



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

Recruitment for
Contractual State Level Vacant Positions

**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:

S.N.	Name of Contractual Post	Total Vacant Post
1.	State AMB Data Management Consultant	1
2.	Consultant CPHC	2
3.	Consultant Maternal Health – Technical	1
4.	Consultant Maternal Health – Midwifery	1
5.	State Consultant (NVHCP)	1
6.	Consultant (M&E) VBD	1
7.	State Nutrition Consultant	1
8.	Consultant HR (Managerial)	1
9.	Consultant HR(Technical)	1
10.	State Urban Health Consultant	1
11.	Consultants Nursing	1
12.	State Nursing Consultant- Nursing Cell	1
13.	Consultant (Child Health)	1
14.	Consultant – Mobile Health Services	1
15.	State Consultant IEC/SBCC	1
16.	AEFI Consultant	1
17.	State consultant- Finance cum Logistics (NPCDCS)	1
18.	Consultant Maternal Health – Skills Lab. Training	1
19.	Consultant Climate change and Human Health Program	1
20.	State Coordination Officer (Blood Bank)	1
21.	Consultant - Hospital Administration	1
22.	Consultant – Mental Health	1
23.	State Logistics Manager	1
24.	M&E PC&PNDT Consultant	1
25.	State Accounts Manager	1
26.	BFO cum Admin officer	1
	Total	27

2. Recruitment Process:

The Essential and desirable educational qualification for the above post is as follows: -

SN	Name of Post	No. of Post	Honorarium	Qualification
1.	State AMB Data Management Consultant	1	45000	<p>Essential Educational Qualification: M.Tech/ ME (CS/IT/Electronic) or M.Sc/ M.A. Mathematics or M.Sc/ M.A. Statistics</p> <p>Desirable Educational Qualification: PHD in Statistics/ Data Mining/ Social Science or MCA/ M.Sc Computer Science</p> <p>Work Experience: Minimum 3 Years Experience in Data management or MIS in Govt./ Private/ Development Sector organization</p>
2.	State Nutrition Consultant	1	45000	<p>Essential Educational Qualification: M.Sc. Clinical Nutrition-Dietetics Or M.Sc. Food and Nutrition or M.Sc. Home Science (Food & Nutrition)</p> <p>Desirable Educational Qualification: PHD in Nutrition or Registered Dietician (RD) or Diploma in Public Health Nutrition or Certificate course in Computer Application or Office Automation</p> <p>Work Experience: Minimum 3 Years Experience in Public Health Nutrition Govt./ Private/ Development Sector organization</p>
3.	Consultant CPHC	2	45000	<p>Essential Educational Qualification: BDS/BAMS/B.Sc. with M.P.H. in Health Management/Health Administration/ PG Degree Health Management</p> <p>Work Experience: 3 Years experience of working in Health sector(Planning, Coordination and Monitoring for Health System Strengthening at State Level) and Proficiency in MS office</p>

SN	Name of Post	No. of Post	Honorarium	Qualification
4.	Consultant Maternal Health – Technical	1	100000	<p>Essential Educational Qualification Work Experience: PG/ Diploma (Obst. & Gynae.) with minimum 3 Years' experience in maternal and child health (MCH) services OR PG degree in Community Medicine with minimum 3 Years' experience in maternal and child health (MCH) services. OR MBBS with MPH with 3 Years' experience in maternal and child health (MCH) services.</p> <p>Desirable- Computer Knowledge Essential Work Experience: Minimum 3 Year of experience in maternal and child health (MCH) services.</p>
5.	Consultant Maternal Health – Midwifery	1	45000	<p>Essential Educational Qualification & Work Experience: M.Sc. Nursing (Obst. & Gynae.) with minimum 3 Year of experience in maternal and child health (MCH) services. OR B.Sc. Nursing with minimum 3 Year of experience in maternal and child health (MCH) services.</p> <p>Desirable: Computer – MS Office Essential Work Experience: Minimum 3 Year of experience in maternal and child health (MCH) services.</p>
6.	State Consultant (NVHCP)	1	45000	<p>Essential Educational Qualification: Medical Graduate (BHMS/BAMS)</p> <p>Desirable: PG Diploma/Degree in Public Health.</p> <p>Work Experience: Experience – 3 Years in Experience in National Public Health Program.</p>
7.	Consultant (M&E) VBD	01	45000	<p>Essential Educational Qualification & Work Experience: Post Graduate degree in Zoology /Life Sciences with 3 years' experience in the field of vector borne disease control & health program monitoring.</p> <p>Desirable: 1 Year should be preferably in public health programme.</p>

