



SWASTHYA PRASHIKSHAN KENDRA, HARYANA



WALK-IN-INTERVIEW **Swasthya Prashikshan Kendra** **General Hospital Campus, Sector -6, Panchkula**

SIHFW Haryana aspires to invite qualified and experienced professionals to fill up the following post purely on contract basis under NRHM. All the eligible and interested candidates must reach this office on the given below dates **between 7:30 AM to 10:30 AM** along with original testimonials/experience certificates and attested copies of the same and two latest passport size photographs at the time of interview.

Sr. No	Name of the post	Qualification	Experience	Date of Interview
1.	Programme Coordinator (ANMTC/ GNMTC) No. of posts-5 (Gen-4,SC-1) Honorarium- ₹30,000 per Month Age Limit- Maximum 40 years as on 30 th June 2013 (can be relaxed in case of retired person)	<u>Basic Qualification</u> <ul style="list-style-type: none">• B.Sc. Nursing• Registration with Nursing council• Hindi/ Sanskrit up to Matric standard <u>Additional Qualification</u> <ul style="list-style-type: none">• M.Sc. Nursing- (OBG Nursing / Community Health Nursing/ Pediatric Nursing) or 1 year PG Degree or Diploma in Public Health/Health Management.• Proficiency in Computer-MS Office/ internet	Minimum 3 yrs of post qualification relevant work experience in Obs. Gynae./Community health/ Pediatrics preferably in Govt. Sector.	Walk- in- Interview on 08th July 2013
2	Coordinators (Skill Lab) No. of posts- 4 (Gen-3,SC-1) (1 per division at Rohtak, Bhiwani, Faridabad and Panchkula) Honorarium- ₹ 40,000- ₹ 55,000/- Per Month Age Limit- Maximum 40 years as on 30 th June 2013 (can be relaxed in case of retired person)	<ul style="list-style-type: none">• MBBS from recognized University• Registration with Medical council• Hindi/ Sanskrit upto Matric Standard	Minimum 2 years experience in Obs/ Gynae	Walk- in- Interview on 9th July 2013

Postal Address: SIHFW Haryana , General Hospital Campus (Behind Topiary Park)

Sector-6, Panchkula 134109 e-mail: principalsihfw@gmail.com

Phone No. 0172-2590629 (Tele-fax), Hostel: 0172-2570006

Sr. No	Name of the post	Qualification	Experience	Date of Interview
3	Trainer (Skill Lab) No. of posts- 12 (Gen-10, SC-2) (3 per division at Rohtak, Bhiwani, Faridabad and Panchkula) Honorarium- ₹ 30,000- ₹40,000/- Per Month Age Limit- Maximum 40 years as on 30 th June 2013 (can be relaxed in case of retired person)	<ul style="list-style-type: none"> • B.Sc. Nursing OR Diploma in nursing (GNM course) • Registration with Nursing Council • Hindi/ Sanskrit upto Matric Standard 	<ul style="list-style-type: none"> • Minimum 2 years experience required, preferably in labour room with B.Sc. Nursing • Minimum 5 years experience preferably in the labour room with Diploma in Nursing • Teaching cum clinical experience preferred. 	Walk- in- Interview on 10th July 2013

Note:

1. The selection committee can recommend relaxation of experience in case of deserving candidates.
2. No TA/DA will be paid for attending the interview/selection process.
3. Number of posts can be increased or decreased.
4. The Department has the right to cancel the interview or entire selection process.
5. Department will not be responsible for any delay.
6. For Sr. No. 2 & 3, please mention the district desired in order of preference.
7. For Sr. No. 1 the appointment shall be for 6 months from the date of recruitment and that for Sr. No. 2 & 3 shall be for 9 months from the date of recruitment. Further extension based on certified performance by Principal SIHFW cum Member Secretary SPK upto 31st March 2014.
8. Details are also available on these websites
 - a. www.nrhmharyana.org by clicking on SIHFW Haryana
 - b. www.haryanahealth.nic.in

Sd/-

*Chairman Executive Committee
Swasthya Prashikshan Kendra
Haryana, Panchkula*



ToRs for Programme Coordinator (ANMTC/ GNMTC)

Basic Qualification

- B.Sc. Nursing
- Registration with nursing council
- Hindi/Sanskrit up to Matric standard

Additional Qualification

- M.Sc. Nursing- (OBG Nursing / Community Health Nursing/ Pediatric Nursing) or 1 year PG Degree or Diploma in Public Health/Health Management.
- Proficiency in Computer- MS Office/ Internet

Experience:

- Minimum 3 yrs of post qualification relevant work experience in Obs. Gynae./Community Health/ Pediatrics preferably in Govt. Sector.

