

Details of Positions to be Recruited

Vacancies under JRHMS approved in RoP 2014-15 & Suppl. RoP 2014-15					
Sl No	Name of the Post	No. of Vacancies	Recruitment Phase	Mode of Exam	
1	Medical Officer – School Health Programme (MBBS/BAMS/BHMS/BUMS)	547	IV	Interview	
2	Medical Officer – AYUSH Programme (BAMS/BHMS/BUMS)	103		Interview	
3	Post of Jharkhand AIDS Control Society	130		Annexure-I	
4	Post of Medical Corporation- Jharkhand	135		Details will be provided later on	
5	DEIC Manager	24	III	Interview	
6	Accountant cum DEO - NRHM (medica colleges)	3		Skill Test + Interview	
7	Regional Coordinator-VSRC	5		Interview	
8	TB-HIV Co-ordinator-RNTCP	1		Interview	
9	Content Editor-VSRC	1		Interview	
10	State Veterinary Consultant	1		Interview	
11	Quality Assurance Consultant- District	24		Interview	
12	RKSK Coordinators	5		Interview	
13	Psychologist	3		Interview	
14	Medical Officer (MO STC)	1		Interview	
15	Data Analyst	1		Skill Test + Interview -	
16	Consultant-NPPCD	1		Interview	
17	Programme Assistant-NPPCD	1		Skill Test + Interview	
18	Data Entry Operator-NPPCD	1		Skill Test + Interview	
19	Audiologist-NPPCD	2		Interview	
20	Audiometric Assistant-NPPCD	2		Interview	
21	Instructor for Hearing Impaired Children-NPPCD	2		Interview	
22	Administrative Assistant/ Statistical Assistant- NPCB	1		Skill Test + Interview	
23	Physiotherapist- DEIC	5		Interview	
24	Audiologist/Speech Therapist	5		Interview	
25	Psychologist- DEIC	5		Interview	
26	Optometrist- DEIC	5		Interview	
27	Early Interventionist- DEIC	5		Interview	
Non Communicable Disease Control Programme- NCD					
27	Epidemiologist/ Public Health Specialist-State	1		Interview	
28	Finance cum Logistics Consultant	9		Skill Test + Interview	
29	Data Entry Operator	9		Skill Test + Interview	
National Vector Borne Control Programme(Malaria Control Programme)					
30	Consultant (Monitoring & Evaluation)- NVBDCP	1	Interview		
31	Consultant Vector Control	1	Interview		
32	Accountant Malaria	1	Skill Test + Interview		
33	Secretarial Assistant- Malaria	1	Skill Test + Interview		
34	Secretarial Assistant- Kala- Azar	1	Skill Test + Interview		
35	Insect Collector- Kala-Azar	1	Interview		
36	Insect Collector- Malaria	2	Interview		
37	District Data Manager-JRHMS	5	Skill Test + Interview		
38	District Programme Coordinator-SAHIYA	2	Interview		
39	Hospital Manager	10	Interview		
40	Regional Consultant-QA	2	Interview		
41	Programmer HRIS	1	Skill Test + Interview		
42	State Prog. Officer Nursing	1	Interview		
42	State Finance Manager	1	Interview		
43	Program Coordinators	2	Interview		
44	Junior Nursing Tutor	15	Interview		
45	District Account Manager-JRHMS	1	Skill Test + Interview		
46	Account Assistant -District (JRHMS)	14	Skill Test + Interview		

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Vacancies under JRHMS approved in RoP 2014-15 & Suppl. RoP 2014-15