SN	Name of Post	No. of Post	Honorarium	Qualification
8.	Consultant HR (Managerial)	01	45000	<p>Essential Educational Qualification:</p> <p>MBA (HR) and PGDCA from a recognized university</p> <p>Work Experience:</p> <p>3 Years experience in HR in any management PSU/ Govt/ Semi Govt/NGO.</p>
9.	Consultant HR (Technical)	01	45000	<p>Essential Educational Qualification:</p> <p>MBA (HR) and PGDCA from a recognized university</p> <p>Work Experience:</p> <p>3 Years experience in HR in any PSU/ Govt/ Semi Govt/ NGO/ Private Organization</p>
10.	State Urban Health Consultant	1	45000	<p>Essential Educational Qualification:</p> <p>Ayush/BDS from a recognized University and Masters in public health management/Masters in Healthcare Management</p> <p>Work Experience:</p> <p>Minimum 3 years of work experience in a govt or any non govt organization in the social /public health sector.</p> <p>Desirable Educational Qualification:</p> <p>Proficiency and good knowledge of computer</p>
11.	Consultants Nursing	01	45000	<p>Essential Educational Qualification:</p> <p>M.SC Nursing and PGDCA from recognized University</p> <p>Desirable Educational Qualification:</p> <p>PHD Nursing</p> <p>Work Experience:</p> <p>03 Year Experience of working in Nursing Institution as a Sister Tutor. or 01 Experience of working in Nursing Institution as a principal / Vice Principal</p>

SN	Name of Post	No. of Post	Honorarium	Qualification
12.	State Nursing Consultant-Nursing Cell	01	45000	<p>Essential Educational Qualification: M.Sc. Nursing and PGDCA from recognized University</p> <p>Desirable Educational Qualification: PHD Nursing</p> <p>Work Experience:</p> <p>03 Year Experience of working in Nursing Institution as a Sister Tutor. or 01 Experience of working in Nursing Institution as a principal / Vice Principal</p>
13.	Consultant (Child Health)	1	45000	<p>Essential Educational Qualification: BAMS/BHMS/BDS or Medical Graduate in any Medical Sciences with MPH/MBA in Hospital & Health Administration/Management</p> <p>Note: MPH/MBA in Hospital & Health Administration/Management is required for all.</p> <p>Work Experience: 3years experience in RMNCHA /Child Health.</p>
14.	AEFI Consultant	1	45000	<p>Essential Educational Qualification: BHMS/BAMS/BDS/BPT/ BSc. Nursing</p> <p>Desirable Educational Qualification: Masters in Public Health</p> <p>Work Experience: 3 years' experience in health program management in government or semi government sector at block/district/state level.</p> <p>Desirable experience: Experience in field of immunization and child health / RCH</p>
15.	State Consultant IEC/SBCC	01	45000	<p>Essential Educational Qualification: PG Degree in Mass communication/Journalism</p> <p>Desirable Educational Qualification: MSW/MA Sociology/MBA Media Management</p> <p>Work Experience: Min. 3 Years' experience in health communication sector. Work Experience at state level & govt/Reputed Institutes will be preferred.</p>

SN	Name of Post	No. of Post	Honorarium	Qualification
16.	Consultant – Mobile Health Services	01	45000	<p>Essential Educational Qualification: PG Degree /Diploma in Health management or Health Administration.</p> <p>Desirable Educational Qualification: PGDCA, Data Analysis expertise</p> <p>Work Experience: 3 Years experience in health program management in PSU/ Govt/Semi Govt/NGO.</p> <p>Desirable Experience: Preference will be given to those who have worked in the field of management of Emergency ambulance services/ call centre at district/state level.</p>
17.	State consultant-Finance cum Logistics (NPCDCS)	1	45000	<p>Essential Educational Qualification: MBA (2 Year full time) (Finance/ Material Management) from any recognized institute/university or Post Graduate Diploma in Finance (2 Year Full Time) from any recognized institute/university.</p> <p>Desirable Educational Qualification: Inter CA/Inter ICWA</p> <p>Work Experience: 3 Year of experience in accounting, Financial management and logistics management in public health along with Basic knowledge of MS office.</p>
18.	Consultant Maternal Health – Skills Lab. Training	1	45000	<p>Essential Educational Qualification BDS or AYUSH Doctors</p> <p>Desirable: Computer literacy especially in – MS Office</p> <p>Work Experience: Minimum 3 years experience in maternity services.</p>
19.	Consultant Climate change and Human Health Program	1	100000	<p>Essential Educational Qualification: MBBS with Post Graduation(MD) in PSM (Preventive & Social Medicine)/Community Medicine or Post Doctorate in Public Health from a recognized University</p> <p>Work Experience: 3 Year experience in Planning and implementation of service delivery shall be preferred.</p>

