

**GOVERNMENT OF ARUNACHAL PRADESH
OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION
NAHARLAGUN**

**Selection Criteria & Terms of Reference for
SCOVA Staff, Officials & Consultants**

1	Job title	Staff Nurse		
	Eligibility criteria	Essential	1. Minimum General Nursing-cum-Midwifery (GNM) course from recognized institution 2. Registered as General Nurse and Midwife (GNM)	
		Desirable	1. Working experience as GNM	
	Nature of service	Contractual		
	Term of service	1 (one) year or up to financial year-end, whichever is earlier		
	Remuneration	Consolidated remuneration of Rs. 20200/- per month		
	Job responsibilities	Objective	a) To improve RCH services b) To conduct and promote institutional deliveries. c) To improve service records ANC / PNC d) Screening and referral of RTI cases e) To promote essential obstetric care services f) To promote emergency obstetric care services g) To carry out other duties assigned.	
		Specific tasks	a) To improve institutional delivery services b) To assess and assist essential obstetric care services c) To assess and assist emergency obstetric care services d) To assess and assist ANC / PNC services e) To screen and refer for RTI cases f) To supervise the work of LHV and ANM, Additional ANM etc. g) To assist in-charge of PHC in respect of safe motherhood interventions h) To assist the consultant doctor in safe motherhood interventions i) To conform to the decorum prescribed for staff nurses including wearing of uniform j) To carry out other duties assigned	
	Appointing & termination authority	Mission Director, National Health Mission		
	Transfer & posting authority	Inter-district	Mission Director, National Health Mission	
		within-district	DMO, District Health Society	
	Posting place	District Hospital/CHC/PHC		
	Travelling Allowance (TA)	Actual bus fare (Road travel)/ 3 rd AC chair (Rail travel)		
	Daily Allowance (DA)	Rs. 250/- per day (when hotel is not used)/Rs. 350/- (when hotel is used)		
	Leave entitlement	Casual leave	As per existing State Govt. Rules	
		Medical leave	As per existing State Govt. Rules	
		Maternity leave	As per existing State Govt. Rules	
		Earned leave	There will be no earned leave	
		Leave without pay	In exceptional circumstances, subject to sanction by DMO, District Health Society	
	Leave granting authority	DMO, District Health Society		
	Extension of service	Based on the recommendation of Performance Appraisal Board		
Authority for extension of service	Mission Director (NHM)			
Performance Appraisal Board	Chairman	DMO-cum-CEO, Governing Body		
	Member Secy	DRCHO/DFWO-cum-CEO, Executive Committee		
	Members	1. Medical Superintendent, District Hospital 2. One SMO-grade officer		

2	Job title	ANM		
	Eligibility criteria	Essential	Minimum ANM/Female Health Worker course from recognized institution	
		Desirable	Working experience as ANM	
	Nature of service	Contractual		
	Term of service	1 (one) year or financial year-end, whichever is earlier		
	Remuneration	Consolidated remuneration of Rs. 12700 per month		
	Job responsibilities	Objective	<ul style="list-style-type: none"> a) To provide focused attention to safe motherhood and child survival b) To help in providing essential obstetric care services. c) To carry out all duties of ANM assigned for defined area 	
		Specific tasks	<ul style="list-style-type: none"> a) To carry out duties relating to maternal & child health b) To carryout duties relating to family planning c) To identify the women requiring help for medical termination of pregnancy and refer them to nearest approved institution. d) To educate community of the consequences of septic abortion and inform them about the availability of services for medical termination of pregnancy. e) To identify cases of malnutrition among infants and young children (0-5 years), give the necessary care and advice and refer serious cases to the Primary Health Centre. f) To distribute Iron and Folic Acid tablets as prescribed to pregnant and nursing mothers, infants and young children (0-5 years) and family planning acceptors. g) To administer Vitamin A solution as prescribed to children. h) To educate community about nutritious diet for mother and children. i) To carry out duties relating to Universal immunization Programme and expanded programme of immunization. j) To carry out duties assigned under diarrhea and ARI control Programme. k) To enlist Dais in her area and involve them in promoting RCG Programme. l) To cooperate with AWWs in carrying out MCH activities m) To monitor, supervise and coordinate with the activities of ASHAs n) To coordinate with Village Health & Sanitation Committee and Panchayat in carrying out health and sanitation activities 	
	Appointing & termination authority	Mission Director, National Rural Health Mission		
	Transfer & posting authority	Inter-district	Mission Director, National Rural Health Mission	
		Intra-district	DRCHO/DFWO-cum-CEO, Executive Committee, District Health Society	
	Posting place	Sub-Centre/ PHC		
	Travelling Allowance (TA)	Actual bus fare (Road travel)/ 3 rd AC chair (Rail travel)		
	Daily Allowance (DA)	Rs. 250/- per day (when hotel is not used)/Rs. 350/- (when hotel is used)		
	Leave entitlement	Casual leave	As per existing State Govt. Rules	
		Medical leave	As per existing State Govt. Rules	
		Maternity leave	As per existing State Govt. Rules	
		Earned leave	There will be no earned leave	
		Leave without pay	In exceptional circumstances, subject to sanction by CEO, Executive Committee, District Health Society.	
	Leave granting authority	CEO, Executive Committee, District Health Society		
	Extension of service	Based on the recommendation of Performance Appraisal Board		
	Authority for extension of service	Mission Director (NRHM)		
	Performance appraisal board	Chairman	DMO-cum-CEO, Governing Body	
		Member Secretary	DRCHO/DFWO-cum-CEO, Executive Committee	
		Members	<ul style="list-style-type: none"> 1. Medical Superintendent, District Hospital 2. One SMO-grade officer 	

