) Only full-time course shall be considered for the above qualifications.
- (9) In case of CGPA/ GPA, applicants shall provide marks details in percentage at the time of filling the online form and documentary proof for the basis of calculation of percentage shall be produced whenever it is required. If any applicants fail to present above supporting documents, she/he shall be liable for the disqualification/ cancellation of her/ his candidature.
- (10) No. of the position will be varied as per the requirement of NHM MP.
- (11) Mission Director, National Health Mission Madhya Pradesh, shall have the sole discretion to call the eligible candidates for the personal interview. Minimum eligibility in terms of the ToR shall not make any candidate eligible to claim an invitation for the Online Interview. M.D. NHM, M.P. shall constitute a screening committee to shortlist further the eligible candidates on a set scoring criteria/ matrix in the ratio of 1:10 for the Online Interview against each vacancy.(Please refer the scoring matrix provided on Appendix-I)  
Note: In the event, less than 10 candidates qualify for Personal Interview based on eligibility, Personal Interview may be carried out with the available number of qualified/ shortlisted candidates.
- (12) In case of a tie in between the two candidates, preference shall be given as per the details mentioned below in descending order
  - (i) Preference shall be given to an elder candidate;
  - (ii) Even if tie persist in the case of date of birth of the candidates, the candidate obtaining the highest mark in 12<sup>th</sup>/ Higher Secondary shall be given preference
- (13) Regarding citizenship and permanent resident:- candidate for the post
  - A) be a citizen of India
  - B) can be a citizen of Nepal
  - C) if 'B', certificates have been given under the applicable rules of MP Civil Services Recruitment Rules 1961.

14. The provision of Human Recourse Manual 2018 will be applicable for recruitment of contractual vacant post under National Health Mission, Madhya Pradesh.

15. For above positions minimum age limit shall be 21 & maximum age 45 Years. Age computing Reference Date: 01.01.2021

**Clarification:** 10<sup>th</sup> passed certificate/ marks sheet shall be a valid/ reference document for the computing of age and other government-approved documents shall also be considered for the calculation of the age of the candidate.

(16) Request for change or correction of any information shall not be entertained once the online form is submitted. However, after the publication of the screening outcome, if there would be any query regarding the screening outcome and their status. Candidates shall be given 2-4 days (Depending upon NHM approval) to raise their queries. The screening committee shall reply to the candidates' queries within four working days of receipt of the query on the online module created for the same. Based on the conclusion of the screening committee, the screening remark of a candidate may change;

### **17. Document Verification Process:**

- (a) Document Verification of Shortlisted Candidates shall be done by the **State Project Management Unit (SPMU)** at the allocated place of posting;
- (b) The shortlisted candidates need to produce the required details which were asked at the time of filling online application form (personal, education, registration, etc.) by the applicants for the document validation process;
- (c) The candidature of shortlisted candidates who do not possess requisite credential/ documents/ registration as per the ToR required in the advertisement will be treated as cancelled for selection;
- (d) Candidates shall also be deemed to be disqualified for misrepresentation of the facts as per acceptance of declaration given at the time of submitting the online application form;
- (e) Candidates who shall not report at the allotted location within the stipulated time period shall not be provided with any other opportunity for joining the position, and the position shall be offered to the next candidate in the merit list.

### **18. Other Instruction and Guidelines:**

**18.1** Selected candidates need to produce the following Original documents/ credentials, Offer Letter, Original and xerox copy at the time of joining within the stipulated time

- (a) 10<sup>th</sup> or High School/ Higher Secondary and Yearly/ Semester wise Mark Sheet of all passed course of the candidates;
- (b) Latest Passport Size two photographs;
- (e) Latest Medical Fitness Certificate, not more than 15 days old from the date of issuance of an offer letter;
- (f) Copy of E-offer letter;
- (g) In the absence of any of the above certificate/ documents candidates shall be declared ineligible for the post and any representation for this shall not be entertained;
- (h) For the pregnant candidate, Medical Fitness Certificate issued by District Medical Board shall be applicable at the time of joining, and joining shall be ensured only on the submission of the above certificate.