SN	Name of Post	No. of Post	Honorarium	Qualification
20.	State Coordination Officer (Blood Bank)	1	45000	<p>Essential Educational Qualification: Bachelor Degree+ Master's Degree in Management /Science ,Knowledge of logistics/Statistic, Social Work and Human Resource.</p> <p>Essential Work Experience: 3 Year Experience in Blood Bank Services, experience in govt and social sector should be preferred</p> <p>Desirable: 1. Govt. Sector (PSU) Social Sector will be preferred strong communication and documentation skills in English 2. Knowledge of logistics/Statistic, Social Work and Human Resource</p>
			60000	<p>Essential Educational Qualification: MBBS orMD(Pathology)/ DCP</p> <p>Essential Work Experience: 3 Year Experience in Blood Bank Services, experience in govt and social sector should be preferred</p> <p>Desirable: 1. Govt. Sector (PSU) Social Sector will be preferred strong communication and documentation skills in English. 2. Knowledge of logistics/Statistic, Social Work and Human Resource</p>
21.	Consultant - Hospital Administration	1	45000	<p>Essential Educational Qualification: Ayush/BDS with Master's Degree in Public Health(MPH/MHA) or MBA/PGDM in Health Administration from a recognized university</p> <p>Work Experience: 3 years of Post qualification experience in government health program at State or National level.</p>

SN	Name of Post	No. of Post	Honorarium	Qualification
22.	Consultant – Mental Health	1	45000	<p>Essential Educational Qualification: BDS/BAMS with Masters in Public Health/Master of Health Administration/MBA/PGDM Healthcare Administration OR BHMS with Post Graduation in Homeopathic Psychiatry. OR M.Phil or Ph.D in Clinical Psychology (RCI recognized)</p> <p>Work Experience: 3 years of minimum Post qualification experience in government health program at State or National level</p>
23.	State Logistics Manager	1	45000	<p>Essential Educational Qualification: Master's Degree in Public Health, MPH/MHA (Master of Health Administration)/MBA/PGDM(full time 2 year in Health Administration) from a recognized university</p> <p>Work Experience: 3 years of Post qualification experience in government health program at State or National level he must also have sufficient, Experience in procurement for the project.</p>
24.	M & E PC&PNDT Consultant	1	45000	<p>Essential Educational Qualification: Masters in Statistics / Health Statistics/ Public Health informatics/ Operation Research/ Demography/ Population Studies / Economics Social Science/ Anthropology / Development Studies/Public Health from recognized institutions of UGC/ AICTE. and PGDCA from a recognized university</p> <p>Work Experience: 3 Years Experience in Data Analysis at State/District Level.</p>
25.	State Accounts Manager	1	45000	<p>Essential Educational Qualification: CA/ICWA/CS, MBA (Finance)</p> <p>Desirable: Computer Degree/PG Diploma in Computer</p> <p>Work Experience: Minimum 3 year experience in finance/accounts field in society/autonomous body/ government, semi-Government Projects Corporation, Nigam, Mandal, NGO Health sector etc.</p>

SN	Name of Post	No. of Post	Honorarium	Qualification
26.	BFO cum Admin officer	1	55000	<p>Essential Educational Qualification: CA/ICWA/CS, MBA (Finance)</p> <p>Desirable: Computer Degree/PG Diploma in Computer</p> <p>Work Experience: Minimum 3 year experience in finance/ accounts field in society/ autonomous body/ government, semi-Government Projects Corporation, Nigam, Mandal, Health sector etc.</p>

Important Instruction:

1. Online Applications will be received from date 29.01.2020
2. 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 Personal Interview. M.D. NHM, M.P shall constitute a screening committee to further shortlist the eligible candidates on set criteria/ matrix in the ratio of 1:8 ratio for the Personal Interview against each vacancy.
3. The appointment will be purely on contractual basis for a period of the one-year, renewable subject to Government of India approval and satisfactory performance. Any claim for absorption in the regular position shall not be entertained in the future.
4. Mission Director, National Health Mission Madhya Pradesh, will have the right to suspend/cancel any application / entire process without giving any reason.
5. 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.
6. At the time document verification process prior to personal interview, all requisite documents/ testimonial/ certificates or any other documents substantiating the claims made in the online form has to be produced. Candidates unable to provide any of the requisite documents shall be liable for the disqualification.
7. Selected candidate needs to submit a medical certificate which shall be validated by the District Medical Board before the joining of the candidate
8. 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).
9. Only post qualification experience shall be considered for all the above-mentioned positions.
10. Only post-registration experience shall be considered for the positions having essential criteria of registration with respective councils
11. Only full time course shall be considered for the above qualifications.
12. In case of CGPA/ GPA, applicant shall provide marks details in percentage at the time of filling the online form and documentary proof for basis of calculation of percentage shall be produced whenever it is required. If any applicant fails to present above supporting documents shall be liable for the disqualification/ cancellation of her/ his candidature.
13. For above positions minimum age limit shall be 21 & maximum age 40 years. age is calculated as on 01.01.2020.
14. No. of Position will varied as per requirement of NHM MP.
15. Any dispute pertaining to the above recruitment process shall be under the jurisdiction of Madhya Pradesh.

