



# STATE HEALTH SOCIETY, J&K

**Jammu Office:** Regional Institute of Health & Family Welfare, Nagrota, Jammu.  
Telefax: 0191-2674114; 2674244; email: mdnrhmjk@gmail.com

**Kashmir Office:** 1<sup>st</sup> Floor, Zum Zum Building, Rambagh, Srinagar  
Telefax: 0194-2430359; email: dnokashmir@gmail.com

## NOTICE FOR CONTRACTUAL ENGAGEMENTS

Following posts of various categories lying vacant under National Rural Health Mission to be filled on contractual basis by the State Health Society, Jammu.

| S.No. | Position and Job responsibility  | No. of Post | Remuneration per month | Requisite Qualification  | Requisite Experience   |
|-------|--|-------------|------------------------|--|--|
| 1     | <b>State Monitoring and Evaluation Officer</b><br>To assist the society in strengthening MIS and to implement system and procedures for efficient functioning of the Department Health.  | 01          | Rs. 21600.00 per month | The candidate should have an MCA/ B. Tech (Computer Science)   | Minimum 3 years of experience in software development or in management of the project or post graduate Diploma in computer application/ information technology/office management with a <b>minimum 5-7 Years of post qualification work.</b> |
| 2     | <b>State Accounts Manager</b><br>To maintain accounts of all funds as per the GOI guidelines, and to facilitate the disbursement of funds, prepare Statement of Expenditure (SOE) including FMR and arrange audits of the accounts of the Society. | 01          | Rs. 24000.00 per month | The candidate should have an Inter CA/Inter ICWA/M. Com with computer skills and working knowledge in Tally. | <b>Minimum 5-7 years of post qualification work experience.</b>  |
| 3     | <b>Data Entry Operator</b><br>Maintaining & Computerization of Data of State Health Society and analyze the report.  | 01          | Rs. 10800.00 per month | Bachelors in Computer Application  | Minimum of 01 years of post qualification.   |

### TERMS AND CONDITIONS:

1. Must be a resident of J&K State.
2. Excellent oral & written communication & presentation skills in English, Hindi and local language.
3. High initiative taking capacity and familiarity with socio-cultural and socio-economic conditions of the State.
4. Some experience in working with Government will be an added advantage.
5. Contracts will be offered by State Health Society and not by the J&K Govt. Remuneration as mentioned is inclusive of all allowance perks etc. Initial contract will be till **31<sup>st</sup> March 2012.**
6. Applications not falling in the prescribed criteria shall be rejected.
7. Applications as per format should reach the office of State Health Society (NRHM) Regional Institute of Health and Family Welfare, near Sainik School, Nagrota, Jammu -181221 on or before **16-12-2011 upto 4 .00 P.M. and interview will be held on 17<sup>th</sup> December 2011 at 10.00 A.M.** at State Health Society.
8. The candidate should come with original documents at the time of interview.
9. Age limit for the above position will be upto 50 years only.

Note: The advertisement notice alongwith application format is also available on our websites: [www.jkhealth.org](http://www.jkhealth.org) and [www.jknrm.com](http://www.jknrm.com)

Sd/-  
Chairman,  
Executive Committee, SHS,  
(Commissioner/ Secretary, H&ME Department)  
Civil Secretariat, Jammu/Srinagar

**Annexure-B**  
**APPLICATION FORM FOR CONTRACTUAL APPOINTMENT UNDER**  
**STATE HEALTH SOCIETY**

Attested  
Passport size  
Photograph

- 1 Post Applied for: \_\_\_\_\_
  
- 2 Adv. Notice No: \_\_\_\_\_
  
- 3 Name of candidate: \_\_\_\_\_
  
- 4 Parentage \_\_\_\_\_
  
- 5 Date of Birth: \_\_\_\_\_
  
- 6 Permanent/Present Contact Address: \_\_\_\_\_
  
- 7 E mail Address \_\_\_\_\_
  
- 8 Permanent Telephone No. (STD code) \_\_\_\_\_
  
- 9 Languages Spoken /Written

10. Details of Technical Qualification:-

| Examination Passed | Examining Body/Board/University | Year of Passing | Marks Obtained | Total Marks | %age |
|--------------------|---------------------------------|-----------------|----------------|-------------|------|
|                    |                                 |                 |                |             |      |

11. Date of declaration of result of technical Qualification\_\_\_\_\_

12 Experience if any\_\_\_\_\_ Duration \_\_\_\_\_ Years\_\_\_\_\_ months

13 Documents

a) \_\_\_\_\_ b)\_\_\_\_\_

c) \_\_\_\_\_ d)\_\_\_\_\_

14 I do hereby declare that

- i. The Statement in this application is true to the best of my acknowledge and belief
- ii. I have never been debarred from appearing at any examination/Interview.
- iii. I have never been arrested /prosecuted or involved in any criminal case registered by the police or convicted by a criminal court.
- iv. I undersigned that any willful concealment of the facts shall result in the cancellation of my candidature and may also debar me from applying for future selection.

I shall accept the selection made by the selection committee which will be binding on me

Signature of Applicant

**Note: You will be required to supply documentary evidence, which supports the statements you have made above before the interview.**