

कार्यालय मुख्य चिकित्सा अधिकारी, बुलन्दशहर

पत्रांक : सी०एम०ओ० / संविदा नियुक्ति / 2019-20

दिनांक 29.02.2020

::- विज्ञापन -::

प्रधानमंत्री मातृ वन्दना योजना कार्यक्रम के अन्तर्गत संविदा स्टाफ पद हेतु आवेदन पत्र दिनांक 15.03.2020 तक आमंत्रित किये जाते है। पद का विवरण निम्नप्रकार है :-

क्र०सं०	पद का नाम	पदों की संख्या	मानदेय	शैक्षिक योग्यता
1	जिला कार्यक्रम सहायक (सी०एम०ओ०बी०आई०)	01	20000/- प्रति माह	स्नातक, सोशल साइन्स, सोशल वर्क, रूलर मैनेजमेंट, कम्प्यूटर में एम०ए०स० वर्ड एवं एक्सल, पावर पॉइंट, हिन्दी व अंग्रेजी की टाईपिंग, मॉनीट्रिंग प्लानिंग, स्वास्थ्य विभाग में एक साल का अनुभव

उपरोक्त पदों हेतु कार्यालय मुख्य चिकित्सा अधिकारी, बुलन्दशहर में पंजीकृत डाक से अन्तिम तिथि 15.03.2020 तक आवेदन पत्र प्राप्त किये जायेंगे। आवेदन का प्रारूप एवं विवरण के लिये NIC की वेबसाईट <http://bulandshahr.nic.in> पर जाकर आवेदन प्रारूप प्राप्त किया जा सकता है।

↓
मुख्य चिकित्सा अधिकारी
बुलन्दशहर

	OFFICE OF CHIEF MEDICAL OFFICER DISTRICT : BULANDSHAHR	
---	---	---

Pradhan Mantri Matru Vandana Yojna (PMMVY) is being implemented by Govt. of India in all the States to provide financial support to Pregnant Women to resolve their health and nutrition problems. SIFPSA has been designated as the Nodal Agency to implement PMMVY scheme, funded by Govt. of India in the State of U.P.

Hence, under PMMVY, the District Magistrate invites applications from experienced person having outstanding professional competence to effectively implement the PMMVY scheme through the following positions a District Level, on contractual basis:

District Programme Assistant – 01: (Consolidated salary Rs. 20,000/- per month, Age below 40 years): Graduate Degree in Social Sciences/ Social Work/Rural Management/Statistics from a reputed educational institution having at least 01 verbal and writing skills, having good computer skills (MS Word, Excel and Power Point) and proficiency in data entry and analysis is essential. Candidates having experience of working with Govt. /Non- Govt. Organizations, knowledge of project management techniques and Hindi and English typing would be given preference.

For details of prescribed format, educational qualification, experience, job description, preferred are etc. relating to above posts, please visit NIC website <http://bulandshahr.nic.in>. All applications should be sent through e_mail only on the e_mail id cmobsr@gmail.com on or before **15.03.2020** . The subject line of the mail should be clearly mentioned '**Application for the post of District Programme Assistant**'. Applications not received in prescribed format or after the last date shall not be considered.

Minimum cut off marks (point) would be 30 out of 50 (60%) for shortlisting of candidates, maximum in the ration 1:10 as per the merit rank would be called for interview and Computer Test. Merit List will be prepared out of the candidates scoring minimum 50% cut off marks (point) for both Computer Test and Interview.

Candidates who have passed Graduation or Post Graduation through regular course from reputed institutions will only be considered. However, any specialization/certificate course done through correspondence/on-line would be considered as an add-on qualification.

Note: District Magistrate/Chairman, has the full right to cancel any post without giving any reason.

Terms of Reference (TOR) for hiring personnel for PMMVY
State of Uttar Pradesh

Position: District Programme Assistant (DPA), PMMVY
Qualification, experience and skills required

Essential:

- Graduate degree in Social sciences/Social work/Rural Management/Statistics.
- At least 01 years experience in planning, implementation and monitoring in health sector.
- High level of proficiency in verbal and written Hindi & English.
- Proficiency in using MS Word, Excel & Powerpoint.

Desirable:

- Experience of working with Government/Non-Government organization.
- Knowledge of project management techniques.
- Knowledge of Hindi and English typing.

Scope of work:

DPA will assist the District Programme Coordinator (DPC) in performing the following activities of PMMVY:-

- Set-up monitoring, review and evaluation system to monitor and evaluate the scheme.
- Keep close vigilance in utilization of district PMMVY budget.
- Prepare and ensure availability of monthly/annually statement of expenditure at State HQ.
- Plan monthly visit at blocks and urban units.
- Ensure timely meeting of District Level Cell and Steering and Monitoring Committee.
- Coordination, discussion, meeting with the concerned for the effective implementation of the scheme.
- Perform any other relevant task assigned by the DPC/DNO/CMO.