Detail information of Vacant Post in State level:

S.N.	Name of Contractual Post	Total Vacant Post
1.	State AMB Data Management Consultant	1
2.	Consultant CPHC	2
3.	Consultant Maternal Health – Technical	1
4.	Consultant Maternal Health – Midwifery	1
5.	State Consultant (NVHCP)	1
6.	Consultant (M&E) VBD	1
7.	State Nutrition Consultant	1
8.	Consultant HR (Managerial)	1
9.	Consultant HR(Technical)	1
10.	State Urban Health Consultant	1
11.	Consultants Nursing	1
12.	State Nursing Consultant- Nursing Cell	1
13.	Consultant (Child Health)	1
14.	Consultant – Mobile Health Services	1
15.	State Consultant IEC/SBCC	1
16.	AEFI Consultant	1
17.	State consultant- Finance cum Logistics (NPCDCS)	1
18.	Consultant Maternal Health – Skills Lab. Training	1
19.	Consultant Climate change and Human Health Program	1
20.	State Coordination Officer (Blood Bank)	1
21.	Consultant - Hospital Administration	1
22.	Consultant – Mental Health	1
23.	State Logistics Manager	1
24.	M&E PC&PNDT Consultant	1
25.	State Accounts Manager	1
26.	BFO cum Admin officer	1
	Total	27

1. State AMB Data Management Consultant

Roles and Responsibilities:

- 1) Monitoring and analysis of HMIS based AMB indicators.
- 2) Convergence with district and divisional officials for updation of AMB dashboard.
- 3) Support in estimation of drugs and commodities for anemia management along with rationalized distribution.
- 4) Monitor progress of training under AMB with conservation of training details
- 5) Monitor and analyze financial progress of AMB program.
- 6) Support and monitor assured last mile supply of IFA commodities
- 7) Ensure necessary convergence with WCD and School Education department for beneficiary centric data of AMB.

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 GoI guidelines.
- 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. 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

4. Consultant Maternal Health –Midwifery

Roles and Responsibilities:

- 1) Implementation of Midwifery programme
- 2) Coordinate the selection of Midwifery Educators and Nurse Practitioner Midwives through entrance examinations including advertising, paper-setting, venue setting, conducting the examinations and interviews and declaring results.
- 3) Plan posting, appraisal and cadre creation for Midwifery Educators and Nurse Practitioner Midwives
- 4) Develop and produce documents like situation analysis reports, assessment reports, success stories, gap analysis plans, procurement plan etc. as per the program need and local context.
- 5) Undertake field visits whenever required.
- 6) Development and implementation of Maternal Health PIP
- 7) Technical support related to all maternal health activities
- 8) All other tasks as given by Nodal Officer, Maternal Health

5. State Consultant (NVHCP)

Roles and Responsibilities:

- 1) Role & Responsibilities - To Assist State Nodal Officer NVHCP in Planning, Monitoring & Evaluation of the Program.
- 2) To Co-Ordinate with all the MTCs & TCs.
- 3) To conduct all the training related to NVHCP.
- 4) Ensure that the monthly progress report (MPR) received from all DH & compiled at district NVHCP cell.
- 5) Confirmation of Diagnosis in the field & refer the case to nearest Health Facility for Treatment.

6. Consultant (M&E) VBD

Roles and Responsibilities:

Working in close collaboration with health authorities at state level and other Consultants:

- 1) To assist in all technical components of project formulation and project implementation especially for newer components.
- 2) To develop comprehensive plan for monitoring & evaluation in high risk malaria endemic areas and to ensure that an effective and participatory M&E system is established at all level.
- 3) To develop and test instruments for supportive supervision to support monitoring at district and PHC level.
- 4) To assist in the implementation of the new HMIS, to review its status from time to time. To coordinate with M&E consultant at National and district VBD Consultants to ensure quality implementation of programme.
- 5) To develop formats, log frame, matrix for monitoring and evaluating the program implementation in collaboration with NVBDCP staff, public health specialist and IT specialist. To develop or refine indicators for the programme.

- 6) To assist in the development of methodology for mid-term evaluation and to ensure they are undertaken.
- 7) To evaluate results of specific reports on computerized management information system (CMIS) and integrate these into planning and project implementation.
- 8) Assist staff and implementing partners in preparing their progress reports and analyses these reports in terms of problem and actions needed.
- 9) To keep liaison with the National Informatics Centre (NIC) Integrated Disease Surveillance Project (IDSP) of State on implementation of strategies on surveillance, monitoring & evaluation.
- 10) To promote preparedness for tackling malaria outbreaks and ensuring rapid response.
- 11) To consolidate and analyses reports/data received from the districts on monthly/annual basis.