Sl No	Name of the Post	No. of Vacancies	Recruitment Phase	Mode of Exam	
47	Executive Assistant Accounts-Training Cell	1	I	Skill Test + Interview	
48	Executive Assistant Accounts-IEC Cell	1		Skill Test + Interview	
49	Consultant-HRD (JRHMS)	1		Interview	
50	Coordinator-WIFS & MHS	1		Interview	
51	Coordinator - RBSK	1		Interview	
52	Consultant Maternal Health	2		Interview	
53	Consultant Child Health: Newborn	1		Interview	
54	Consultant Child Health: Nutrition	1		Interview	
55	Consultant- Routine Immunization	1		Interview	
56	RH/FP Coordinator	1		Interview	
57	PCPNDT M&E Coordinator	1		Interview	
58	Coordinator CI. Establish.	1		Interview	
59	PC & PNDT Coordinator	1		Interview	
60	Data Entry Operator-MCTS Call Centre	2		Skill Test + Interview.	
61	Data Entry Operator-RI Cell (state)	1		Skill Test + Interview	
62	Data Entry Operator For IRL	1		Skill Test + Interview	
63	Account Officer-RNTCP	1		Skill Test + Interview	
64	Post of Jharkhand AIDS Control Society	21		Interview	
National Leprosy Eradication Programme (NLEP)					
64	Physiotherapist- NLEP	18		Interview	
65	District Leprosy Consultant- NLEP	18		Interview	
National Urban Health Mission (NUHM)					
66	State Urban Health Manager- Planning	1		Interview	
67	State Community Process manager	1		Interview	
68	State Urban Health Manager- M&E and MIS	1		Interview	
69	State Accounts Officer -Urban	1		Skill Test + Interview	
70	State MIS Assistant-Urban	1		Skill Test + Interview	
71	District Urban Health Manager- Planning	10		Interview	
72	City Urban Health Manager- Planning	4		Interview	
73	City Community Process manager	4		Interview	
74	City Urban Health Manager- M&E and MIS	4		Interview	
75	City Accounts Officer -Urban	4		Skill Test + Interview	
Advertisement already published through State Level					
Sl. No.	Positions	No. of Vacancies			
1	Consultant – MCH	1			Interview
2	Consultant – Quality Assurance	1			Interview
3	Vaccine & Logistic Manager – Deoghar	1			Interview
4	NGO Co-ordinator	1			Interview
5	Executive – Documentation & Planning	1			Interview
6	Entomologist – IDSP (HQ)	1			Interview
7	District Microbiologist – IDSP	1			Interview
8	Consultant-Training – IDSP	1			Interview
9	Consultant – Finance & Procurement – IDSP	1			Interview

Vacancies under JRHMS approved in RoP 2014-15 & Suppl. RoP 2014-15

SI No	Name of the Post	No. of Vacancies	Recruitment Phase	Mode of Exam	
10	Assistant Programme Officer cum Epidemiologist – RNTCP	1	II	Interview	
11	Surveillance Medical Officer- NLEP	1		Interview	
12	Administrative Assistant- NLEP	1		Interview	
13	Administrative Assistant/ Statistical Assistant- Blindness Control Programme	1		Skill Test + Interview	
14	Statistical Assistant- IDD	1		Skill Test + Interview	
15	Laboratory Technician- IDD	1		Skill Test + Interview	
16	LDC/ Typist- IDD	1		Skill Test + Interview	
17	Co-Ordinator – M & E (JHSRC)	1		Interview	
18	Executive Research & Documentation -JHSRC	1		Interview	
19	Cold Chain Handler – Deoghar	1		Skill Test + Interview	
20	Refrigerator Mechanic – Deoghar	1		Skill Test + Interview	
21	Consultant – HRD & Administration (JHSRC)	1		Interview	
22	Consultant – Information Technology & MIS (JHSRC)	1		Interview	
23	Consultant – Public Health Planning (JHSRC)	1		Interview	
24	Consultant – Health Economics & Financing (JHSRC)	1		Interview	
25	Account Assistant (JHSRC)	1		Skill Test + Interview	
26	DR-TB Co-ordinator	1		Interview	
27	State PPM (Public Private Mix) Co-ordinator – RNTCP	1		Interview	
28	Microbiologist – EQA – RNTCP	1		Interview	
29	Technical Officer – Procurement & Logistics - RNTCP	1		Interview	
30	Data Entry Operator (DEO) STF – Chairman – RNTCP	1		Skill Test + Interview	
31	Block Programme Manager	49		Interview	
32	Block Account Manager	30		Interview	
	Total	109			
	Grand Total (New Position + Already Advertised Positions)	1316			

- Note:
1. As per necessity and urgency to expedite the implementation of new programme the nos. of post has been divided in 4 phases and accordingly primacy needs to be given as per mentioned
 2. Regarding the mode of examination to be decided keeping in consideration the no. of vacant post to be filled and executed turn out of candidates for the said.
 3. Mode of examination depends upon the turnout of candidates and should be in accordance with the direction received vide GoI letter no. D.O.No. 7 (45)/2014-NRHM-I, dated-21st April,


A.O.


