GUIDELINES FOR CANDIDATES

(For NHM Notification No.01/2021)

NATIONAL HEALTH MISSION:: TELANGANA APPOINTMENT ON OUT SOURCING BASIS FOR CERTAIN POSITIONS

National Health Mission is calling for applications to the posts District Programme Officers, District Quality Assurance Manager & District Accounts Managers. These positions will be facilitating the NHM Programmes at District Level. These appointments are purely temporary and on Outsourcing basis. Upon final selection of the candidates, the appointment will be issued through an authorised Outsourcing Agency, in the Districts of Telangana State.

i) Start date for Online Applications : 08/01/2021 – 12.00 Noon ii) End Date for Online Applications : 22/01/2021 - 05.00 PM

I. HOW TO APPLY:

- 1) The candidate shall log on to website: www.chfw.telangana.gov.in and fill in the Online Application Form.
- 2) Before proceeding to fill up online application form, the candidate shall keep ready all digital copies of passport size photograph, Academic/Technical qualifications, Experience certificates, Age Proof Certificate, Studentship/Bonafide Certificate, Community Certificate or other certificates as applicable to the position to which the candidate is applying, etc.,.
- 3) Once filled in and before final submission, the candidate shall check all the relevant fields whether properly filled in with correct information or not.
- 4) Upon final submission of the Application, he/she shall take a print out of the same for record for future reference.
- 5) For Step-by-step guidance on how to pay Application Fee and the filling up on Online Application Fee Please Visit the Website: www.chfw.telangana.gov.in and check the "User Manual".

II. VACANCY POSITION:

1 .The following is the present vacancy position proposed to be filled up:

S. No.	Designation	No. of Vacancies
1	District Program Officer (DPO)	11
2	District Quality Assurance Manager (DQAM)	11
3	District Accounts Managers (DAM)	08
	TOTAL	30

Note:

The vacancies may vary, either add up or decrease, depending on the requirement of NHM, by the time of conclusion of this Notification process. Accordingly the Appointments will be taken up.

III. Roster

The Rule of Roster will be followed for all the posts. Roster Matrix Enclosed.

IV. Eligibility Criteria and Remuneration:

SI.	Name of	Qualifications 8	Upper	Approximate	
No.	the	Academic /			Remuneratio
	Position	Technical	Relevant Experience	Limit	n per month
1	District Programme Officer	Master in Public Health / Diploma in Public Health / MA (Sociology) / MSW / MSc. (Social Science)	Minimum of 3 years of relevant experience in the field of Public Health	34 years	Rs.35,000/-
2	District Quality Assurance Manager	Masters in Hospital Management / Masters in Hospital Administration / Masters in Health Care Management or Equivalent Qualification	Minimum of 3 years experience in Hospital Management / Hospital Administration. Training and experience of Implementing a recognized quality system like NABH/ ISO 9001: 2008/Six Sigma/ Lean would be preferred. Fluency in English, Computer literacy, Communication Skills both written and verbal essential.	34 years	Rs.40,000/-
3	District Accounts Manager	MBA (Finance) / M.Com in a recognized University with computer knowledge	Minimum of 3 years of relevant experience in the field of Accounts/ Finance	34 years	Rs.25,000/-

V. UPPER AGE RELAXATION:

The Upper Age limit shall be reckoned as on 01-07-2020 with the following relaxations allowed for reckoning the maximum age limit as per rules:

Fee to be Community Upper Age Age relaxation paid limit FOR THE CANDIDATES BELONGING TO STATE OF TELANGANA OC, BCs (Not belonging to Non-Creamy Layer) 34 500/-No SCs & STs 39 250/-5 yrs BCs (belonging to Non-Creamy Layer) 39 250/-5 yrs PH 44 10 years 250/-Ex-Service Men/Women (OC / BC (Not belonging 37 500/-3 years to Non-*Creamy Layer)) Ex-Service Men/Women (SC/ST/BC (Non-Creamy 39 5 yrs 250/layer only)) NCC Instructor (OC / BC (Not belonging to Non-500/-37 3 years Creamy Layer)) NCC Instructor (SC/ST/BC(Non-Creamy Layer 39 5 yrs 250/only)) FOR THE CANDIDATES BELONGING TO OTHER STATES 34 500/-For all categories No

VI. APPLICATION FEE:

Candidates are requested to pay an Application Fee of Rs.500/- through Online Payment Gateway provided in the Application Form. The details of Fee concessions allowed to the categories are detailed in the above table.