3	Job title	Medical Officer (Allopathy/ Homoeopathy/ Ayurveda)		
	Eligibility criteria	Essential	MBBS/BAMS/BHMS	
		Desirable	1. At least 3 years post-qualification experience	
	Nature of service	Contractual		
	Term of service	1 (one) year or financial year-end, whichever is earlier		
	Remuneration	Consolidated remuneration of (a) Rs. 38,000/- per month		
	Job responsibilities	Objective	To promote/improve RCH services To improve services under various disease control programmes	
		Specific tasks	<ul style="list-style-type: none"> a. To provide clinical services during institutional deliveries b. To provide essential and emergency obstetric care services c. To promote and provide adolescent health care services d. To promote and supervise immunization services e. Detection & treatment of RTI/STI cases f. To undertake outreach health camps g. To carry out activities under various disease control programmes h. To provide counseling services to clients 	
	Appointing & termination authority	Chairman, Executive Committee, A.P. State Health Society		
	Transfer & posting authority	Mission Director (NRHM)		
	Posting place	PHC/CHC		
	Travelling Allowance (TA)	Actual bus fare (Road travel)/ 2nd AC chair (Rail travel)/ Shared taxi		
	Daily Allowance (DA)	Rs. 300/- per day (when hotel is not used)/Rs. 400/- (when hotel is used within State)/ Rs. 500/-(when hotel is used outside State)		
	Leave entitlement	Casual leave	As per existing State Govt. Rules	
		Medical leave	As per existing State Govt. Rules	
		Maternity leave	As per existing State Govt. Rules	
		Earned leave	There will be no earned leave	
		Leave without pay	In exceptional circumstances, subject to sanction by CEO, Executive Committee, District Health Society	
	Leave granting authority	CEO, Executive Committee, District Health Society		
	Extension of service	Based on the recommendation of Performance Appraisal Board		
	Authority for extension of service	Mission Director (NRHM)		
Performance Appraisal Board	Chairman	DMO-cum-CEO, Governing Body		
	Member Secy	DRCHO/DFWO-cum-CEO, Executive Committee		
	Members	Medical Superintendent, District Hospital One SMO-grade officer		

