



उत्तराखण्ड शासन

**Directorate of Medical Health & Family Welfare, Uttarakhand**  
**Danda Lakhaund, Gujrada, Sahastradhara Road, Dehradun**  
**Email: msbyuttarakhand3@gmail.com**

Letter No- MSBY/2018-19/ToR/13

Dated-26 April 2018

Mukhyamantri Swasthaya Bima Yojna Cell, Director General, Medical Health & Family Welfare, Uttarakhand, Invites Application for the following district /State level vacant posts from eligible candidates for an initial contract period of 11 months. Further renewal shall be subjected to continuation of MSBY scheme from Government of Uttarakhand/ Performance appraisal. This appointment shall purely be on contractual basis.

S. No.	Post	Vacant Positions	Monthly Consolidate Honorarium	District / State	Maximum Age Limit
01	District Coordinator	04 (One each for District Champawat, Chamoli, U.S. Nagar and Uttarkashi)	Consolidated Honorarium per month Rs. 15,000/- + Rs. 10,000/- incentive based on deliverables.	District Level.	40 Years
02	MIS Specialist	01	Consolidated Honorarium per month Rs. 40,000/-	State Level.	40 Years
03	Capacity Building and Training Coordinator	01	Consolidated Honorarium per month Rs. 40,000/-	State Level.	40 Years

Applications are to be sent to State Nodal Officer, Mukhyamantri Swasthaya Bima Yojna Cell, Directorate of Medical Health & Family Welfare, Danda Lakhaund, Near Rajeev Gandhi Play Ground, PO Gujrada, Sahastradhara Road, Dehradun. Noting the following points-

1. Candidates must write on the envelop "Application for the post of -----" Blank must be filled with the post for which application is being sent.
2. Application must reach at the above mention address on or before 21<sup>st</sup> May 2018 by 04:00 PM through speed post/registered post only application sent through any other mode will not be accepted. Application received after last date shell not be entertained.
3. ToR for all above post is available at website [www.ukhfws.org](http://www.ukhfws.org).
4. All post is purely contractual and non-transferable. These posts can be cancelled/increased/decreased at any time by component authority without assigning any reason.
5. The short listed candidates will be called for an interview. The date of interview will be intimated through e-mail. No TA/DA will be given for appearing in an interview.
6. Candidate is required to mention their e-mail ID and mobile number for communication.
7. Performa for the application form and terms of reference (ToR) are available on the website [www.ukhfws.org](http://www.ukhfws.org).
8. Mukhyamantri Swasthaya Bima Yojna Cell, shall not be responsible for non-receipt of application due to postal delay/lost in transit.

Candidates are requested to visit website [www.ukhfws.org](http://www.ukhfws.org) for application form and detailed ToR against each post.

S N O MSBY / D.G, MH&F W,  
Uttarakhand

**Name of Post: District Coordinator**

<b>Name of Position</b>	<b>Location and No. of Vacancy</b>	<b>Qualification &amp; Experience</b>	<b>Age Limit</b>	<b>Honorarium Consolidated Per Month</b>
District Coordinator	Champawat*	<b>Essential:</b>  MBA (Health Care)/Master in Health Administration (MHA) from a recognised and reputed institute in full time curriculum. Correspondence degree is not accepted.  <b>Desirable:</b>  Computer Literacy, knowledge of MS-Office.  Good Written and Oral Communication Skills in Hindi and English  Ability to undertake field visits extensively	Upper age limit 40 years	Honorarium consolidated per month Rs. 15,000/- + incentive based on deliverables 10,000/-
	Chamoli*			
	U.S Nagar*			
	Uttarkashi*			
	1(One)			
	1(One)			
	1(One)			
	1(One)	<b>Experience:</b>  Minimum 01 Year of relevant work experience in public health programmes or public projects.		

The above position shall be purely contractual in nature and contract shall be valid a maximum for 11 months. Renewal shall depend on the satisfactory performance of the candidate.

The MSBY DC shall be stationed at District CMO's office and shall report to CMO, Nodal Officer MSBY/Dy CMO, District MSBY

1. Work on hospital related issues e.g. empanelment of hospitals, hospital trainings, claims management, troubleshooting.
2. Work on Grievance Redressal Mechanism, reporting of grievances, grievance meetings etc.
3. Effective coordination of IEC activities, opportunities to highlight the programme in various forums etc.
4. Integration with other health programmes e.g. PPP hospitals, NHM. RMNCH etc. to improve quality, increase utilisation and visibility of the programme.
5. Any other relevant professional task required by CMO office or State Nodal Agency.
6. Organising training programmes, workshops, review meetings and present the agenda and generate the reports.

Above tasks shall require a good number of field visits (to hospitals, blocks etc.) and visits to State Nodal Agency for attending meetings, workshops etc. Extensive need to presentations and documentation will be required to accomplish the above tasks. Effective communication skill to articulate the findings, issues and suggestions will be required.

**Intended Nature of Job**

Administrative & Coordination-	50 %
Technical-	30 %
Research & Documentation-	20 %

**Name of Post: MIS Specialist**

<b>Name of Position</b>	<b>Location and No. of Vacancy</b>	<b>Qualification &amp; Experience</b>	<b>Age Limit</b>	<b>Honorarium Consolidated Per Month</b>
MIS Specialist	01 (One)	<p><b>Essential:</b></p> <p>Master in Computer Application (MCA) or B.tech from recognized institute.</p> <p><b>Desirable:</b></p> <p>Prior knowledge of Data Base Management System (DBMS), MSSQL, Programming languages Asp.net, JAVA, etc.</p> <p>Good Written and Oral Communication Skills in Hindi and English</p> <p>Ability to undertake field visits extensively</p> <p><b>Experience:</b></p> <p>At least 02 Years of relevant work experience in public/ health sector.</p>	Upper age limit 40 years	Rs. 40,000/-

The above position shall be purely contractual in nature and contract shall be valid a maximum for 11 months. Renewal shall depend on the requirement of the project and satisfactory performance of the candidate.