DIC


MD



Annexure: II

**FORMAT FOR SUBMITTING TECHNICAL PROPOSAL BY HR RECRUITMENT AGENCIES
(To be submitted on Agency's letterhead under signature of the authorized person)**

To,

**Principal Administrative Officer
National Health Systems Resource Centre (NHSRC)
NIHFW Campus, Baba Gangnath Marg,
Munirka, New Delhi - 110067**

Dear Sir,

I/We, _____, hereby submit that the information submitted are correct & to the best of my/our knowledge & belief. My/Our Agency has not been debarred by any Govt. sector /PSUs/ bilateral and multilateral UN agency for handling recruitment process in last 5 years. In case of any information/documents found to be false, fake or incorrect, NHSRC/ Jharkhand Rural Health Mission Society is free to take action against my/our Agency as deemed fit by them.

I/we hereby declare that during the currency of the empanelment of my agency, I/we will not engage in any activity that may conflict with the terms and conditions of the current EOI.

(Signature of Authorized person with seal)

Date:

Place

Note: A signed copy of the EOI documents as acceptance of all terms and conditions of the EOI is to be enclosed along with technical proposal.

Attached herewith:

1. Agency Details
 - a) Executive Summary of the Agency
 - b) Name of the Recruitment Agency, Address with telephone and Fax no.
 - c) Profile of the CEO of the Agency
 - d) Details of registration/ incorporation under Companies Act (Attach Memorandum & Article of Association, Certificate of Incorporation)
 - e) Organization structure with location details in India and human resource details.
 - f) Annual turnover of last three financial year (audited financial statement of last 3 years to be enclosed)
 - g) PAN No. (attach documentary evidence)
 - h) Service Tax Registration No. (attach documentary evidence)
 - i) Nos. of Recruitment Experts on the permanent roll and panel of the Agency (Enclose profile of at least 3 Recruitment Experts)
 - j) Number of specialist -- who have been empanelled by the HR agency in last 5 years (enclose profile of at least 5 such specialist and their willingness to be on the panel)
2. Details of recruitment services provided in PSUs/Govt. sector / bilateral and multilateral UN agency during last five years (Attach supportive documents-number of positions advertised/applications processed/ professional successfully recruited and placed)
3. Satisfactory performance reports from clients from Govt. sector/ PSUs/ bilateral and multilateral UN agency on letterhead (**Annexure: IV**)
4. Representative Authorization Letter (Attach documents) (**Annexure: V**)
5. Self declaration (**Annexure: VI**)
6. Bid Security (EMD) of INR 50,000/- as bank draft (**VII**)
7. Acceptance of terms & Conditions mentioned in the EOI (**Annexure: VIII**)

**FORMAT FOR SUBMITTING FINANCIAL PROPOSAL BY THE HR AGENCIES
(To be submitted on letterhead of firm under signatures of the authorized signatory)**

To,

**Principal Administrative Officer
National Health Systems Resource Centre (NHSRC)
NIHFW Campus, Baba Gangnath Marg,
Munirka, New Delhi - 110067**

Sir,

We hereby declare:

1. That
 - i) We have knowledge and experience of recruitment and selection process in Government, PSU.
 - ii) We / our principals are equipped with adequate manpower/machinery/technology for providing the services as per the parameters laid down in the Tender Document and we are prepared for live demonstration of our capability and preparedness before the representatives of NHSRC, New Delhi.
2. We hereby offer to provide the Services at the prices and rates mentioned in the Commercial Bid.
3. Schedule for providing Services, We do hereby undertake, that, in the event of acceptance of our bid, Services shall be provided as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.
4. We enclose herewith the complete Commercial Bid as required by you. This includes:
 - i) Commercial Proposal Particulars **(Annexure: IX)**
 - ii) Price Schedule **(Annexure: X)**

We have carefully read and understood terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide services as per these terms and conditions.