4	Job title	District Programme Manager		
	Eligibility criteria	Essential	1. MBA/PGDM from recognized university/institute. 2. 3 years experience in programme management	
		Desirable	1. Working knowledge of computer 2. Managerial experience in health institution/organisation	
	Nature of service	Contractual		
	Term of service	1 (one) year or financial year-end, whichever is earlier		
	Remuneration	Consolidated remuneration of Rs. 31600/- per month		
	Job responsibilities	Objective	To aid and advise District Health Society in the management of various health and family welfare programmes under RCH/NRHM	
		Specific tasks	<ol style="list-style-type: none"> 1. To assist, aid and advise District Health Society in the preparation of District Action Plan and Annual Work Plan. 2. To assist, aid and advise District Health Society in the preparation of annual budget and financial plans 3. To prepare and furnish periodical physical and financial reports and returns in respect of all programmes and projects as may be required by the funding agencies. 4. To assist, aid and advise District Health Society in the execution, supervision and monitoring of all activities under various health programmes 5. To aid, advise and undertake coordination and integration of all vertical programmes in the Department of Health & Family Welfare under NRHM in the district level. 6. To carry out any such other tasks as may be assigned by the CEO, Executive Committee, District Health Society from time to time. 	
	Appointing & termination authority	Chairman, Executive Committee, State Health Society		
	Transfer & posting authority	Mission Director (NRHM)		
	Posting place	District Health Society		
	Travelling Allowance (TA)	Actual bus fare (Road travel)/ 2 nd AC chair (Rail travel)/ Shared taxi		
	Daily Allowance (DA)	Rs. 300/- per day (when hotel is not used)/Rs. 400/- (when hotel is used within State)/ Rs. 500/-(when hotel is used outside State)		
	Leave entitlement	Casual leave	As per existing State Govt. Rules	
		Medical leave	As per existing State Govt. Rules	
		Maternity leave	As per existing State Govt. Rules	
		Earned leave	There will be no earned leave	
		Leave without pay	In exceptional circumstances, subject to sanction of CEO, Executive Committee, District Health Society	
	Leave granting authority	CEO, Executive Committee, District Health Society		
Extension of service	Based on the recommendation of Performance Appraisal Board			
Authority for extension of service	Chairman, Executive Committee, State Health Society			
Performance appraisal board	Chairman	Mission Director (NRHM)		
	Member Secy	State Finance Manager (NRHM)/ Deputy Director (Personnel & Finance)		
	Members	<ol style="list-style-type: none"> 1. State Programme Manager/ Nodal Officer (NRHM) 2. IEC Officer/ Nodal Officer (JSY) 3. One directorate official of the rank of ADHS/DDHS 		

5	Job title	Human Resource Consultant (HR Consultant)	
	Eligibility criteria	Essential	MBA with specialization in personnel Management/ HR Management from recognized university/ institution and at least 3 years post qualification in the relevant field. OR Retired State /Central Govt employed minimum rank of Group –B (Gazette) with working experiences of establishment & HR Policy and operating knowledge of computer.
	Nature of service	Purely Contractual	
	Age limit	Up to 65 years.	
	Term of service	1 (one) year or financial year-end, whichever is earlier	
	Remuneration	Consolidated remuneration of Rs.30000/- per month	
	Job responsibilities	Objective	To aid and advise the State Health Society in Planning, organizing, conducting and supervising recruitment process & HR Policy.
		Specific tasks	<ol style="list-style-type: none"> To examine, assess and review HR status of the State Health Society and provide suitable suggestion thereon To aid and advise the State Health Society for rational deployment of manpower both technical & Non –technical. To maintain a robust and transparent data base of NHM manpower/ MIS for managerial decision making To suggest ways and means to the State Health Society in the matter of remuneration, incentives, absenteeism, employee, turnover etc. To undertake any such assignments as may be given by the State Health Society represented by the Mission Director
	Mode of recruitment	Walk-in- interview with the board:- <ol style="list-style-type: none"> Chairman -Comm./Secretary (H&FW) Member - Addl. Mission Director Member - Officer from NHM Member - Officer from Health& FW Deptt. 	
	Appointing & termination authority	A.P., State Health Society	
	Posting place	State SCOVA Secretariat/Mission Directorate	
	Leave entitlement	Casual leave	As per existing State Govt. Rules
		Medical leave	As per existing State Govt. Rules
		Maternity leave	As per existing State Govt. Rules
		Earned leave	There will be no earned leave
		Leave without pay	In exceptional circumstances, subject to sanctioned by Chairman, Executive Committee, State Health Society
	Leave granting authority	Mission Director, State Health Society	
	Extension of service	Based on the recommendation of Performance Appraisal Board	
	Authority for extension of service	Mission Director, State Health Society	
	Performance Appraisal Authority	A.P. State Health Society	

5. MMU Driver.

The requisite qualification for the post of MMU Driver is Minimum Matriculation or it's Equivalent from a recognized Board/institution with Valid Driving Licenses. Preference will be givwn to candidate having Experience and Heavy Motor Vehicle (HMV) License.