7. State Nutrition Consultant

Roles and Responsibilities:

- 1) Support to strengthen NHM PIP for effective implementation and scale-up of management of Severe Acute Malnutrition (SAM), micronutrient nutrition and Infant and Young Child Nutrition (IYCN) interventions.
- 2) Support in finalizing state-specific protocols on facility-based management of SAM for improving the quality of care standards in Nutrition Rehabilitation Centres (NRCs) in line with GoI national guidelines.
- 3) Develop and support roll-out of training plans for scaling up quality trainings in the area of management of SAM, IYCF and micronutrient interventions
- 4) Support planning, implementation and monitoring of micronutrient interventions-Vitamin A supplementation (VAS) and deworming.
- 5) Support in implementation of Anemia Mukh Bharat (AMB) Programme at state and district level.
- 6) Facilitate development of need based supply and distribution plans at state level for timely supplies positioning for Vitamin A supplementation, Albendazole and Paediatric IFA syrup and CHN logistics.
- 7) Support planning, implementation and monitoring of IYCN interventions at state and district level with specific focus on capacity development of delivery point personnel and field functionaries.
- 8) Facilitate convergence between departments (especially Health, ICDS and Education) and NGO partners for effective implementation of nutrition interventions.
- 9) Monitoring implementation of quality protocols of nutrition interventions under NRHM by coordinating and provide technical guidance the District Officials.
- 10) Support NHM in strengthening NRC referral and follow-up mechanism in convergence with ICDS for improved recovery and reduced defaulter rates.
- 11) Support in implementation of community-based management of SAM protocols in convergence with ICDS.
- 12) To undertake monitoring visits for ensuring quality services delivery of nutrition interventions at district and block level as well as provide hand-holding support at district level.
- 13) Participate in the periodic review meetings held at national & state level and share the progress.
- 14) Discharge any function as assigned by the supervisor within the scope of the intervention

8. HR Consultant (Managerial)

Roles and Responsibilities:

- 1) Develop and update manual on the functions, role & responsibilities of the human resources in the Department.
- 2) Prepare action plan for implementation of various components and processes related to HR Management.
- 3) Study the existing level of distribution and utilization of existing human resources and suggesting measures to rationalize their distribution so as to increase productivity of public health care delivery system.
- 4) Facilitate and provide technical support in HR policy development.
- 5) Prepare detailed action plan for implementation of various components of HR policy.
- 6) Review of job functions and workloads of all administrative and technical categories of personnel and redefine them as the basis for an efficient and need based performance evaluation system.
- 7) Develop and implement an on-line performance management system for the human resources deployed under NHM.
- 8) Facilitate regular performance assessment of staff deployed under NHM at various levels.
- 9) Prepare guidelines for recruitment of technical and administrative personnel.
- 10) Support the recruitment process for technical and administrative manpower at state, division and district level.
- 11) Develop Human Resource Management Information System (HRMIS) and keep it updated for decision making.
- 12) Carryout any other related tasks as per emerging needs.
- 13) Undertake any other tasks assigned by the Supervisor.

9. 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.

10. Consultant: State Urban Health

Roles and Responsibilities:

- 1) To work closely with the State Nodal Officer of the Urban program
- 2) To maintain records of and facilitate the human resource management of all the urban facilities including the civil dispensaries.
- 3) To facilitate HMIS in all the facilities in Urban and be updated about the reporting mechanisms and provide handholding support to district staff for the same.
- 4) To analyze all data collected from HMIS and other software for further improvements and monitoring and evaluation of the program.
- 5) To facilitate skill and capacity building of the entire staff posted in Urban facilities in the districts.
- 6) To prepare presentations, concept notes and write up proposals for all programs undertaken in the urban health at state level.
- 7) To partner with, coordinate and provide support to other programs and organizations supporting the program at the state and district level.
- 8) To prepare letters, note sheets, guidelines, files and various other documentation relevant to the program and present to the nodal officers and facilitate decision making at the state level through the head of the program.
- 9) To maintain, simplify and enable the various reports of the program within prescribed timelines.
- 10) To monitor and assure the quality of the reporting patterns and assess the needs and details of the program and manage the data for the programs efficiently.
- 11) To travel as per the instructions of the state nodal officer to various districts, states and cities as per related to the program.
- 12) To attend workshops and meetings at the state level and outside state as per the instruction of the state nodal officers.
- 13) To understand Evittpravah software at the state level and understand the budget distributions and planning of utilization of the budget, line activities as per the programs at analyze the program requirements and management.
- 14) To complete any other work as per assigned by the state nodal officer.