(19) Applicants are required to provide all the mandatory information [Marked with \* (asterisk) sign] in the online application form;

(20) The applicants must ensure that all the details are correctly filled and successfully submitted online before the closing date. Applicants should ensure that the Applicant Status on Application Form is "Submitted Successfully"; Half-filled applications shall be treated as incomplete and shall be deemed to be rejected;

(21) Incomplete details in application or application submitted without photograph along with signature/supporting documents shall be rejected;

**(22) Right to Amend the Selection Process:**

**National Health Mission** reserves the right to amend the rules and process at any time of the selection. Any such amendments shall be valid and binding upon.

(23) Any dispute pertaining to the above recruitment process shall be under the jurisdiction of Madhya Pradesh.



**SCORING MATRIX (State Level Contractual Vacancy Recruitment NHM, MP), 2020-21**  
**(For Preparing the Merit-list/ Shortlist for Personal Interview)**  
**(Maximum Marks-100)**

#	Parameters	Max. Marks	Mark % of Essential Qualification	Score Obtained	Description of Evaluation
1	Essential Qualifications	50	100%	50	<p>Marks shall be awarded based on candidate percentage of mark secured in completion of essential qualification which is required for a position as per ToR.            If a candidate has secured 60% marks for her/his qualification which is essential for the position as per the ToR, a total of 30 marks shall be awarded out of 50 Marks. (e.g. <math>50 \times 60\% = 30</math> Marks)</p> <p><b>Consideration of Essential Qualification for awarding Marks:</b>            (a) Higher essential qualification shall be considered for awarding marks; (e.g., if an essential qualification is required for any position as B.Sc. Nursing along with any PG Degree, in the event of this PG Degree, shall be considered for awarding marks);            (b) In case multiple essential qualifications are required for any position (e.g., MBA/ MSW/ MA Social Sc., etc.) and the candidate possesses more than one similar above degrees, in the event of this candidate shall be awarded the marks based on the degree where s/he secured more marks in comparison to her/his other degree (But the details of such course should be mentioned in the Online Application Form filled by the candidate).</p> <p>Note:            (a) Document validation team reserve the right for validation of Mark% of the candidate degree and any deviation recorded at the time Document Validation Process may disqualify the candidate.            (b) In the case of CGPA grading, the document validation team shall calculate the CGPA in percentage based on grading for which the candidate shall produce documentary proof for the basis of calculation of percentage. If an applicant fails to present the above-supporting documents, he/ she shall be liable for the disqualification/ cancellation of her/ his candidature</p>
2	Essential Experience	50	236 (This is an indicative month and will change as per the essential experience of the position. Though, 200 months shall be universal for all the positions)	50	<p>Total score= 0.25 marks for each month of experience to the maximum of 50 marks.</p> <p>[Note: No marks shall be awarded on minimum number of years/ month onessential experience] (e.g. An Applicant has total 37 months of experienceand essential experience is required of 36 months, in such scenariocandidate shall be awarded mark for only one month, i.e. <math>1 \times 0.25 = 0.25</math> TotalMarks for experience criteria</p>
<b>Total Marks</b>		<b>100</b>		<b>100</b>	

## Detail information of Vacant Post in State level:

S.N.	Cadre	Total Vacant Post	Posting Place
1	Consultant HR (Technical)	1	State Level
2	Consultant CPHC	1	State Level
3	State Coordination Officer (Blood Bank)	1	State Level
4	Consultant- Mental Health	1	State Level
5	Consultant- Mobile Health Services	1	State Level
6	State Consultant- Finance cum Logistics (NPCDCS)	1	State Level
7	Consultant Maternal Health-Technical	1	State Level
	Total	<b>07</b>	

