

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 8:30 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.

S. N o.	Name of the post	Essential qualification/Requirements	Experience	Date of interview (tentative)
1.	Coordinators (Skill Lab) No. of posts- 4 (Gen-3,SC-1) (1 per division at Rohtak, Bhiwani, Faridabad and Panchkula) Honorarium- Rs. 40,000- Rs. 55,000/- Per Month Age Limit- Maximum 40 years as on 31 st August 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 22nd August' 2013
2.	Trainer (Skill Lab) No. of posts- 1 (for SC Category) (at Panchkula for Ambala division) Honorarium- Rs. 30,000- Rs. 40,000/- Per Month Age Limit- Maximum 40 years as on 31 st August 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 GNM course. • Teaching cum clinical experience preferred. 	Walk- in- Interview on 23rd August' 2013

S. N o.	Name of the post	Essential qualification/Requirements	Experience	Date of interview (tentative)
3.	Plaster Technician No. of posts – 1 Honarium – Rs.10000/- to Rs. 12,000/- Consolidated per month. Age Limit – 45 years	<ul style="list-style-type: none"> ▪ Diploma in OT Technician from recognised Institute. ▪ Hindi/Sanskrit up to Matric standard 	One year in application of plasters in an Orthopaedic Unit of a hospital. Knowledge of computers desirable.	Walk- in- Interview on 4 th September 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. Initial appointment shall be from the date of recruitment till 31st March, 2014 and extendable further based upon performance subject to project continuation.
7. Please visit the following websites for complete details:
 - 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 Coordinator (Skill lab) and Trainer (Skill Lab)

1. 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 (consolidated)
(includes Rs. 5000 for accommodation + Rs. 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 from the date of recruitment till 31st March, 2014. Further extension shall be given by Principal SIHFW/ respective Civil Surgeon based on certified performance.
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);
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.

2. 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
- Teaching cum clinical experience preferred.

Emoluments:

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

Age Limit:

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

No. of Posts: SC-1

Duties and Responsibilities

1. Will work under the supervision of Principal SIHFW
2. Initial appointment shall be from the date of recruitment till 31st March, 2014. Further extension shall be given by Principal SIHFW/ respective Civil Surgeon based on certified performance.

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.

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:

3. Plaster Technician: Plaster Technician will assist the physicians and nurses with the care and treatment of Orthopedic patients. He/She should be specialized in casting, bracing and splinting and is an expert in applying plaster and synthetic casts.

1. AREA OF WORK: -

General Hospital, Sector-6, Panchkula

2. PERIOD OF ENGAGEMENT: -

Initial appointment to all the posts will be either on contractual basis initially till 31st March, 2014 and further extendable subject to the approval by MoHFW.

3. LEAVE ENTITLEMENT: -

As per the norms of NRHM Haryana contractual staff.

4. CONTRACT AGREEMENT: -

All contractual staff will draw a contractual agreement with the PMO, GH-6, Panchkula before joining the post.