## **Roles and Responsibility**

### **General**

1. As a part of State Nodal Agency Team, the incumbent shall be responsible for contributing toward overall implementation of MSBY in the state.
2. As a team player the incumbent shall be responsible toward the cooperation with other team members for individual and organizational growth.
3. Coordination with other stakeholders at state level, central level and district level with respect to MSBY and other public health programmes.

### **Specific:**

1. The incumbent shall be responsible for management of various databases related to project in suitable formats.
2. The incumbent shall be responsible for development, testing and application of various MIS applications and IT infrastructure of programme.
3. Constantly review the gaps and scope of improvement in the IT/MIS platform to make it more efficient and effective.
4. Devising a suitable system to assist the analysis of various data arising the process of the project.
5. Assist in the development of the MIS to aid the evaluation and monitoring of the project.
6. Documentation of the related processes and work flow to aid in the future course of action.
7. Managing and preparing MIS reports for state holders and analysis purpose
8. Development of MIS system and help generating required reports for implementing programme.
9. To provide support in Tender processing.
10. Any other relevant professional task required by State Nodal Agency.

### **Intended Nature of Job**

Frequent field visits and significant part of duty hours to be spent in empanelled public hospitals.

**Name of Post: Capacity Building and Training Coordinator**

<b>Name of Position</b>	<b>Location and No. of Vacancy</b>	<b>Qualification &amp; Experience</b>	<b>Age Limit</b>	<b>Honorarium Consolidated Per Month</b>
Capacity Building and Training Coordinator	Dehradun 1(one)	<b>Essential:</b>  Masters in Mass communication from recognized Institution.  <b>Desirable:</b>  Computer Literacy, knowledge of MS-Office.  Good Written and Oral Communication Skills in Hindi and English  Ability to undertake field visits extensively  <b>Experience:</b>  At least 03 Years of relevant work experience in public sector /health department.	Upper age limit 40 years	Rs.40,000/- per month Consolidated

The above position shall be purely contractual in nature and contract shall be valid a maximum for 11 months. Renewal shall depend on the requirement of the project and satisfactory performance of the candidate.

## **Roles and Responsibility**

### **General**

1. As a part of State Nodal Agency Team, the incumbent shall be responsible for contributing toward overall implementation of MSBY in the state.
2. As a team player the incumbent shall be responsible toward the cooperation with other team members for individual and organizational growth.
3. Coordination with other stakeholders at state level, central level and district level with respect to MSBY and other public health programmes.

### **Specific:**

1. Designing a suitable general strategy for Mass-Awareness campaign under the scheme. Designing suitable stakeholder specific mass-media or awareness strategies.
2. Implementation of action plan as for mass-media and IEC campaign.
3. Designing suitable BCC training module for supply side functionaries e.g. Hospitals, Administration etc.
4. Documentation and Drafting of the various observation, feedbacks, and analysis for improvement of the strategies, policy advocacy and programme implementation.
5. Monitoring and evaluation of the ongoing IEC activities.
6. Coordination with other departments to collaborate for an effective Inter-departmental IEC campaign.
7. Coordination with the other verticals within health department to ensure the integration of IEC activities with other health programmes.
8. To provide support in tender processing.
9. Any other relevant professional task required by State Nodal Agency.

### **Intended Nature of Job**

Administrative & Coordination-	40 %
Technical-	30 %
Research & Documentation-	30 %



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**Application Format**

(Please fill separate application for each position)

<b>1. Position Applied for</b>						Self attested passport Size photograph
<b>1A. For District Level Post Preferences</b>	1.----- 2.----- 3.----- 4.-----					
<b>2. Name (In Capital Letters)</b>					<b>3. Sex (M/F)</b>	
<b>4. Father's Name</b>						
<b>5. Date of Birth</b>					<b>6. Age (as on 01 May 20186)</b>	
<b>7. Marital Status</b>						
<b>8. Correspondence Address:</b>						
<b>9. Permanent Address:</b>						
<b>10. E-mail ID:</b>					<b>11. Mobile No:</b>	
<b>12. Academic Qualification : (High School Onwards)</b>						
<b>Qualification</b>	<b>Institution/University</b>	<b>Regular/ Full time (Yes/ No)</b>	<b>Year of Passing</b>	<b>Obtained Marks/ Total Marks</b>	<b>%age of Marks</b>	
<b>13. Work Experience (Attach extra sheet, if required)</b>						
<b>Name of the Organization/Institution</b>	<b>Designation</b>		<b>Duration (From) (To)</b>			



**Note:**

1. Please enclose the self attested copies of documents /certificates for serial no. **5 (Date of birth), 12 (Academic Qualification) & 13 (Work Experience), along with No Objection Certificate from current employer for appearing for an interview (if applicable)** and CV with completed application form.
2. Shortlisted candidates will be informed for interview through their e-mail.
3. The candidates should mention at the top of the envelope:“**Position Applied for..... district - .....**”

**Application to be sent to:**

State Nodal Officer,  
Mukhyamantri Swasthaya Bima Yojna Cell,  
Directorate of Medical Health & Family Welfare,  
Danda Lakhaund, Near Rajeev Gandhi Play Ground, PO Gujrada,  
Sahastradhara Road, Dehradun. Uttarakhand- 248001

**Declaration**

I .....affirm that the information given in this application is true and correct. I also fully understand that if at any stage it is discovered that an attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected or my employment may be terminated.

Date:

Place:

**Signature of Candidate**