## 1. HR Consultant (Technical)

### Roles and Responsibilities:

- 1) Preparation of employee database prior to appraisal cycle each year.
- 2) Review and analyze weekly/monthly/quarterly and yearly reports to identify the causes of poor employee performance & suggest means/ trainings to enhance quality of staff.
- 3) Facilitate and provide technical support in HR policy development with regards to appraisals.
- 4) Coordination with components & collection of employee KRAs & maintain KRA database.
- 5) Coordinate updation of employee KRAs in HRMIS portal.
- 6) Coordinate the implementation of the annual/bi annual appraisal process through HRMIS.
- 7) Coordinate & monitor the process of appeals post appraisals.
- 8) Employee Contract Management.
- 9) Generate all reports/dashboards/ orders related to employee appraisals & present to facilitate decision making.
- 10) Collect/collate/compile & present all transfer related data & coordinate & monitor employee transfers.
- 11) Collect district wise data for State HR PIP & facilitate compilation for onward submission.
- 12) Prepare JD/ToR for all recruitments
- 13) Coordinate with internal & external agencies for coordination of all recruitments
- 14) Actively participate in recruitments & all other HR processes & systems in the Mission.
- 15) Any other task delegated by the supervisor.

## 2. Consultant CPHC

### Roles and Responsibilities:

- 1) Work under the guidance and direction of state Nodal Officer to develop year wise road map, operational plan and financial proposals for setting up of HWCs in line with Golguidelines.
- 2) Facilitate development of financial proposals for operationalization of HWCs jointly with district officials for incorporation in the state's National Health Mission (NHM) Program Implementation plan (PIP).
- 3) Provide technical assistance to state government for identifying and operationalizing of HWCs.
- 4) Provide technical support to the identified institute/ clinical sites for establishing program study centers to run the certificate course in community health.
- 5) Lead the design, implementation and monitoring of all activities to ensure necessary technical input and coordination to achieve desired results.
- 6) Design, implementation and monitoring of all activities to ensure necessary technical input and coordination to achieve desired results.
- 7) Coordinate and collaborate with other relevant program divisions in the state and other stakeholders for planning and implementation of activities for operationalization of HWCs.
- 8) Develop and produce documents like gap analysis check list, action plan, procurement plans, reports for program update and review etc. as per the program need.
- 9) Technically proficient with up to date skills required for the assigned task.
- 10) Strong written and oral communication skills in English and Hindi.
- 11) Ability to handle a variety of assignments under pressure of deadlines.
- 12) Microsoft Office computer skills, proficiency in Word, Excel, PowerPoint and Outlook.

- 13) Ability to travel up to 25% of his/her time.
- 14) Perform other activities assigned by State Nodal Officer.

### **3. State Coordination Officer (Blood Bank)**

#### **Roles and Responsibilities:**

- 1) To assess the need of requirement in the district and FRU for blood Services and supplement it under NHM.
- 2) Monitoring of funds for blood services blood disorders provided under NHM.
- 3) Data analysis of reports generated by the district level blood banks and FURs.
- 4) Providing support and monitoring of blood disorders patients at medical college level
- 5) Preparing the PIP s and monitoring and implementation of programme.
- 6) Linkages plan Co-ordination with State ordination with State Drug Authority .State Health Department (SBTC) SACS and Blood Banks
- 7) Monitoring of Blood banks and blood storage centers

### **4. Consultant – Mental Health**

#### **Roles and Responsibilities:**

- 1) Develop strategic plan and budget for State and District level, besides a monitoring plan and training calendar.
- 2) Support development of appropriate training modules, and successful monitoring of National Mental Health Program.
- 3) Ensure functional coordination with SPMU, DPMU and other Health officials in the state.
- 4) Facilitate documentation of best practices, case studies relating to National Mental Health Program, besides developing IEC/BCC materials.
- 5) Undertake periodic visits to district to do the supportive supervision of activity implementation.
- 6) Support in program related research and evaluation.
- 7) Undertake reviews & assessments & pilot innovative initiative as required.
- 8) Perform Tasks and activities assigned by the Program Officer/ Supervisor to achieve organizational goals.

