



STATE HEALTH SOCIETY
REGIONAL INSTITUTE OF HEALTH & FAMILY WELFARE
(NEAR SAINIK SCHOOL) NAGROTA, JAMMU-181221
Telefax-0191-2674114, 2674244 mdnrhmjk@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, J&K.

S.No.	Position and Job responsibility	No. of Post	Remuneration per month	Requisite Qualification	Requisite Experience
1	State Program Manager To assist the State Health Society in all aspects of programme management under NRHM	1	Rs. 25000.00 per month	The candidate should have a post graduate degree in management/health administration/public health management/social work/rural management	Minimum of 5-7 Years of post qualification work experience. Persons having added qualification and/or having previous work experience in programme management and/or administration in health sector will be preferred.
2	State Finance Manager To assist the State Health Society in all aspects of finance matters including budgeting, accounts & audit disbursements and developing internal control systems and to ensure maintenance of accounts as per GoI requirements.	1	Rs. 25000.00 per month	The candidate should be a CA/MBA (Finance)/ICWA/MFC/CFA	Minimum of 5-7 years of post qualification

S.No.	Position and Remuneration	No. of Post	Remuneration per month	Requisite Qualification	Requisite Experience
3	M&E Assistant at State Level Maintaining & Computerization of Data of State Health Society and analyze the report	1	Rs. 12000.00 per month	Bachelor in Computer Application from recognized university with 50% marks and above.	Minimum of 2 years of post qualification
4	Ledger Keeper at State Level Maintain Day-to –Day records of release to Districts /Implementing agencies and Ledger keeping maintain Books of Accounts	1	Rs. 8000.00 per month	Bachelor of Commerce from recognized university with 50% marks and above.	Minimum of 2 years of post qualification experience in Government/ Semi-Government/Private Sector as accountant. Working on accounting software Tally or equivalent
5	Divisional Accounts Manager, Kashmir Division To assist the Divisional Nodal Officer, Kashmir and State Health Society rendering of consolidated Statement of Expenditure, FMR and give support to the Accounts Manager at District/ Block level etc including Audits of the accounts under NRHM and any other job assigned from time to time	1	Rs. 15000.00 per month	The candidate should have a CA/Inter ICWA/M.Com/B.Com . Preference will be given to those having Computer proficiency in Ms Office package , and experience in working software Tally or equivalent.	Minimum of 3-5 Years of post qualification work experience. Persons having added qualification and/or having previous work experience in keeping accounts in public/ private sector.
6	Junior Assistant Divisional Office, NRHM, Kashmir To assist the Divisional Nodal Officer, NRHM Kashmir, Division	1	Rs. 7000.00 per month	One year Diploma in Computers from any recognized university.	Minimum of 2 years of post qualification.

TERMS AND CONSITIONS:

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 systems 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 for a **period of one year**.
6. Applications not falling in the prescribed criteria shall be rejected.
7. Applications as per format should reach the office of State Health Society on or before **5rd March 2011 either at Regional Institute of Health and Family Welfare, near sainik School, Nagrota, Jammu -181221 or in the Office of Divisional Nodal Officer (NRHM) at RFPTC building, behind Bone & Joint Hospital, Barzulla, Srinagar.**
8. 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 and www.jknrm.com

Sd/-
Chairman,
Executive Committee, SHS,
(Principal Secretary, H&ME Deptt.)
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.