VII. WEIGHTAGE OF MARKS:

SI. No.	Name of the Post	Qualification	Experience / Trainings	Interview	Total
1	For the Posts of District Programme Officers and District Accounts Managers	50 marks	25 marks	25 marks	100 Marks
2	For the posts of District Quality Assurance Managers	25 marks	50 marks	25 marks	100 Marks

VIII. MODE OF SELECTION:

- 1. The selection shall be made on the basis of merit through short listing of the applications and Interview.
- 2. The MD-NHM/CH&FW., reserves the right to change/modify/cancel the selection process at any time, during the process, at discretion. The decision of the Management will be final and binding.
- Candidates will be selected on the basis of their academic credentials, experience profile, performance in the interview and such other selection process/parameters, as deemed fit by the MD-NHM and CH&FW-Telangana.
- 4. DQAM posts will be filled as per the Operational Guidelines for Quality Assurance in Public Health facilities.

IX. ELIGIBILITY CRITERIA:

- 1. The Educational qualification and experience, etc., as stipulated in Table at Para IV.
- 2. Appointees will work under the administrative control of MD-NHM & CH&FW.
- 3. No TA/DA will be paid to the candidates for attending the interviews.
- 4. The shortlisted candidates need to bring their Original Certificates and two recent passport size photographs at the time of Interview.
- 5. Upper age limit is 34 years and relaxation of Upper Age is applicable as shown in Table at Para V.
- 6. The candidates must bring the Original Social Status Certificates at the time of Verification of Certificates/Interview.

X. CERTIFICATES TO BE ENCLOSED BY THE CANDIDATES:

- 1) Academic and Technical qualifications and recent pass port size photograph.
- 2) Age Proof Certificate (S.S.C or any other certificate as recognised by Government of Telangana).
- 3) Studentship / Bonafide Certificate issued by School Authorities for Regular Students and for Private Students Certificate of Residence issued by concerned Authorities of Government of Telangana.
- 4) Social Status certificate issued by concerned Government Department of State of Telangana.

- 5) The candidates with physically challenged status shall enclose SADAREM Certificate issued by the concerned authorities.
- 6) The Work Experience Certificates. For DQAMs Trainings & Workshops / Audit Certificates.

XI. GENERAL INFORMATION:

- 1) The posts notified are not permanent Regular Government posts and are purely temporary under NHM.
- 2) Upon final selection of the candidates, the Mode of Appointment is on Outsourcing basis.
- 3) Minimum Qualifications shall be from a recognised University / Institution.
- 4) The Selected candidates should work anywhere in the State of Telangana, as per the necessity on the orders of the MD-NHM & CHFW.
- 5) The candidates selected for District Programme Officer posts shall be responsible for timely entry of online data, submission of progress reports under various NHM Programmes, make minimum visits to Blocks, Expenditure Booking against approved Budget, etc.
- 6) The candidates selected for District Quality Assurance Manager posts are responsible for improvement in Quality Assurance and Quality control in Primary, Secondary and Tertiary Hospitals in the State.
- 7) The candidates selected for District Accounts Manager posts are responsible for timely submission of Statement of Funds, Financial Management Reports, ensure all Utilisation Certificates & Statement of Expenditures from concerned Health Facilities to whom budgets/payments are released, ensure payments to be done through PFMS., etc.

Sd/- Smt.Vakati Karuna, IAS., Commissioner of Health and Family Welfare & Mission Director – National Health Mission, Telangana, Hyderabad.