

INSTRUCTIONS TO THE CANDIDATES

Applicants are advised to download the copy of the application from the website <https://health.py.gov.in> and <https://nhmpuducherry.org.in> and send duly filled in application along with the self attested Photostat copies of the age, educational and experience certificates as detailed below:

1. Age Proof
2. SSLC / Matriculation / Higher Secondary or its equivalent mark sheet.
3. Technical Qualification (Degree / Diploma with all mark sheet)
4. Experience certificate
5. Proof of residence.
6. Employment Exchange ID Card.

Filled in application along with required copy of certificates should reach the Mission Director on or before **5 p.m. on 19.02.2024**, either in person or through Registered Post duly superscribing on the cover “**Application for the post of.....**” (Specify the name of the post applied for) and addressed as follows:

**The Mission Director,
Pondicherry State Health Society
2nd Floor, Victor Simonel Street,
Health Directorate Complex,
Puducherry – 605 001
Tel.No..0413-2224039 / 59**

The applications will be received from 9.30 am to 5 pm on all working days. Applications received after the due date will be summarily rejected. Recruitment will be based on the written examination, the date of which will be informed later. The place of posting will be in Puducherry only.

**(Dr. G. SRIRAMULU)
MISSION DIRECTOR**



PONDICHERRY STATE HEALTH SOCIETY

2nd Floor, Victor Simonel Street, Health Directorate Complex, Puducherry – 605 001
email : nrhmpudicherry@yahoo.co.in website : www.nhmpuducherry.org.in Ph: 0413-2224039

RECRUITMENT

The Pondicherry State Health Society has proposed to engage 5 posts who are natives/ residents of the Union Territory of Puducherry under PM-ABHIM Scheme by way of conducting written examination **purely on contract basis and the contract will be renewed every year based on the individual performance upto the scheme period only ie. upto 31.03.2026. No further extension will be allowed.**

Hence the willing candidates those who are having the required qualification as detailed below are directed to send the hard copy of the prescribed application along the testimonials review at Pondicherry State Health Society, II Floor, Victor Simonel Street, Health Directorate Complex, Puducherry – 605001. The place of posting is in Puducherry.

1. Programme Consultant

Roles & Responsibilities:

- Support in rolling out the Pradhan Mantri Ayushman Bharat Health Infrastructure Mission (PMABHIM) Program and Urban -Health & Wellness Centres (UHWC), Integrated Public Health Laboratory (IPHL) & Critical Care Blocks (CCB) at State level. Develop and suggest UHWC, IPHL, CCB model in coordination and consultation with the different stakeholders.
- Supporting the State/District in developing strategies and plans including resource allocation, program indicators and targets
- Organizing orientation and trainings for the States /district HRs, coordinate with other National programme for convergent actions in providing universal health coverage.
- Assist in ensuring effective dissemination of information and also adequate & reporting from the District.
- Contributing to the process of guideline development for effective implementation
- Coordinate with other programme divisions of PSHS /other organizations
- Assist in carrying out research studies / assessments / evaluations to guide evidence based decision making.
- Support the States/ ULBs in preparing proposals as per the existing guidelines
- Updating / elaborating PIP and other supplementary guidelines to provide adequate guidance to the States for ensuring priority actions in respect of urban areas.
- Support in integration with NHM, convergence in planning and monitoring of the program with the State and District.
- Undertake periodic field visits to districts to review CPHC services at U-HWCs, IPHL & CCB, identify challenges and support DHS for overcoming these challenges
- Responsible for evaluation of Program Implementation Plan (PIP) of State/District with respect to PM-ABHIM. Liaison with district for ensuring adherence to norms and provide inputs to states as required for revision and submission of final PIPs.
- Undertake other assignments, which may be assigned from time to time by the Reporting Authority

Eligibility:

- M.B.B.S/ M.Sc(N)/ MDS/MSW **with** MBA or equivalent degree in Public Health Management from a recognized institution/university **with** Post-Graduation in Public Health Post Graduate in Public Health / Community Medicine / Health Management / Hospital Management / Public Health Informatics from a recognized University Preferably Master of Public Health and /training.
- **Experience:** Minimum 5 years of post-qualification work experience in the area of Public Health/ Health systems with experience of working with multi-disciplinary teams at the National/ State/ District level.
- Experience in Coordinating/ Conduction of Training at the State/ district level.
- Attending the workshop/conference at the National level. Work experience in the relevant field will be given due weightage.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Willingness to travel to districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines.

Age: Upper limit 50 years as on 01.01.2024.

