

NATIONAL HEALTH MISSION:: TELANGANA STATE.
Notification No. 02/2024.

Recruitment for the post of Chief Programme Officer on Contract basis in State Programme Management Unit (SPMU) under National Health Mission.

Applications are invited for the position of Chief Programme Officer – NHM purely on Contract basis:

Department	Commissioner of Health & Family Welfare and Mission Director, National Health Mission, TG, Hyderabad.
Place of Posting	State level at Hyderabad under State Programme Management Unit (SPMU)
Type of Engagement	Contractual Arrangement. Probation period of three months upon commencement date of engagement with SPMU. Contract may be renewed/ extended based on performance.
Position Number	1 (one) post.
Job Summary	The Chief Programme Officer will be responsible for overall planning, implementation and monitoring of various programmes under NHM. He/she will be expected to provide strategic inputs, responsible for management of flexible funds, and work towards continuous process improvement in the State of Telangana.
Job Chart	<ul style="list-style-type: none">• Assist the Mission Director (MD-NHM) in planning and implementation of all the Public Health programmes in the State• Support districts in preparing District Health Action Plan and prepare State Health Action Plan based on inputs from districts• Assist MD-NHM in preparing agenda, agenda notes, proceedings of the SHS and other meetings and follow up action on the decision taken• Co-ordinate and deal with all correspondence related to NHM at state level• Disseminate all Guidelines of all programmes among all functionaries up to District/Block/Health and Wellness Center level.• Create and maintain state resource database for the health sector including manpower (through HR cell)• Ensure (through Chief Finance Officer-NHM) distribution of / communication of Resource Envelope (along with physical and financial targets) to all the health facilities in the state within (05) days from the receipt from MoHFW.• Assess (through Planning Wing-NHM) training load and need in consultation with programme divisions at state level, districts and blocks, preparing training plan and organizing state level training.• Do monitoring and following up of activities at State/District/Block/HWC level <div>Contd..2</div>

	<p>(2)</p> <ul style="list-style-type: none"> • Will interact regularly with the District/ Block/ Taluka for getting first-hand information regarding the progress of the different health programme activities and assisting in preparing the necessary reports of the state in prescribed formats. • Analyze financial and physical progress reports and take corrective measures for improving outputs of the state • Identify the causes of any unreasonable delay in the achievement of milestones, or in the release of funds, and will propose corrective action/solution to the problem • Monitor implementation of IEC/BCC activities in the districts • Ensure that the meetings of State Health Society (SHS) are organized in time and the minute of the meetings are prepared and shared with the authorities • Visit different districts to monitor the implementation of the programmes, mitigate the issues and submit report to MD-NHM. • Prepare an advance monthly work plan including tentative travel plan in consultation with MD-NHM • Compile and submit various reports to GoI as per directions. • Ensure that all data/report of the state is regularly entered in different e-portals • Co-ordinate the collection and distribution of NHM supplies/logistics to the Districts. Also maintain the record related to these supplies. • Develop strategies or plans to improve the quality of services and present it to the MD-NHM for approval • Liaise with Nodal/ Consultants/ Managers/ Officers/ Staff of the NHM program at all levels • Coordinate with HR Cell and facilitate identification of vacant positions and recruitment under NHM. • Coordinate with NGOs, Societies, other development partners working in the health sector in the state • Perform any other role/duties that may be assigned by MD-NHM/ State Health Society/ any competent authority
Minimum Performance Benchmark	<ul style="list-style-type: none"> • Prepare annual health action plan for the state based on primary and secondary data, reports, existing health need, disease burden and programmatic needs. The annual health action plan should include the key priority area and proposal for process improvement • Organize monthly state level review meetings for reviewing district wise physical performance and corresponding expenditure per month • Make minimum 4 visits per months to 4 different districts to monitor the implementation of the programmes and mitigate the issues • Ensure submission of progress reports under various programmes to Ministry of Health & Family Welfare by 15th of subsequent months/ as per time agreed by MoHFW • Document at least one best practice/ innovation/ success story of the state • Ensure adequate expenditure booking against budget approved in Record of Proceedings (RoP)
Key Requirements	<p>Contd..3</p>

	(3)
Required Qualification and Experience	MBBS with post-graduation or higher qualification in Public Health, Community health, Preventive and Social Medicine or Epidemiology with at least 5 years of post-qualification experience (preferable 10+ years)
Desired skills	<ul style="list-style-type: none"> • Experience of minimum (10) years in the area of planning at International/State level for public health will be an advantage. • Computer proficiency with high level of familiarity with commonly used packages like MS Word, MS Excel, MS Power point • Good verbal and written communication skills in English, Hindi and Telugu. • Ability to work in a horizontal as well as cross- functional teams across departments. • Ability to lead and motivate team members. • Willing to multi-task and is solution oriented.
Age Limit	50 years and above as on 01.06.2024.

(1) Selection Criteria:

Candidates will be selected on the Merit of their Academic Qualifications, Experience Profile and Performance in the Interview.