Duration and type of contract:

- Contract will initially be for a period of one year.
- Renewal of contract will be based on performance appraisal by reviewing committee.

Reporting arrangements:

- The DPA will report to the District Nodal Officer, PMMVY/Chief Medical Officer (CMO) through DPC.

Remuneration and Payment terms:

- The consolidated remuneration of the DPA will be Rs. 20,000/- per month. TDS will be deducted as per Income Tax Law.
- Travel Allowance (TA) and Dearness Allowance (DA) as per norms of the PMMVY Scheme.
- No other allowances would be reimbursed/paid.

Leave:

- Annually 14 days casual leave.

Working days:

- As per existing norms of CMO office (06 days in a week)

Process to be adopted for Selection of District Staff under PMMVY, GOI Funded Scheme

1. Advertisement to be published in minimum two leading local newspaper as per TOR.
2. Screening Committee, may consist of following members ACOMO (RCH), Dy. CMO, One representative of DM under the Chair of Chief Medical Officer.
3. Selection Committee may consist of following members CDO, CMO, ACOMO RCH, one person nominated by DM under the Chair of District Magistrate.
4. Only On-line submission of CV to be invited on prescribed format.
5. Advertisement, Prescribed Format for calling Applications and Terms of Reference (TOR) for positions of District Programme Assistant may be uploaded on NIC website from where the candidates can download the information.
6. Chief Medical Officer to create a separate e-mail id for inviting on-line applications where candidates need to apply.
7. Address of NIC website and e-mail id created for inviting applications to be inserted in the advertisement to be published in the newspapers.
8. All applications received within the due date and time to be screened and list prepared of the eligible candidates as per minimum eligibility criteria viz. minimum qualification, years of relevant experience.
9. Short-listing of candidates for District Programme Assistant as per the criteria/ score sheets for screening of suitable candidates.
10. Candidates may be called for Interview in the ration of maximum 1:10 as per the merit list prepared.
11. Computer test may be done for the candidates shortlisted for the interview.
12. Final Selection and merit list to be prepared for District Programme Assistant based on the aggregate marks obtained on the basis of Education, Experience, Computer Test and Interview as per the detailed score sheet attached for selection of suitable candidates.
13. 40% weightage will be given to marks obtained under education and experience, 20% weightage will be given to Computer Test and 40% weightage will be given to marks obtained in interview.
14. Waiting list may be prepared accordingly.

APPLICATION FOR EMPLOYMENT

Recent passport
size photograph

1.	Name of Position	
2.	Name of the Applicant	
3.	Father's Name	
4.	Sex	
5.	Marital Status	
6.	Address:	
a.	Permanent Address	
b.	Present/Communication Address (If different):	
7.	Telephone/Mobile No.	
8.	E-mail Address	
9.	Date of Birth and Nationality	

10. Educations (from graduation to professional qualification)

Sl. No.	Level of Exam	Board/Institution/ University	Year of Passing	Subject	Percentage of Marks Obtained (mandatory)	Div./Grade	Remarks if any

11. Other Training/Workshops attended:

12. Work experience/ employment record [starting from present position, list in reverse order every employment held since graduation, giving for each employment (see template below): dates of employment, name of the employing organization,

positions held. Current Employment Detail (In case currently unemployed, please mention last employment details) :

Current employment:

From (in date format) [Day/Month/Year]	To (in date format) [Day/Month/Year]	Employer (Name, Address & Telephone No.)	Position(s) held	Job/Responsibilities

Previous employment:

From (in date format) [Day/Month/Year]	To (in date format) [Day/Month/Year]	Employer (Name, Address & Telephone No.)	Position(s) held	Job/Responsibilities

13. Languages (for each language indicate proficiency: good, fair or poor in speaking, reading and writing):

14. Work undertaken that best illustrates capability to handle the tasks assigned:

(Among the assignments in which the incumbent has been involved, indicate the following information for those assignments that best illustrates staff capability to handle the task listed under scope of work for the position)

Name of the Assignment or Project:

Year:

Location:

Client:

Main Project Features:

Position Held	Activities	Performed

15. Knowledge of Computer Applications:

16. Other Details:

Joining time required, if selected	
Name & address of two references (not relatives) with telephone/mobile/fax number & e-mail address	
Any other information, you want to furnish	

17. Certification:

The undersigned certifies that this CV correctly describes myself, my qualifications and experience, to the best of my knowledge and belief. I understand that anything wilfully hidden herein may lead to my disqualification or dismissal, if engaged.

Date:

(Name with signature)

Place: