

CAREER NOTIFICATION

NRHM/Admin4/ 2250 /2012/SPMSU, Dated -05 -2012

Name of Post	Number of Vacancy and Districts	Qualification / Experience	Mode of Appointment	Salary
Finance Manager	1 (Thiruvananthapuram)	Qualification : MBA in finance from AICTE recognized institute with minimum 3 years experience in a government or any other reputed organization in finance management of major programme / project. Preference will be given to persons who have experience of working in health sector, NRHM in particular.	Deputation	Rs. 25,000/- per month (Consolidated)
Accounts Manager	1 (Thiruvananthapuram)	Qualification : MBA Finance/ M.Com / ICWA (Inter) / CA (Inter) from recognized institute with minimum 3 years experience in a government or any other reputed organization in account management.	Contract	Rs. 18,000/- per month (Consolidated)

		Experience in health sector desirable.		
Data Officer /Assistant	1 (Thiruvananthapuram)	Qualification : Bcom with diploma in computer application or BCA, Knowledge of MS office package, Tally / Pagemaker etc. English typing with 2 years experience. Preference will be given to persons who have experience of working in health sector, NRHM in particular	Contract	Rs. 15,000/- per month (Consolidated)

TERMS AND CONDITIONS:

1. The applications should be forwarded other than through ONLINE only.
2. The applications that are not complete in all respect will not be considered.
3. The maximum age limit for Accounts Manager will be 50 years and Data Assistant 40 years, as on 1st June 2012
4. The undersigned will have the power to relax age, qualifications for the post. The selected candidates should be willing to relocate anywhere in the State.
5. The applicants should be excellent in writing skills both in English and Malayalam and should be proficient in computers. Thorough knowledge of MS Office/Open Office is essential.
6. Selection will be based on qualification, post qualification experience and performance in the interview/written test.
7. The successful candidates will be appointed on contract basis initially for a period of three months. The State Health & Family Welfare Society (Arogyakeralam) based on the performance, may extend the period of contract.
8. Opportunities for advanced training will be available.
9. The location for posting mentioned above is only tentative. Candidate should be willing to work in any District of Kerala as decided by the Society.

10. The successful candidate will have to enter into a contract with the Society as per format- Annexure-I.
11. Candidates who have attended regular classes in colleges under recognized Universities need only apply.
12. The posts are for immediate requirement and the Society may prioritize the interview for different category of posts, on the basis of its requirement. The Society may also require the candidates to undertake demonstration of skills in the area/ specialization concerned, on the basis of recommendations of a selection committee.
13. Claims in respect of qualifications/ experience etc. should be supported by copies of relevant documents; candidates may be required to produce the originals at the time of interview.
14. It will be ideal to provide reference, especially the names of superior officer, whom the candidate had worked in the previous organization (s).
15. Candidates are also advised to desist from contacting the head office over phone for clearing doubts/ seeking more information, as far as possible. The Society will provide necessary details to the queries raised through email by candidates.
16. The posts are temporary in nature during the period of the operation of the Mission. The contract of the selected candidates may be extended according to the directions of Government of India/Government of Kerala in the matter and no claim for permanency of job or labour claims to the NRHM, DHS or the Government.
17. The total number of positions stated as above are the requirements as on date and it is likely that more number of candidates may be taken on contract from the selected list prepared in the process either at the State Mission Office or at the District Health and Family Welfare Societies.
18. No TA/DA will be paid for the interview/written test.
19. All communications, including the interview call letter, from the Society side will be only through e-mail/post. Candidates are advised to browse the website www.arogyakeralam.gov.in regularly for updates/ notices and announcements.
20. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such unholy practices.
21. The last date of submission of **ONLINE application is 30th June 2012 till 5 PM** and last date for Submission of **Copy of Online Application is on 5th July 2012 till 5PM.**
22. **Hard / Print copy of ONLINE application should be forwarded to NRHM office without fail.** The envelope containing application should be super scribed

“Application for the Post of.....” should reach **‘The State Mission Director, National Rural Health Mission, Directorate of Health Service Compound, General Hospital Junction, Trivandrum-695035’**.

State Mission Director

CAREER NOTIFICATION

ONLINE applications are invited for the below mentioned posts in the District Health and Family Welfare Societies under National Rural Health Mission(NRHM) on contract basis..

Notification No.NRHM/Admin4/2340/2012-13/SPMSU Dated -05-2012

Name of Post	Number of Vacancy and Districts	Qualification / Experience	Mode of Appointment	Salary
Medical Officer (Homoeo)	<p>Vacancy not determined</p> <p><u>Districts.</u></p> <ul style="list-style-type: none"> • Thiruvananthapuram • Kollam • Pathanamthitta • Alappuzha • Kottayam • Thrissur • Ernakulam • Palakkad • Malappuram • Kozikkode 	<p><u>Qualification :</u></p> <p>1. BHMS Degree awarded by any University in the State of Kerala</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">A Diploma in Homoeopathy issued by the Govt of Kerala</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">Any other Degree or Diploma in Homoeopathy declared as equivalent to the above in respect of the duration of the course; course content, and House Surgency/Internship; provided all such qualifications are included in the second schedule of the Homoeopathy</p>	Contract	Rs. 20,740/- per Month (Consolidated)

		<p>Central Council Act, 1973 (Central Act 59 of 1973)</p> <p>2. Successful completion of House Surgency/Internship</p> <p>3. 'A' Class Registration with the Registrar of Medical Council, Kerala</p>		
Medical Officer (Ayurveda)	<ul style="list-style-type: none"> • Thiruvananthapuram • Kollam • Pathanamthitta • Alappuzha • Kottayam • Thrissur • Ernakulam • Palakkad • Malappuram • Kozikkode • Kannur • Kasaragod 	<p><u>Qualification :</u></p> <p>1. A Degree in Ayurveda awarded or recognized by any of the university in Kerala or equivalent qualification.</p> <p>2. 'A' Class registration in the TC Medical Council</p>	Contract	Rs. 20,740/- per Month (Consolidated)

TERMS AND CONDITIONS:

1. The applications should be forwarded through ONLINE only
2. The candidates should apply only for one district. Those applying in more than one district will be summarily disqualified.
3. The applications that are not complete in all respect will not be considered.
4. The maximum age limit will be 60 years as on 1st April 2012
5. The undersigned will have the power to relax age, qualifications for the post. The selected candidates should be willing to relocate anywhere in the State
6. Selection will be based on qualification, post qualification experience and

performance in the interview/written test.

7. The successful candidates will be appointed on contract basis initially for a period of three months. The State Health & Family Welfare Society (Arogyakeralam) based on the performance, may extend the period of contract.
8. Opportunities for advanced training will be available.
9. The location for posting mentioned above is only tentative. Candidate should be willing to work in any District of Kerala as decided by the Society.
10. The successful candidate will have to enter into a contract with the Society as per format annexed as Annexure-I.
11. Candidates who have attended regular classes in colleges under recognized Universities need only apply.
12. The posts are for immediate requirement and the Society may prioritize the written test and interview for different category of posts, on the basis of its requirement. The Society may also require the candidates to undertake demonstration of skills in the area/ specialization concerned, on the basis of recommendations of a selection committee.
13. Claims in respect of qualifications/ experience etc. should be supported by copies of relevant documents; candidates may be required to produce the originals at the time of interview.
14. It will be ideal to provide reference, especially the names of superior officer, whom the candidate had worked in the previous organization (s).
15. Candidates are also advised to desist from contacting the head office over phone for clearing doubts/ seeking more information, as far as possible. The Society will provide necessary details to the queries raised through email by candidates.
16. The posts are temporary in nature during the period of the operation of the Mission. The contract of the selected candidates may be extended according to the directions of Government of India/Government of Kerala in the matter and no claim for permanency of job or labour claims to the NRHM, DHS or the Government.
17. The total number of positions stated as above are the requirements as on date and it is likely that more number of candidates may be taken on contract from the selected list prepared in the process either at the State Mission Office or at the District Health and Family Welfare Societies.
18. No TA/DA will be paid for the interview/written test.
19. All communications, including the interview call letter, from the Society side will be only through e-mail/post. Candidates are advised to browse the website www.arogyakeralam.gov.in regularly for updates/ notices and announcements.
20. Canvassing in any form will lead to automatic disqualification. Candidates are advised to desist from such unholy practices.
21. The last date of submission of **ONLINE application is 30th June 2012 till 5 PM**

and last date for Submission of **Copy of Online Application is on 5th July 2012 till 5PM.**

22. **Hard / Print copy of ONLINE application should be forwarded to NRHM office without fail.** The envelope containing application should be super scribed **“Application for the Post of.....”** should reach **‘The State Mission Director, National Rural Health Mission, Directorate of Health Service Compound, General Hospital Junction, Trivandrum-695035’.**

State Mission Director



**Detailed Description and terms & conditions of the post
Mentioned in the Advertisement No. 5664/Admn5/2009/SPMSU
Dated**

1. Junior Consultant (Documentation & Communication)

No. of Post	:	1
Location	:	Kasargode
Qualification & Experience	:	Master in Mass Communication or Master in Social Work or Master in Public Relation or Master in Public Health with 3 years experience in Development Sector of which 2 years in Documentation preferably in Health Sector
Age	:	Maximum 40 years as on 01-06-2012
Method of Recruitment	:	On contract basis
Salary	:	Rs. 16,000 (Consolidated Pay)
Job Responsibilities	:	<ul style="list-style-type: none"> • Facilitate the design of various communication initiatives in collaboration with the team and senior Officers of District Health and Family Welfare Society • Ensure that all communications related targets are delivered on time (publications, websites, etc.) • Design and implement ways to promote good relations and effective communication between NRHM and the media. • Liaise closely with all the programme teams of NRHM to identify stories of media interest, work proactively with team members at all levels throughout the organization. • Research and develop relationships with key external organizations and individuals, which are beneficial to NRHM's media and other communication related activities (eg., media outlets, journalists, designers, artists, agents, other NGOs). • Ensure the maintenance of appropriate files and documentation of the function. • Preparation of monthly/quarterly reports on BCC activities in the district in coordination with the Mass Media wing and DPM • Build capacity of the District & Block level personnel for documenting the best practices & processes. • Identify processes which need documentation under the guidance of Programme Manager and experts; proactively document lessons

		<p>learnt and innovations for the identified audience.</p> <ul style="list-style-type: none"> • Support the District Programme Manager in preparing plans, annual action plans, project reports, progress reports and other documentation; Update the implementation plan by initiating changes • Take a lead role in Documentation in terms of case studies, newsletters, data maintenance, data analysis, preparing feedbacks of the community, quarterly data/MIS etc. • Developing and maintaining good working relations with the media, including local and national newspapers, magazines, radio and television • Organizing special events, such as press conferences, exhibitions, competitions and sponsorship • Fostering community relations by organizing events and through involvement in community initiatives • Assist the Mass media wing in preparing BCC plans for the district, monitor the implementation and prepare monthly/quarterly/annual reports on progress • Assist in organizing BCC trainings and workshops • Preparing and supervising the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes • Writing and editing press releases, in-house newsletters, speeches, articles and annual reports; • Other responsibilities, as deemed necessary time to time.
Reporting to	:	State Mission Director, NRHM / District Programme Manager

TERMS AND CONDITIONS:

1. The applications should be forwarded through ONLINE only.
2. The applications that are not complete in all respect will not be considered.
3. The maximum age limit will be 40 years as on 1st June 2012
4. The undersigned will have the power to relax age, qualifications for the post. The selected candidates should be willing to relocate anywhere in the State.

5. The applicants should be excellent in writing skills both in English and Malayalam and should be proficient in computers. Thorough knowledge of MS Office/Open Office is essential.
6. Selection will be based on qualification, post qualification experience and performance in the interview/written test.
7. The successful candidates will be appointed on contract basis initially for a period of three months. The State/ District Health & Family Welfare Society (Arogyakeralam) based on the performance, may extend the period of contract.
8. Opportunities for advanced training will be available.
9. The location for posting mentioned above is only tentative. Candidate should be willing to work in any District of Kerala as decided by the Society.
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