Remuneration : Rs.30,000/- per month

2. Procurement Consultant

SCOPE OF WORK: The Consultants (Procurement) will work closely with the PM-ABHIM team and its implementing agencies—the National Health Mission (NHM), Integrated Public Health Laboratory (IPHL) & Critical Care Blocks (CCB) at State level and others to will support implementing entities in procurement of works, goods and services as part of the project with the following tasks:

Roles & Responsibilities:

1. Support PM-ABHIM and procurement divisions of the implementing agencies and assist in all aspects of procurement including planning, drafting bid documents, bid evaluation, preparing award recommendation, contract drafting & signing, handling STEP portal, liaising with procurement agents of the ministry, liaising with international agencies and embassies, Monitoring and reporting on procurement & contract management and conducting post procurement reviews (PPR).
2. Use of Systematic Tracking of Exchanges in Procurement (STEP) portal a key platform for planning and executing procurement under World Bank funded projects;
3. Preparation of procurement plan in consultation with implementing agencies and uploading on STEP;
4. Cost estimation of planned procurements, identification of appropriate method of procurement, preparation of bidding documents as per the regulations, uploading of documents on the portal and handling of e-procurement portals as applicable;
5. Preparation of Bid Evaluation Report (BER), contract drafting, monitoring & Reporting on procurements
6. For procurements from abroad- liaison with international agencies and Indian missions for procurements from other countries, contract document preparation and contract management.
7. Contract management: Post award contract management, change proposal, payments issues, performance securities issues, monitoring & Reporting of overall progress etc., as assigned;
8. Provide quarterly status of all the Procurement and status of their execution as on date.
9. Procurement Agent- Preparation of TOR for recruitment of Procurement Agent, on boarding of Procurement Agent after selection including training and handholding.
10. Compilation of data about procurement handled by all the implementing agencies under the Project including stock monitoring
11. Coordination with various creditors procurement team on other related matters
12. Undertake any other activities / tasks as assigned by the supervisors.

Essential Qualification / Requirements

Graduate in any discipline from a recognized University with PG Diploma in Procurement/ Supply Chain Management. More than 5 years' experience in managing procurement and supply management, preferably of drugs & other health care commodities

Preferential Qualification/Skills

- Experience in Public Health programme and related experience in procurement would be desirable.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Willingness to travel to districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines.

Age: Upper limit 50 years as on 01.01.2024.

Remuneration : Rs.30,000/- per month

3. Finance Consultant

SCOPE OF WORK: The Consultants (Finance) will work closely with the PM-ABHIM team and its implementing agencies—the National Health Mission (NHM), Integrated Public Health Laboratory (IPHL) & Critical Care Blocks (CCB) at State level and others to will support implementing entities in procurement of works, goods and services as part of the project with the following tasks:

Roles & Responsibilities:

1. Timely submission of SOE by states and project implementing entities;
2. Follow up with states and project implementing entities to ensure up-to-date accounting and record keeping to reflect the actual expenditure and fund position;
3. Provide support and handholding for furthering the implementation of Public Financial Management System (PFMS) by the implementing agencies;
4. Review of SOE submitted by different implementing agencies to national level for eligibility under financing / lending by different creditors;
5. Consolidate SOE at the national level and preparation of Interim Unaudited Financial Report every quarter for claiming reimbursements from various creditors;
6. Prepare and compilation of SOE's from Implementing agencies and submission to the state NHM along with review Statements of Expenditure (SOE)
7. Follow up with implementing entities for timely submission of audit report as well as audit compliances;
8. Prepare quarterly Interim Unaudited Financial Reports (IUFR) and follow up on separate audit reports from the states incurring expenditure and submit to the state NHM.
9. Coordination with creditors financial management team on related matters.
10. Support state NHM to fulfill audit requirements of the funding partners
11. Undertake any other activities / tasks as assigned by the supervisors.

Essential Qualification / Requirements

Post-graduate degree in Commerce/ MBA (Finance) / CA. Minimum 5 years of post-qualification work experience in Government accounting, including preparing, implementing PFMS and handling of budgets and finance related activities including coordination with external agencies and other government departments.

Preferential Qualification/Skills

- Experience in Public Health programme and related experience in Accounts & Finance would be desirable.
- Computer proficiency with high level of familiarity with commonly used packages like TALLY, MS Word, Excel, Power Point.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Willingness to travel to districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines.

Age: Upper limit 50 years as on 01.01.2024.