(2) How to Apply:

- Candidates are instructed to visit webpage i.e. <https://www.chfw.telangana.gov.in> and download application form for the post of Chief Programme Officer.
- Submit the fill in application form to email ID cao.nhmts@gmail.com from 28.09.2024 at 10.00 AM to 03-10-2024 till 5.00 PM.
- Candidates are directed to download the application form. The same shall be signed and submitted along with a set of self-attested Xerox certificates at O/o the Commissioner of Health & Family Welfare & Mission Director, National Health Mission, DM&HS Campus, Koti, Hyderabad on the date of Walk-in-Interview/Interview on 08.10.2024 at 11.30 AM.
-

1	SSC/Date of Birth Certificate issued by the Competent Authority of the Government, for proof of Age.
2	Intermediate or 10 + 2 examination.
3	Qualifying Examination Pass Certificate.
4	Aadhar Card.
5	Marks Memos of all the years (qualifying examination)
6	Registration Certificates of respective Councils
7	Latest Community Certificate/EWC Certificate/Ex-Servicemen/NCC/Physically Handicapped Certificate, whichever is applicable, issued by the Competent Authority.
8	Study certificate for the years from 4 th class to 10 th class. In case of Private study, residence certificate from the Tahsildhar /MRO concerned to be submitted.
9	PH certificate in respect of candidates claiming reservation under PH Quota.
10	Relevant certificates in respect of candidates claiming Ex-service Men Quota.
11	Registration Certificate from the Concerned Medical Council/ Nursing Council/Para Medical board/other relevant authority.
12	1 passport size Photograph duly pasted on the application form.
13	Certificates of attending Workshops/Training, wherever required.
14	Experience Certificates clearly mentioning the "From" and "To" dates and with due seal and signature.

Contd..4

They shall bring Original Certificates of all above for verification and scrutiny on the date of Walk-in-Interview.

(3) General Information to the candidates:

1. The Commissioner of Health & Family Welfare and Mission Director, National Health Mission, Hyderabad reserves the right to change/modify/cancel the selection process at any time during the process. The decision of the CH&FW and MD, NHM will be final and binding
2. 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 CH&FW and MD-NHM, Telangana.
3. The Mode of Appointment is on Contract basis for a period of 1 year or till the actual need ceases whichever is earlier.
4. No TA/DA will be paid to the candidates for attending the interview.
5. Appointees will work under the overall administrative control of CH&FW and MD, NHM.
6. The termination notice shall be (30) days period from either side.
7. The post notified is not permanent/regular Government post and purely temporary.
8. The Panel of Candidates will be utilized for future vacancies, until a period of one Year from the final date of Selection of Candidates, in this Notification.
9. The selected candidates will be intimated through email/official communication.
10. The selected candidate may have to perform tours.
11. The performance of the selected candidate will be evaluated from time to time and also the same will be considered for Extension/Termination of their service, in case of future requirements.
12. The employment is subject to disciplinary rules and in case of any deviation, employment is liable for termination, without allowing the notice period time.

Sd/- Sri R.V.Karnan, IAS
Commissioner, H&FW and
Mission Director, NHM.

//Attested//

Chief Administrative Officer

ANNEXURE-II

Application Format

Application No.: _____
(To be filled in by Office)

Application for the Post of Chief Programme Officer on contract basis under National Health Mission, TG, Hyderabad.

		Recent passport size photograph
1) Name of the Candidate	:	
2) Father's name / Husband's name	:	
3) Aadhar No. (copy to be enclosed)	:	
4) Gender	:	Male / Female
5) Date of Birth (SSC Certificate to be enclosed)	:	
6) Community (Wherever applicable, certificate issued by concerned authority shall be enclosed)	:	OC / BC (A) / BC(B) / BC (C) / BC (D) / BC (E) / SC / ST / EWS
7) For BC/EWS, whether Non-Creamy Layer or EWS Certificate is enclosed.	:	YES / NO (For Yes – Certificate to be enclosed else will be treated as OC)
8) Email ID	:	
9) Mobile Phone No.	:	
10) Address for communication	:	
11) Permanent Address	:	

12) Educational Qualifications (copies of certificates to be enclosed):

Qualification	Year of Completion	University	Total Consolidated Marks	Total Marks Obtained	Grade / %

1) Technical Qualification details:

Qualification	Year of Completion	University / Institute

14) Registration of Certifications (wherever required for the concerned Posts)

Registration No.	Date of Registration	Registration valid till	Details of Council / Board, etc

15) Experience Details (Copies of Experience Certificates to be enclosed):

Sl. No.	Name of the Organization/ Office / Hospital / Lab / Institution	Designation	Worked with effect from	Worked till date	No. Of Years, Months & Days (YY/MM/DD)
1					
2					

16) Declaration

I hereby declare that the information provided by me in this Application Form is true and correct to the best of my knowledge. If any false information is provided by me, in this Application, I shall be personally held responsible and bear full consequences thereof.

Place:

Signature Of The Candidate

Dated :