11. Consultants Nursing

Roles and Responsibilities:

- 1) Inspection of nursing training institutions under Public Health and Family Welfare Department.
- 2) Preparation of gap analysis according the need of the institutions.
- 3) Coordinate with nursing training institutions.
- 4) Preparation of proposals for the operationalize the institutions to meet their requirements.
- 5) Preparation of proposals for getting benefits under the schemes of Government of India through National Health Mission (NHM).
- 6) Preparation of PIP and send it to the Government of India through National Health Mission (NHM).
- 7) To ensure the utility of the funds allocated to the institutions from the National Health Mission (NHM) PIPs and state government. Obtain the Utilization Certificate.
- 8) Participation in committee related to courses conducted in training institutions.
- 9) Preparation of plans and schedules related to the courses and other training conducted in training institutions.
- 10) Co-ordinate with the Professional Examination Board and MP-Online regarding admission to training institutions as well as fulfillment of the trainees at the seats of training institutions.

11) Follow the instructions received time to time by the Government of India, State Government and officials.

12. State Nursing Consultant

Roles and Responsibilities:

- 1) Inspection of nursing training institutions under Public Health and Family Welfare Department.
- 2) Preparation of gap analysis according to the need of the institutions.
- 3) Coordinate with nursing training institutions.
- 4) Preparation of proposals for the operationalize the institutions to meet their requirements.
- 5) Preparation of proposals for getting benefits under the schemes of Government of India through National Health Mission (NHM).
- 6) Preparation of PIP and send it to the Government of India through National Health Mission (NHM).
- 7) To ensure the utility of the funds allocated to the institutions from the National Health Mission (NHM) PIPs and state government. Obtain the Utilization Certificate.
- 8) Participation in committee related to courses conducted in training institutions.
- 9) Preparation of plans and schedules related to the courses and other training conducted in training institutions.
- 10) Co-ordinate with the Professional Examination Board and MP-Online regarding admission to training institutions as well as fulfillment of the trainees at the seats of training institutions.
- 11) Follow the instructions received time to time by the Government of India, State Government and officials.

13. State Child Health Consultant

Roles and Responsibilities:

State Child Health Consultant shall be responsible for mentoring, quality supportive supervision, management of case records, reports, data, equipment, capacity building and constant monitoring and evaluation of NBSUs and NBCCs. Further, the consultant will ensure continuity of gains made in 2018 and facilitate a shift of approach from purely coverage to quality coverage and a comprehensive outlook to early childhood development rather than simply survival.

Major Task to be accomplished:

- 1) Support for States/Districts in preparation of training components of State PIPs/District Plans, especially for Child health programme.
- 2) In consultation with SIHFW and RHFVTC and Child health officers, set up a Quality Monitoring System for Training Program.
- 3) Assessment of progress against approved plan through, e.g., analysis of reports received data available in the web based HMIS, field visits, etc.
- 4) Development and approval process for checklists (with emphasis on inputs, processes and service utilization) for visits to Districts.
- 5) Periodic visit to Districts and in particular, training centers and training sessions, in order to identify strengths and weaknesses and discuss and agree steps to overcome the latter. Follow up to ensure that the agreed steps are implemented.
- 6) Support preparation and implementation of the training calendar of NHM.
- 7) Design, Establishment & Review of Training System.
- 8) Support to States/Districts in preparation of training components of State PIPs/District plans.

- 9) Establish a system with resource persons and institutions for ensuring quality control of training.
- 10) Review, revision (as required) and approval procedure of process/ tools for appraisal of MNCH training components of State PIPs.
- 11) Appraisal/review of training components of State PIPs and suggestion appropriate actions to strengthen these. Follow up to ensure that suggestions are satisfactorily addressed in the revised State PIPs.
- 12) Review of existing guidelines and modification/preparation of revised guidelines (if required) - based on feedback from field visits / monitoring.
- 13) Will be assigned one high priority district/Aspiration District and she/he will mentor the implementation of Child health programs to the district.
- 14) Regular visit to the High Priority District/Aspiration District and documentation of the progress as per call to action strategies. The consultant will visit all high priority districts at least once in a month and submit the monitoring feedback.
- 15) Ensure Infection prevention practices / correct Equipment use and maintenance
- 16) Response to all newspapers articles/NCPCR(National commission for protection of child rights) related to new-born care/deaths
- 17) Perinatal death review- division wise
- 18) Implementation of JSSK guidelines
- 19) Successful conduct of follow-up OPD as envisaged with availability of medicines for follow-up OPD.
- 20) Indent of Child Health drugs & Equipments.

14. State Consultant IEC/SBCC

Roles and Responsibilities:

1. Evidence Based Media Mix Action Plan Creation
2. Effective implementation and monitoring of activities
3. Content creation for various media
4. Capacity for state, district and block level media analysis
5. collaborative inspection
6. Writing reports of various campaigns / programs
7. Providing strategic SBCC capacity addition and training
8. High communication and performance capability
9. Advocacy
10. Coordination with various departments of government, associate institutions etc.
11. Media management - coordination with print electronic and web media journalists and institutions
12. Monitoring and analyzing departmental news in the media
13. Writing various reports, analysis and success stories for the media
14. social mobility
15. Proper use of social media for communicating health messages

15. 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 & update- Timely Collection of monthly progress report & its updation 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.