### **5. Consultant – Mobile Health Services**

#### **Roles and Responsibilities:**

- 1) Monitoring & Supervision - Undertaking field & call center visit for assessment of Integrated Referral Transport Services. Proposing corrective action in view of identified lacunae during field visits.
- 2) Online Monitoring of vehicles (108 Ambulance, Janani Express & Mobile Medical Unit) on regular basis through online software & GPS.
- 3) Preparation of Proposals/ Concept Notes for new initiatives.
- 4) Taking effective measures for 24x7 smooth operationalization of Sanjivani 108, JE service in state.
- 5) Co-ordinate with the nodal officers of the department, State level Core-committee and Core-committees constituted during planning and implementation phase.
- 6) Data Collection & updatation- Timely Collection of monthly progress report & its updatation in departmental website. Collection & compilation of vehicle inspection report conducted by districts.
- 7) Analysis & Verification of data reported by service provider every month & taking corrective actions if any error identified.
- 8) Analysis of reporting system being generated by the call center on operation so as to meet the requirement of parameters defined under AGREEMENT.

- 9) Reviewing and producing financial proposals submitted by service provider.
- 10) Producing financial reports related to budgets, account payables, account receivables, expenses etc.
- 11) Reviewing, monitoring and preparation budgets (PIP).
- 12) Preparation & submission of weekly & monthly reports, presentations for review meetings.
- 13) Regular Co-ordination with vehicle operating Agencies for implementation of new guidelines/ practices for improvement of services.
- 14) Outreach participation for new initiatives/guidelines/protocols shared by State/ GOI or other development partners.
- 15) Timely Compliance to GoI/ GoMP Instructions.
- 16) Preparation of Program Implementation of plan and its timely submission. Regular review of activities as per approved plan. Review for synchronization in physical & financial achievement.
- 17) Review for Training & Development of field staff provided by service provider.
- 18) Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, PowerPoint, etc.
- 19) Vibrant, dynamic and highly motivated with a sense of initiative and ownership, and ready to take any responsibility assigned as a part of the team.
- 20) Ability to produce high quality written work, with great attention to detail, within tight deadlines.
- 21) Reporting to management and providing advice how the future business decisions might be impacted.

## **6. State consultant- Finance cum Logistics (NPCDCS)**

### **Roles and Responsibilities:**

#### **General:**

- 1) To support all matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to NPCDCS in the State.
- 2) To organize and maintain the fund flow mechanism from Centre to State and then from State to Districts.
- 3) Accurate and timely submission of quarterly report on expenditure to State, annual audited statement of accounts and intensively monitoring the financial management in each District NCD cell.
- 4) Financial aspects of activities in Cancer, Diabetes, CVD & Stroke and Elderly
- 5) Any other job assigned by concerned officers.

#### **Specific:**

- 1) Preparing annual and quarterly budgets for the States & District.
- 2) Ensuring that adequate internal controls are in place to support the payments and receipts.
- 3) Ensuring timely consolidation of accounts/financial statements at the National/ State/ District.
- 4) Training of Finance cum Logistics Officer at State & District level in fund flow mechanism and filling up the reporting formats.
- 5) Supporting the audit of the accounts of the State and District in accordance with the financial guidelines.
- 6) Monitoring expenditure and receipt of Utilization Certificate (UC) & Statement of Expenditure (SOE) from the States and Districts.
- 7) Reviewing the accounts and records of the State and District on a periodic basis.
- 8) Preparing consolidated SOE of NPCDCS on a monthly / quarterly basis.
- 9) Coordinating with the State and District to address the audit objection/internal control weaknesses, issues of disallowances, if any.

## **7. Consultant Maternal Health –Technical**

### **Roles and Responsibilities:**

- 1) Implementation and roll-out of LAQSHYA
- 2) Ensure quality Ante Natal Care at community level (VHND)
- 3) Prevention and management of anemia in pregnancy
- 4) Facilitation and implementation of Janani Shishu Suraksha Karyakram (JSSK)
- 5) Establishment and facilitation of obstetric ICU/HDU and MCH wing
- 6) Supportive supervision of facility level obstetric and gynecological services
- 7) Development and implementation of Maternal Health PIP
- 8) Technical support related to all maternal health activities
- 9) All other tasks as given by Nodal Officer, Maternal Health