Emoluments:

₹ 30,000 Per Month (consolidated)

Age Limit:

Maximum 40 years as on 30th June 2013 (can be relaxed in case of retired person)

Duties and Responsibilities

1. Will work under the supervision of Principal SIHFW
2. Initial appointment shall be for 6 months from the date of appointment. Further extension, based on certified performance by Principal SIHFW shall be given till 31st March 2014
3. All the rules (leave) applicable to NRHM contractual staff will be applicable.
4. Assist the SPO in the overall management of the state Program Management cell.
5. Work with SNC, State Government, development partners and Government Counterparts to implement, monitor and report on training activities including M& E frameworks and reports.
6. Respond in a timely manner to requests for meetings, reports and other requests.
7. Facilitate project activities including workshop planning, logistic

Postal Address: SIHFW Haryana , General Hospital Campus (Behind Topiary Park)

Sector-6, Panchkula 134109 e-mail: principalsihfw@gmail.com

Phone No. 0172-2590629 (Tele-fax), Hostel: 0172-2570006

- arrangements and other activity support to conduct trainings and supervisory visits smoothly.
8. Assist with financial management, reporting on expenditure on a timely basis and other finance tasks as assigned.
 9. Work in coordination with the state health societies/ state nursing directorates in the specified regions to help release ANM/GNM faculty for the trainings.
 10. Work to ensure efficient and effective program operations, maximizing the input and support of all personnel as appropriate.
 11. Collect data from the SNCs, ANMTCs and GNM Schools for reporting
 12. Maintain up-to-date program and training data of the nodal centers and the ANM/ GNM faculty in the state.
 13. To monitor all the training activities.
 - Monitor implementation of State Training Plans w.r.t Pre service education of nursing
 - Monitor various types of training programs for quality assurance in skill lab
 - Monitor the performance of the trainees in the post training placement.
 - Prepare monitoring report and send to SIHFW.
 - To provide onsite supportive supervision to the trainers and also to the health facilities in following the desired protocols.
 14. To prepare Training Data Base for the State.
 - Collect information from the districts on available training capacity, training load as per CTP and report of the training.
 - To provide support in development of training material.
 15. Develop Action plans for monitoring of training in the state and submit 15 days before to SIHFW
 - All the districts must be covered at least once in 2 months period
 - Field visit has to be planned for at least 15 days in a month
 - Action plan must have scope for feedback mechanism
 - Apart from regular planned field visit, consultants supposed to visit districts as per the requirement of SIHFW. For all practical purposes the head quarter shall be maintained at Panchkula.
 16. Perform or assume other duties as assigned by the State Program Officer for the smooth running of the program.
 17. Other essential requirements
 - Ability and willingness to travel extensively.
 - Interpersonal and management skills with ability to work in a deadline-driven environment.
 - Possess team working capability.

Postal Address: SIHFW Haryana , General Hospital Campus (Behind Topiary Park)

Sector-6, Panchkula 134109 e-mail: principalsihfw@gmail.com

Phone No. 0172-2590629 (Tele-fax), Hostel: 0172-2570006



ToRs for Coordinator (Skill lab)

The required qualification and experience for the posts of **Coordinator (Skill Lab)** are proposed as under:

Qualification

- I. MBBS from recognized University
- II. Registration with Medical council
- III. Hindi/ Sanskrit upto Matric Standard

Experience:

Minimum 2 years experience in Obs./Gynae.

Emoluments:

₹ 40000-₹ 55000/- Per Month

(includes ₹ 5000 for accommodation + ₹ 1000 Mobile reimbursement)

Age Limit:

Maximum 40 years as on 30th June 2013 (can be relaxed in case of retired person)

No. of Posts: 4 (Gen-3, SC-1) as per the notification of Govt. of Haryana no 22/10/2013-1 GSIII dated 28.02.2013 (1 per division at Rohtak, Bhiwani, Faridabad and Panchkula)

Job responsibilities of Coordinator (Skill Lab)

1. Will work under the supervision of Principal SIHFW.
2. Shall work as a trainer as well as the skill lab coordinator.
3. Initial appointment shall be for 9 months from the date of recruitment. Further extension based on certified performance by Principal SIHFW/ respective Civil Surgeon shall be given till 31st March 2014.
4. All the rules (leave) applicable to NRHM contractual staff shall be applicable.
5. Proficiency in computers –MS Office/internet
6. Should establish themselves not only for conducting training but also as a mentor for those who have been trained;
7. Will mentor 2 supervisors in every district for continuous mentoring of the health providers involved in RMNCH care which shall require extensive travelling.
8. Mentoring/ supervisory visits to the delivery points (at least 6 days/ month);

Postal Address: SIHFW Haryana , General Hospital Campus (Behind Topiary Park)