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof or placement of letter of intent awarding the contract, shall constitute a binding contract between us.

(Signature of Authorized Signatory)
Name and Seal of the bidder:

Certificate of Satisfactory Services

To Whomsoever It May Concern

This is to certify that (Name of the agency) has conducted recruitment assignment for (type/level of positions),..... (Numbers of applications processed / positions recruited) dated (dd/mm/yy) which included (Advertisement/shortlisting/evaluation/result-declaration/any other services)

We can confirm that the services provided to us were satisfactory.

Official stamp

Date:

Signature of Competent Authority

Full Name:

Name of the Company:

Designation:

Contact details:

Email id:

Representative Authorization Letter

To,

**Principal Administrative Officer
National Health Systems Resource Centre (NHSRC)
NIHFW Campus, Baba Gangnath Marg,
Munirka, New Delhi - 110067**

Sir,

Ms. /Mr. _____ is hereby authorized to sign relevant documents on behalf of the Agency in dealing with invitation reference No. _____, Dt: _____. S/He is also authorized to attend meetings and submit general & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory

Representative Signature _____

Self declaration

To,

**Principal Administrative Officer
National Health Systems Resource Centre (NHSRC)
NIHFW Campus, Baba Gangnath Marg,
Munirka, New Delhi - 110067**

Sir,

In response to the invitation No. _____, Dt: _____. Of Ref. Ms. /Mr. _____, as a _____, I / We hereby declare that our Agency _____ is having unblemished past record and was not declare ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Govt./PSU.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Bid Security (EMD)

EOI for. _____ Due for opening on:

Name of the Service _____

Bid Security (EMD) as required by this EOI Enquiry is being submitted in the form of Demand Draft/ pay order/ favoring the “ _____ ” payable at Delhi and duly discharged in his favor in advance.

Details of Demand Draft/Pay order attached:

No. _____ Dated _____

Drawn on (Bank) _____

Amount _____

Signature of the Bidder
Name & Address with Seal of the Agency

Acceptance of terms & Conditions mentioned in the EOI

To,

**Principal Administrative Officer
National Health Systems Resource Centre (NHSRC)
NIHFW Campus, Baba Gangnath Marg,
Munirka, New Delhi - 110067**

Sir,

I have carefully gone through the Terms & Conditions contained in the EOI Document No. dated regarding preparation of panel for **HR Recruitment services for use by Jharkhand Rural Health Mission Society for recruitment of contractual staff under the National Health Mission (NHM).**

I declare that all the provisions of this EOI Document are acceptable to my Agency. I further certify that I am an authorized signatory of my Agency, therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of the Bidder

Date:

Place:

Company Seal

Commercial Proposal Particulars

1. EOI Number : _____
2. Name of the Bidder : _____
3. Full Address of the Bidder : _____
4. Name of the actual signatory : _____
5. Bidder's proposal number and date : _____
6. Name & address of the officer
to whom all references shall be
made regarding this EOI : _____

Telephone :
Fax :
E-mail :

Witness		Bidder	
Signature	-----	Signature	-----
Name	-----	Name	-----
Address	-----	Designation	-----
Firm	-----	Firm	-----
Date	-----	Date	-----

Company Seal

Price schedule

Process / Expense Head	Cost Per Vacancy inclusive of all costs (Rs.)
<p>Creation of Application Form and other templates (As applicable). Collect the applications of all the candidates from the Post Office. Create computerized database of all the information mentioned in application forms of the candidates and attached documents. Shortlist the applications strictly as per Terms Of Reference (TOR) advertised and State Reservation Policy. Sending call letters to the candidates to appear for the Written Test or / and Online Computer Test (as applicable) and interview through speed post/registered post and e-mail. Arranging Venues for Conducting Written Test and Interviews. Setting up of objective type bilingual question papers. Conducting Attendance, Registration Process and Documents verification. Making necessary arrangements towards refreshment and lunch for Interview panel and recruitment staff. Evaluation of Answer sheet & preparation of category wise merit lists. Preparation of Scoring Sheets and conducting Interviews. Correct application of State Reservation Policy and Preparation of Final Results to NHSRC.</p>	

- *Taxes Extra as applicable*