Remuneration : Rs.30,000/- per month

4. Civil Engineer

Roles & Responsibilities:

1. To examine/review concept plan (s)/Detailed Project Report(s) received from Ministry and make necessary workout & implementation of PM-ABHIM scheme including suggestions/ recommendations/ advice & etc).
2. To examine/review tender document(s) for civil and allied works and submit workout.
3. To examine all technical issues related to and arising during implementation of civil and allied works PM-ABHIM scheme and submit workout.
4. To assist in evaluation of specifications and in quality assurance.
5. To carry out all works as may be assigned by PM-ABHIM scheme with NHM state team.
6. Coordination with creditors civil management team /PWD on related matters.
7. Submit the Quarterly / monthly progress report of civil work & its level of implementation under PM-ABHIM scheme to the Mission Director/ CPHC Nodal Officer & state NHM team.
8. Any other work assigned by PM-ABHIM scheme

Qualification

- Regular B.E. or B. Tech in Civil Engineering & M.E/ M Tech (Civil engineering - Structures/ Building Sciences/ Construction Management) will be an added advantage.
(OR)
- Regular B.E. or B. Tech in Civil Engineering & Post Graduate diploma in Construction Management or M.B.A (Construction Management) from recognized University/IIM/IIT/NIT.

Preferential Qualification/Skills

- 5 years' experience in structural design of hospital buildings, planning, tendering, execution and contract management of civil works including allied works for large sized/ multi storied building or hospital projects.
- Experience of handing National Health Mission Infrastructure Projects – Programme Implementation Plans (PIPs), Central/State/UT Government civil construction projects/ health facilities related projects including arbitration proceedings between construction agency & Department and knowledge of working with projects covered under CPWD/State PWD's procedures, manual & specifications/GFR/Govt Procedures covered projects would be preferred.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Willingness to travel to districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines.

Age: Upper limit 50 years as on 01.01.2024.

Remuneration : Rs.30,000/- per month

5. IT Consultant / MIS / Data Analyst

Roles & Responsibilities:

1. Organize and monitor timely collection, compilation and analysis of surveillance data of PM-ABHIM scheme at State/District level.
2. Supervising programme wise, district wise compilation of files and reports.
3. Documentation of data on training, field visits and investigations undertaken under the programme.
4. liaison with the state/district officials for the PM-ABHIM programme
5. Support effective operational integration of disease control efforts based on the surveillance data
6. Development of effective data sharing mechanism with division.
7. Feedback to state NHM on monthly progress of PM-ABHIM.
8. Preparing proposal for web based model for integration of data
9. To facilitate the activities of the PM-ABHIM Facility Centre.
10. Developing Data Collection Tool and also correction in the tool whenever it's required.
11. Provide & supervise data processing services for the proposed MIS of PM-ABHIM.
12. Preparing report & making presentation on the progress of the PM-ABHIM programme for State & district level.
13. Analysis of all district performance on each indicators of PM-ABHIM.
14. Compare the information of PM-ABHIM with NHM MIS report/ HMIS and reported to Statistics Division of Ministry.
15. Supervising the website maintenance of PM-ABHIM.
16. Supervising the logistics management of various publications, reports, and IEC Materials for PM-ABHIM programme.
17. Monitor & supervise the incoming communication/ correspondence for effectively / expeditiously communication to different Divisions & districts.
18. Maintaining a monitoring protocol for the communication received & action taken reports from various divisions under the PM-ABHIM.
19. Monitoring quality of data reporting, by using feedback mechanism to districts and various divisions in the Ministry.
20. Interaction with various state authorities in respect of PM-ABHIM activities.
21. Providing support to the Mission Directorate at the time of conference, meeting of the Empowered Programme Committee or the Mission Steering Group or for presentation before Ministries / State Secretaries / any other.
22. Assisting officers of NHM Division for PM-ABHIM scheme as and when required.
23. Any other job as and when assigned by supervising officer.

Eligibility:

- Possess Post Graduation in Computer application/Statistics/ Demography/ Operation Research/ Mathematics (Specialization in Statistics)
- **Experience:** Two year experience in data handling / data analysis with sufficient knowledge and work experience in Proficiency in MS Office package.
- **Preferable in one or all the following** (Five year experience in the related field): Exposure in IT enabled solutions in Health Systems / Qualitative & Quantitative research / Documentation Excellent analytical skills, communication and presentation skills, and interpersonal abilities. Excellent oral and written communication skills in English; Experience in direct implementation of health service delivery programmes through Government, NGOs, or Regional Resource Centres. Demonstrated experience in working with IT based applications and software in health programme specific initiatives.

Age: Upper limit 50 years as on 01.01.2024.

Remuneration : Rs.30,000/- per month