Sector-6, Panchkula 134109 e-mail: principalsihfw@gmail.com

Phone No. 0172-2590629 (Tele-fax), Hostel: 0172-2570006



9. Preparing annual targets of mentoring institutes in consultation with district and divisional offices;
10. Submitting the tour plan in advance to district and divisional in- charge and also visit report. **(Format enclosed)**
11. Shall always carry neonatal mannequin during mentoring visits.
12. Shall be the nodal contact person for the skill lab activities
13. Custodian of teaching- learning aids including mannequins and ensure its proper maintenance and functionality
14. Ensure that trainings are conducted as per training plan
15. Ensure proper upkeep and maintenance of all equipments and mannequins
16. Ensure quality of trainings and adherence to training guidelines as per GOI manual.
17. Ensuring maintenance of database (procurement, training schedules, trainee database, mentoring visits etc) at skills lab
18. Providing enabling environment for trainees and trainers in terms of accommodation, transport, continuous availability of supplies food and such other day to day requirements which if not provided for, can compromise quality in training.
19. Ensure setting up of Model Labour room in the institution where skills lab is located.
20. Shall ensure sending copies of reports relating to skill lab performance (including mentoring visits) to District and State QA Committee, besides the nodal officers.

ToRs for Trainer (Skill Lab)

The required qualification and experience for the posts of **Trainer (skill Lab)** are proposed as under:

Qualifications:

1. B.Sc. Nursing
OR
Diploma in nursing (GNM course)
2. Registration with Nursing council
3. Hindi/ Sanskrit upto Matric Standard

Experience:

- Minimum 2 years experience required, preferably in labour room with B.Sc. Nursing
- Minimum 5 years experience preferably in the labour room with Diploma in Nursing

Postal Address: SIHFW Haryana , General Hospital Campus (Behind Topiary Park)

Sector-6, Panchkula 134109 e-mail: principalsihfw@gmail.com

Phone No. 0172-2590629 (Tele-fax), Hostel: 0172-2570006



SWASTHYA PRASHIKSHAN KENDRA, HARYANA



- Minimum 3 years of teaching experience required in each

Emoluments:

Rs. 30000-40000/- Per Month (consolidated)
(includes ₹ 5000 for accommodation + ₹ 1000 Mobile reimbursement)

Age Limit:

Maximum 40 years as on 30th June 2013 (can be relaxed in case of retired person)

No. of posts- 12 (Gen-10, SC-2) (3 per division at Rohtak, Bhiwani, Faridabad and Panchkula)

Duties and Responsibilities

1. Will work under the supervision of Principal SIHFW
2. Initial appointment shall be for 9 months from the date of appointment. Further extension based on certified performance by Principal SIHFW/ respective Civil Surgeon shall be given till 31st March 2014.
3. All the rules (leave) applicable to NRHM contractual staff will be applicable.
4. Shall establish themselves not only for conducting training but also as a mentor for those who have been trained;
5. Shall mentor 2 supervisors in every district for continuous mentoring of the health providers involved in RMNCH care;
6. Mentoring/ supervisory visits to the delivery points (at least 6 days/ month);
7. Help in preparing annual targets of mentoring institutes in consultation with district and divisional offices;
8. Submit the tour plan in advance to district and divisional in-charge and also visit report. **(Format Attached)**
9. Shall always carry neonatal mannequin during mentoring visits.

Postal Address: SIHFW Haryana , General Hospital Campus (Behind Topiary Park)

Sector-6, Panchkula 134109 e-mail: principalsihfw@gmail.com

Phone No. 0172-2590629 (Tele-fax), Hostel: 0172-2570006



Format

Mentoring visits by Skills lab Team: Advance Tour Plan

For the Month

Year:

1. Skill lab: (location)
2. Names of team member:
3. Schedule:

Date	From	To (Name of the facility)	Mode of transport	Expected Expenditure	Remarks (including requirement for LCD etc. if teaching sessions are planned at the institution)

Total Expected expenditure:

Advance (if required):

Signature of the trainer)

Date:

Signature of the DNO:

Date:



SWASTHYA PRASHIKSHAN KENDRA, HARYANA



DOC: SPKH/HR/FR/02 ISSUE NO. 01 ISSUE DATE: 01/03/2013 REV NO. /DATE: 00

APPLICATION FORM

1. Name of the post for which applied : _____
2. District desired in order of preference
(For Sr. No. 2 & 3 only) : 1. _____ 2. _____ 3. _____
3. Name of the candidate : _____
4. Father's/ Husband's Name : _____
5. Permanent Address : _____

6. Address for correspondence : _____

7. Mobile No. : _____
8. Email ID : _____
9. Date of Birth : _____

(As per Matriculation certificate)

10. Educational Qualifications:

Examination Passed	Board/ University	Year of Passing	Maximum Marks	Marks Obtained	%age of marks	Division	Subject	Documents Attached (Y/N)

10. Experience (1) _____
- (2) _____
- (3) _____

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge/ belief. I undertake that in the event of any information found false or incorrect, my candidature is liable to be cancelled.

Date: _____

Place: _____

(Signature of the Candidate)

Postal Address: SIHFW Haryana , General Hospital Campus (Behind Topiary Park)

Sector-6, Panchkula 134109 e-mail: principalsihfw@gmail.com

Phone No. 0172-2590629 (Tele-fax), Hostel: 0172-2570006