



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

Recruitment for
Contractual Positions under State Institute of Health Management
and Communication (SIHMC), Gwalior, MP

Rule Book
2020-2021



NATIONAL HEALTH MISSION MADHYA PRADESH
State Institute of Health Management and Communication (SIHMC), Gwalior, MP

Applications are invited from the eligible candidates for the recruitment of contractual vacancies under SIHMC, Gwalior, Madhya Pradesh.

1. Details of Contractual Position:

S.N.	Name of Contractual Post	Total Vacant Post
1.	Consultant (MIS)	1
2.	Consultant (Research Officer)	1
3.	Technical Assistant (HR)	1
4.	Technical Assistant (OA)	1
5.	Technical Assistant (MIS)	1
6.	Technical Assistant (RO)	1
	Total	6

2. Recruitment Process:

S. N.	Name of Post	No. of Post	Honorarium	Qualification and Experience
1	Consultant (MIS)	1	35000/-	<p>Essential Educational Qualification: PG Degree in Statistics / Health Management/ Social Science OR MBA OR MCA OR BE-IT</p> <p>Essential Computer Qualification: Minimum one year PG Diploma/ Degree in Computer Application/ Computer Science from a recognized University/ Institution.</p> <p>Essential Work Experience: Minimum 03 years experience in PSU.</p>
2	Consultant (Research Officer)	1	35000/-	<p>Essential Educational Qualification: PG Degree in Operation Research/ Health Management/ Social Science OR MBA OR MCA</p> <p>Essential Computer Qualification: Minimum one year PG Diploma/ Degree in Computer Application/ Computer Science from a recognized University/ Institution</p> <p>Essential Work Experience: Minimum 03 years experience in PSU.</p>

3	Technical Assistant (HR)	1	15,000	<p>Essential Educational Qualification: BCA OR B.Sc (Computer Science) OR B.E (Computer Science) OR Graduation (In any subject)</p> <p>Essential Computer Qualification: Minimum one year PG Diploma/ Degree in Computer Application/ Computer Science from a recognized University/ Institution</p> <p>Essential Work Experience: Minimum 03 years experience in PSU.</p>
4	Technical Assistant (OA)	1	15,000	<p>Essential Educational Qualification: BCA OR B.Sc (Computer Science) OR B.E (Computer Science) OR Graduation (In any subject)</p> <p>Essential Computer Qualification: Minimum one year PG Diploma/ Degree in Computer Application/ Computer Science from a recognized University/ Institution.</p> <p>Essential Work Experience: Minimum 03 years experience in PSU.</p>
5	Technical Assistant (MIS)	1	15,000	<p>Essential Educational Qualification: BCA OR B.Sc (Computer Science) OR B.E (Computer Science) OR Graduation (In any subject)</p> <p>Essential Computer Qualification: Minimum one year PG Diploma/ Degree in Computer Application/ Computer Science from a recognized University/ Institution</p> <p>Essential Work Experience: Minimum 03 years experience in PSU.</p>

6	Technical Assistant (RO)	1	15,000	<p>Essential Educational Qualification: BCA OR B.Sc (Computer Science) OR B.E (Computer Science) OR Graduation (In any subject)</p> <p>Essential Computer Qualification: Minimum one year PG Diploma/ Degree in Computer Application/ Computer Science from a recognized University/ Institution</p> <p>Essential Work Experience: Minimum 03 years experience in PSU.</p>
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Important Instruction:

- (1) Online Applications will be received from date **10.03.2021**. The Last Date of submission of the online application is **25.03.2021**.
- (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 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 further shortlist 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 12th/ 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 has been given under the applicable rules of MP Civil Services Recruitment Rules 1961.

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

15.*Age Limit: 21-40 Years (Five Years relaxation for ST, SC, OBC and Women (UR/ Reserved Category)

*Age computing Reference Date: 01.01.2021

Please note 25.03.2021 shall be taken as a reference date for computing qualification, experience, etc.

Clarification: 10th 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. Candidates failing to upload prescribed documents in the relevant sections of the Online Application Form, shall be disqualified.

18. Document Verification Process:

(a) The Document Verification / Joining Formalities shall be done at the Office of Director SIHMC, Gwalior, MP;

(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.

19. Other Instruction and Guidelines:

19.1 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) 10th 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.

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

(21) 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;

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

(23) 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.

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

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

#	Parameters	Max. Marks	Mark % of Essential Qualification/Additional Essential Experience	Score Obtained	Description of Evaluation
1	Essential Qualifications	40	100%	40	<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 24 marks shall be awarded out of 40 Marks. (e.g. $40 \times 60\% = 24$ Marks)</p> <p>Consideration of Essential Qualification for awarding Marks: (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	100% Marks for Additional 100 Months of Essential Experience [Note: No marks shall be awarded on minimum number of years/ months on essential experience]	50	<p>Total score= 0.50 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 on essential experience] (e.g. An Applicant has total 37 months of experience and essential experience is required of 36 months, in such scenario candidate shall be awarded mark for only one month, i.e. $1 \times 0.50 = 0.50$ Total Marks for experience criteria</p>

SCORING MATRIX (Recruitment for Contractual Position (Contd.))