16. AEFI Consultant

Roles and Responsibilities:

To assist the State EPI officer in implementation of the Adverse Event Following Immunization (AEFI) surveillance program in the state and liaise with districts and Immunization Division/AEFI Secretariat and other stakeholders in states and districts to improve sensitivity of AEFI surveillance at all levels in the state. Some of the key activities related to AEFI surveillance program in the state are as follows:

- 1) Assist SEPIO in strategic planning and management of AEFI activities including strengthening early detection and investigation of AEFI cases, follow up for completion of case records,.
- 2) Support SEPIO to
 - i. Ensure conduction of regular state AEFI committee meetings,
 - ii. Follow up with districts for completion of AEFI records for causality assessment
 - iii. Share causality assessment reports and meeting minutes with national level.
- 3) At state level,
 - i. Analyze state AEFI surveillance data and other analysis/feedback received from the national level for suggesting interventions to ensure better reporting, completion of case investigations and records, reducing number of non-reporting/silent districts, increasing reporting of hospitalised cases and recording, compilation and analysis of minor AEFIS, etc.

- ii. Coordinate with all stakeholders including state AEFI technical collaborating centres, drug regulators, Adverse Drug Reaction Monitoring Centres, IAP, IMA, partner organisations, etc. for strengthening AEFI surveillance.
 - iii. Focus on municipal corporations, designated urban areas under Urban Health Mission for improving AEFI surveillance and functional urban AEFI committees
 - iv. Track district AEFI committee meetings and share tracking tool with SEPIO and State AEFI Committee for corrective actions
 - v. Ensure implementation of Quality Management System for AEFI surveillance in districts and state leading to certification
 - vi. Oversee smooth implementation of SAFE-vaç in coordination with districts and national level
 - vii. Ensure operationalization of AEFI registers in planning units
 - viii. Monitoring and implementation of continuous capacity building activities for District Immunization Officers (DIO), data entry operators, MOs, HWs and other frontline workers for AEFI surveillance activities.
- 4) In case of crisis, assist SEPIO in organizing/supporting special case Investigations, coordinate implementation of crisis communication protocol including media management of AEFI cases
 - 5) Undertake field visits to districts for monitoring AEFI activities, provide feedback to the State EPI Officer (SEPIO).

17. 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.

18. Consultant Skills Lab Training (In service)

Roles and Responsibilities:

- 1) Nodal point of contact for all skills lab across the state
- 2) Establishment of new skills lab
- 3) Supportive supervision of existing skills lab
- 4) Estimation of training load for conducting trainings at skills lab
- 5) Ensure availability of skills lab trained staff in all delivery points
- 6) Essential procurement for skills lab
- 7) Monitoring of hiring, transfers and leaves of the staff posted in the skills lab.
- 8) Development and implementation of training plans
- 9) All other tasks as given by Nodal Officer, Maternal Health

19. Consultant Climate Change

Roles and Responsibilities:

- 1) Technical assistance to State Nodal Officer-Climate change for undertaking health rated activities in the State.
- 2) Technical assistance to State Nodal Officer-Climate Change for organizing meetings of Task Force
- 3) Support SNO-CC for Situational Analysis and Health Vulnerability Assessment.
- 4) Support SNO-CC and coordinate with Task Force for Risk Mapping of Climate sensitive illnesses to list 'Hot Spots' to review vulnerable population, resources and challenges
- 5) Support SNO-CC to review existing programmes of health and non-health sectors in view of impact of variation in climate
- 6) Support SNO-CC for preparation of state Action Plan for Climate Change and Human Health
- 7) Support SNO-CC Submission of budget under PIP of NHM for activities proposed under the Climate Change and Human Health at state.
- 8) Timely collection. Compilation and analysis of data of climate sensitive illnesses for State
- 9) Submission of timely report of cases and deaths due to air pollution and heat related illnesses.
- 10) Carryout regular visits with SNO-CC for supervising, monitoring and training of health care personnel in districts
- 11) Undertake other assignments, which may be assigned from time to time by the Reporting Authority

20. 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

21. Consultant - Hospital Administration

Roles and Responsibilities:

