



GOVT. OF ASSAM
OFFICE OF THE DIRECTORATE OF HEALTH SERVICES, ASSAM
HENGRABARI, GUWAHATI – 36.

Engagement of NVBDCP staff under IMCP phase –II (GFATM Round-9) on contractual basis.

NOTICE

Applications are invited from the intending candidates for the following posts under **Intensified Malaria Control Project (IMCP) Phase-II (GFATM Round-9)** to be engaged on **Contractual Basis** for a period of 1 (One) year from the date of engagement, which may be extended further on the basis of performance. All the posts will be engaged at Programme Monitoring Unit (PMU) in the Head Quarter. The details of the posts under IMCP PHASE-II (GFATM Round-9) will be available in the websites www.nrhmassam.in & www.assamgovt.mt.in. and in the Notice Board of Director of Health Services, Assam.

The interested candidates may submit their application in the **Standard Form** along with copies of all required testimonials addressing to Director of Health Services, Assam and to submit in the Office of the **Additional Director of Health Services (R), Lower Assam Region & I/c Central Drugs Ware house, Patharquerry, Narengi, Guwahati-71**. All the applications will clearly indicate the name of post for which they are applied for in the outer cover of the envelope.

The last date of receipt of application is 7th January, 2012 Applications received after due date will summarily be rejected. The applicants who fulfill the required qualification and criteria will be shortlisted and called for interview individually.

SL. No.	Name of the Post	No. of Post	Remarks
1	State Public Health Consultant (VBD)	1	
2	M&E Consultant	1	
3	Finance & Accounts Consultant	1	
4	BCC / PPP Consultant	1	
5	Secretarial Assistant	2	

27.12.2011
Director of Health Services, Assam
Hengrabari, Guwahati – 781036
For *[Signature]*

SL. No.	NAME OF POST	No. of Post	Place of Work	Qualification & Experience	Remuneration	Age	Responsibilities	Remarks
1.	State Public Health Consultant (VBD)	01	Office of the JDHS(M) cum SPO, NVBDCP, ASSAM	P.G. Qualification in PSM / Community Medicine / Community Health Administration with 2 years experience in the area of which atleast 1 year in public health programme Or MBBS with 15 years and above experience in National Health Programme	Rs. 40,000/- 50,000/- per month consolidated	Should not be above 65 years and ready to travel extensively.	Working to support State VBDC Officer. To ensure implementation of Programme guidelines for planning, training, monitoring, supervision & surveillance of VBD. Conduct regular field visit for quality implementation of the programme activities and provide technical support, timely data analysis, presentation & interpretation of VBD Surveillance at State level.	
2.	M&E Consultant	01do.....	P.G. Qualification in PSM / Community Medicine / Community Health Administration with 2 years experience in the area of which atleast 1 year in public health programme Or MBBS with 15 years and above experience in National Health Programme	Rs. 40,000/- 50,000/- per month consolidated	Should not be above 65 years and ready to travel extensively.	Working in close collaboration with administrative Staff at State level & Other Consultants. Assist technical component of project formulation & implementation. To develop comprehensive plan for monitoring & evaluation in high risk endemic areas. To develop supportive supervision to monitor at district & PHC level. To assist implementation of HMIS. Develop methodology for mid term evaluation.	
3.	Finance & Accounts Consultant	01do.....	PG. Qualification in Commerce / MBA (Finance) or equivalent. Qualification may be relaxed based on experience. Minimum of 2 years experience in accounting analysis financial reporting, budgeting & financial software reporting system.	Rs. 25,000/- to Rs. 35,000/- per month consolidated	Should not be above 65 years and ready to travel extensively.	Working with close collaboration with NVBDCP Staffs. To keep and maintain separate account for the externally aided component for State NVBDCP. To prepare monthly financial statement to be sent to NVBDCP. To compile monthly receipts and expenditure accounts of districts & Head Quarter. Any other assignment given by SPO.	

ADVERTISEMENT FOR THE POSTS UNDER IMCP PHASE-II (GFATM ROUND-9)

4.	BCC / PPP Consultant	01do.....	P.G. in Anthropology / Sociology / Social Work / Mass Communication. Preferably with Ph.D. degree & exposure to development work & advocacy, understanding behaviour change communication. Three years experience in relevant work out of which 1 year should be networking and liaison building activities.	Rs. 25,000/- to Rs. 35,000/- per month consolidated	Should not be above 65 years & ready to travel extensively.	To review the literature on behavioural aspects affecting health seeking attitude of the community. Bring out constraint in involving community and suggest improvement. Develop Strategies to involve Panchayat, NGO, Mahila Mandal & other community group. Support NVBDCP in carrying out studies to understand the knowledge awareness, beliefs and practices related to Malaria Prevention & Control. Designing BCC / Social Mobilization Strategies to Support NVBDCP.
5.	Secretarial Assistant	02do.....	Graduate from recognized University with typing speed of 30 words per minute and shorthand speed of 80 words per minute with computer knowledge on MS office and should have minimum 1-2 years experience in handling of official correspondence.	Rs. 8,000/- to Rs. 10,000/- per month consolidated.	Should not be above 40 years.	To assist officers in day to day implementation activities. Should be Computer literate and responsible for handling of all related files & folders, typing job of all correspondences to assist in official noting, drafting and maintenance of files. To keep follow up actions on the subject matter allocated. To enter data in excel files and tables