#	Parameters	Max. Marks	Mark % of Essential Qualification/Additional Essential Experience	Score Obtained	Description of Evaluation
3	Experience of working in SIHMC	10	100% Marks for the candidate is working OR has worked in SIHMC	10	If the eligible candidate is working OR has worked in SIHMC in a similar capacity, in that case, s/he shall be awarded additional 10 marks
Total Marks		100		100	

Detail information of Vacant Post in State level:

S.No.	Cadre	No of Vacant Position	Posting Place
1.	Consultant (MIS)	1	SIHMC, Gwalior,MP
2.	Consultant (Research Officer)	1	
3.	Technical Assistant (HR)	1	
4.	Technical Assistant (OA)	1	
5.	Technical Assistant (MIS)	1	
6.	Technical Assistant (RO)	1	
	Total	6	

1. Consultant (MIS)

Roles and Responsibilities:

1. To assist the nodal officer, NIHFWS and Director, NIHFWS through Sr. Consultants in Management and other administrative functions of RCH project staff of NIHFWS; identification and evaluation of collaborating training institutions and liaison with the state and district training coordinators.
2. Review and analyze Program Implementation Plan (PIPs) of states, Comprehensive Training Plans, trainings reports and preparing action points for performance improvement in respect of allotted state/s
3. Work extensively for establishment of TMIS (Training Management Information System) in allotted states and scaling up of establishment of TMIS all over India by 2018, coordinate with all the states HFWS departments SIHFWS./CTI s and other stake holders for the same
4. Work toward infrastructure analysis and strengthening of training institutions in country Analysis and improvement of infrastructure plan of allotted state/s
5. To assist in organizing regional workshops, core groups and expert committee meetings
6. To assist in procurement of various items under NHM/RCH project
7. To liaise with the official of MOHFWS
8. To provide technical inputs to the core groups in the preparation of management component of Rch training modules
9. To undertake state visits to appraise the collaborative training and other institutions along with technical consultants regarding preparation of annual plans, monitoring and supervision of training activities and programme performance
10. Ensure implementation and establishment of revised RCH Training Financial Norms in allotted states
11. Work toward establishment of IQAC(Internal Quality Assurance Cell) in NIHFWS and each SIHFWS/CTI
12. Support nodal office for e-learning modular trainings and examinations of candidates in respective allotted state/s
13. To submit technical reports on quality of training and programme performance based on field visit reviews to ANO, NO and Director (NIHFWS)
14. To carry out any other relevant work in RCH assigned by Sr. Consultant, RCH unit, NIHFWS, Nodal Officer, NIFHW and / or Director, NIHFWS
15. Consultant will focus on holistic approach for monitoring & evaluation tasks in respect to trainings nursing issues, AHS issues & ME issues during their visits to states/district

2. Consultant (Research Officer)

Roles and Responsibilities:

1. To assist the nodal officer, NIHFWS and Director, NIHFWS through Sr. Consultants in Management and other administrative functions of RCH project staff of NIHFWS; identification and evaluation of collaborating training institutions and liaison with the state and district training coordinators.
2. Review and analyze Program Implementation Plan (PIPs) of states, Comprehensive Training Plans, trainings reports and preparing action points for performance improvement in respect of allotted state/s

3. Work extensively for establishment of TMIS (Training Management Information System) in allotted states and scaling up of establishment of TMIS all over India by 2018, coordinate with all the states HFW departments SIHFWs./CTI s and other stake holders for the same
4. Work toward infrastructure analysis and strengthening of training institutions in country
Analysis and improvement of infrastructure plan of allotted state/s
5. To assist in organizing regional workshops, core groups and expert committee meetings
6. To assist in procurement of various items under NHM/RCH project
7. To liaise with the official of MOHFW
8. To provide technical inputs to the core groups in the preparation of management component of Rch training modules
9. To undertake state visits to appraise the collaborative training and other institutions along with technical consultants regarding preparation of annual plans, monitoring and supervision of training activities and programme performance
10. Ensure implementation and establishment of revised RCH Training Financial Norms in allotted states
11. Work toward establishment of IQAC (Internal Quality Assurance Cell) in NIHFW and each SIHFW/CTI
12. Support nodal office for e-learning modular trainings and examinations of candidates in respective allotted state/s
13. To submit technical reports on quality of training and programme performance based on field visit reviews to ANO, NO and Director (NIHFW)
14. To carry out any other relevant work in RCH assigned by Sr. Consultant, RCH unit, NIHFW, Nodal Officer, NIFHW and / or Director, NIHFW
Consultant will focus on holistic approach for monitoring & evaluation tasks in respect to trainings nursing issues, AHS issues & ME issues during their visits to states/district