- 1) Provide technical inputs to Hospital Administration Section for programmes and activities like National Dialysis Programme, Bio Medical Waste Management, Housekeeping Services, Procurement of Drugs and Consumables and any other state level programs.
- 2) Undertake periodic monitoring visits to review implementation progress in district, prepare reports and follow up on implementation of various activities
- 3) Coordinate drafting of program documents and guidelines and other capacity building materials for various cadres and staff working in health
- 4) Collect, Analyze and utilize data and observations from field, HMIS and other data sources, Quarterly Progress Reports to address bottlenecks in implementation.
- 5) Support the Division in organization of national, regional and state level workshops and consultations for orienting States on specific technical areas.
- 6) Make PIP proposals for various activities running under Hospital Administration Section.
- 7) Liaise with implementing partners/development partners at the Centre or State level.
- 8) Coordinating and collaborating with other divisions of Directorate of Health Services, NHM, MPPHSCL.
- 9) Undertake any other assignments of division as and when entrusted by higher authority
- 10) Undertake periodic monitoring visits to review various activities in different districts.
- 11) Maintain database of health facility e.g. Available beds, Functional beds, functional units, OPD/IPD, etc.
- 12) Represent Hospital administration cell on committees, maintain departmental records, and attend Management and other administrative meetings as appropriate.
- 13) Answer phones in a pleasant manner, screen and refer calls as appropriate; deliver messages and provide information to staff, visitors, and patients, upon request.
- 14) To furnish monthly work report.
- 15) All other activities as required by the higher authorities in matters relating to Hospital administration cell, DHS.
- 16) Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, PowerPoint, etc.
- 17) 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.
- 18) Ability to produce high quality written work, with great attention to detail, within tight deadlines.

22. 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.

Abilities/Skills:

- 1) Experience working with government health programs at State or National Level.
- 2) Proficiency in writing technical and programmatic documents such as guidelines, assessment reports etc.
- 3) Technically proficient with up to date skills required for the assigned task.
- 4) Strong written and oral communication skills in English and Hindi.
- 5) Ability to handle a variety of assignments under pressure of deadlines.
- 6) Microsoft Office computer skills, proficiency in Word, Excel, PowerPoint and Outlook.
- 7) Ability to travel up to 50% of his/her time.

23. State Logistics Managers**Roles and Responsibilities:**

- 1) Responsible to draft the tender notifications, getting them published and analyzing the received tenders
- 2) Responsible for preparing the minutes of the procurement committee meetings
- 3) Responsible to maintain the procurement records and documents
- 4) Ability to interact and answer to the grievances for the aggrieved parties during the tendering procedure under guidance of the Procurement Officer
- 5) The Procurement Officer in handling sourcing, procurement and supply management for the goods and services required for the State Project Directorate
- 6) He will also assure the proper procurement procedure being followed at the college level and sort out the queries from the college implementing authorities.
- 7) Responsible to carry out other works as directed by the controlling officer

24. M & E PC&PNDT Consultant**Roles and Responsibilities:**

- 1) Identify indicators for effective monitoring of implementation of the Act of the districtwide.
- 2) Analyze and evaluate data to ensure achievements of objectives and develop presentation as per the identified indicator.
- 3) Prepare consolidated final quarterly and annual reports identifying the problems. causes of bottlenecks and providing specific recommendations.
- 4) incorporate indicators in the monitoring tool to evaluate impact of anemones in the act and rules
- 5) Ensure result based approach of monitoring and evaluation emphasizing results and impacts.

25. State Accounts Manager**Roles and Responsibilities:**

- 1) Maintenance of books accounts of SHS as per the guidelines
- 2) Monitor the expenditure and assess the requirements of funds and then prepare budget estimates
- 3) Preparation and timely submission of FMRs, SFPs, quarterly/ monthly MIS
- 4) Facilitate and monitor the Statutory and Concurrent audit by appointing auditors on time and ensuring timely audit and submission of reports
- 5) Monitor Advances
- 6) Facilitate disbursement of funds to implementing agencies
- 7) Assist Finance Manager in ensuring financial progress among implementing agencies
- 8) Knowledge of tds,gst,service tax and epf for implementation
- 9) Implementation and operation of e-banking initiative with software

26. BFO cum Office Admin

Roles and Responsibilities:

- 1) Preparation of Budget.
- 2) Preparation of fund demand statement to government.
- 3) Coordinating with internal & statutory auditors for conduction audits.
- 4) Frequent visit and interaction with bank officials.
- 5) Data Preparation for Various cases under income tax act, goods and Service tax act & PF act.
- 6) Preparing MIS reports to monitor movement of key business indicators and apprise top management of the financial performance.
- 7) Review and audit of expenditures on daily basis and ensuring all the spending are as per approved budget and expenditures are made after completing all the formalities as mentioned in the financial guidelines of the society.
- 8) Assist in monitoring the expenditure and assessing the requirements of funds; prepare budget estimates and proposals for release of funds.
- 9) Conduct budget and analysis for health sector and formulate proposals for improving financial management systems.
- 10) Implement financial guideline for management of funds in the states, districts and facility level and coordinate annual audit.
- 11) Oversee financial of budget utilization.
- 12) Need based budget allotment in various software.
- 13) Settling of advances.