3. Technical Assistant (HR)

Roles and Responsibilities:

1. To be responsible for processing of activities for disbursement of funds to CTIs and other collaborating training institutes related to HR.
2. To assist consultant finance in maintenance of accounts, preparation of log books, clearance of bills, audit process and maintenance of UCs form collaborating CTIs in states & UTs etc
3. To be responsible for scrutinizing of statement of Expenditure (SOE) received from CTIs
4. To prepare monthly reports regarding disbursement of funds and expenditure statements to be submitted to the concerned consultant for submission to higher authorities and all other work dealing with MOHFW
5. To review the financial progress of various training programmes
6. To undertake monitoring visits to the CTIs as and when necessary
7. To undertake any other work given by Sr. Consultant (Finance), ANO, Nodal Officer, and Director NIHFW regarding financial matters.
8. To be responsible for all routine work, computer related work and Secretarial assistance including file work in the RCH unit of NIHFW
9. To assist in maintenance of files and registers, keeping record of mails, typing of letters, keeping record of leaves of employees and other technical details of RCH unit of NIHFW
10. To carry out any other relevant work of CH unit assigned by superior officers

4. Technical Assistant (OA)

Roles and Responsibilities:

1. To be responsible for processing of activities for disbursement of funds to CTIs and other collaborating training institutes related to OA.
2. To assist consultant finance in maintenance of accounts, preparation of log books, clearance of bills, audit process and maintenance of UCs form collaborating CTIs in states & UTs etc
3. To be responsible for scrutinizing of statement of Expenditure (SOE) received from CTIs
4. To prepare monthly reports regarding disbursement of funds and expenditure statements to be submitted to the concerned consultant for submission to higher authorities and all other work dealing with MOHFW
5. To review the financial progress of various training programmes
6. To undertake monitoring visits to the CTIs as and when necessary
7. To undertake any other work given by Sr. Consultant (Finance), ANO, Nodal Officer, and Director NIHFW regarding financial matters.
8. To be responsible for all routine work, computer related work and Secretarial assistance including file work in the RCH unit of NIHFW
9. To assist in maintenance of files and registers, keeping record of mails, typing of letters, keeping record of leaves of employees and other technical details of RCH unit of NIHFW
10. To carry out any other relevant work of CH unit assigned by superior officers time to time.

5. Technical Assistant (MIS)

Roles and Responsibilities:

1. To be responsible for processing of activities for disbursement of funds to CTIs and other collaborating training institutes related to MIS
2. To assist consultant finance in maintenance of accounts, preparation of log books, clearance of bills, audit process and maintenance of UCs form collaborating CTIs in states & UTs etc
3. To be responsible for scrutinizing of statement of Expenditure (SOE) received from CTIs
4. To prepare monthly reports regarding disbursement of funds and expenditure statements to be submitted to the concerned consultant for submission to higher authorities and all other work dealing with MOHFW
5. To review the financial progress of various training programmes
6. To undertake monitoring visits to the CTIs as and when necessary
7. To undertake any other work given by Sr. Consultant (Finance), ANO, Nodal Officer, and Director NIHFW regarding financial matters.
8. To be responsible for all routine work, computer related work and Secretarial assistance including file work in the RCH unit of NIHFW
9. To assist in maintenance of files and registers, keeping record of mails, typing of letters, keeping record of leaves of employees and other technical details of RCH unit of NIHFW
10. To carry out any other relevant work of CH unit assigned by superior officers

6. Technical Assistant (RO)

Roles and Responsibilities:

1. To be responsible for processing of activities for disbursement of funds to CTIs and other collaborating training institutes related to Research .
2. To assist consultant finance in maintenance of accounts, preparation of log books, clearance of bills, audit process and maintenance of UCs form collaborating CTIs in states & UTs etc
3. To be responsible for scrutinizing of statement of Expenditure (SOE) received from CTIs
4. To prepare monthly reports regarding disbursement of funds and expenditure statements to be submitted to the concerned consultant for submission to higher authorities and all other work dealing with MOHFW
5. To review the financial progress of various training programmes
6. To undertake monitoring visits to the CTIs as and when necessary
7. To undertake any other work given by Sr. Consultant (Finance), ANO, Nodal Officer, and Director NIHFW regarding financial matters.
8. To be responsible for all routine work, computer related work and Secretarial assistance including file work in the RCH unit of NIHFW
9. To assist in maintenance of files and registers, keeping record of mails, typing of letters, keeping record of leaves of employees and other technical details of RCH unit of NIHFW
10. To carry out any other relevant work of CH unit assigned by superior officers