

NATIONAL HEALTH MISSION:: TELANGANA STATE.
Notification No. 01/2023.

GUIDELINES

Recruitment for the post of City Programme Officer, City Data Manager and Programme Officer (PME) on Outsourcing basis under National Urban Health Mission to work at State Program Management Unit at Hyderabad.

National Health Mission is calling for applications to the posts of **City Programme Officer, City Data Manager and Programme Officer (PME) on Outsourcing basis under National Urban Health Mission.** These appointments are purely temporary and on Outsourcing basis.

Sl. No.	Name of the post	No. of vacant posts	Educational qualification	Minimum Experience required	Remuneration per month
1	City Programme Officer	(01)	M.B.A. in Health Care Management/ Master in Public Health	3 years of experience in Health Department/ Administration with proficiency in Computers and Drafting skills.	Rs.50,000/-
2	City Data Manager	(01)	B.E. /B.Tech (Information Technology, Computers, Computers Engineering)/ M.C.A./ M.Sc. Computers.	2 years of experience exclusively in I.T. Applications with preference to earlier experience working with Government.	Rs.30,000/-
3	Programme Officer (Planning, Monitoring and Evaluation)	(01)	MBBS with Post Graduate Diploma in Public Health	3 years of experience in Health field / Administration, with preference to earlier experience working with Government.	Rs.60,000/-

Note:

The vacancies shown may increase or decrease depending on the requirement of NHM by the time of conclusion of this Notification Process.

1) Date, Time and Venue of Walk-in-Interviews

Sl. No.	Name of the Post	Date and Timings	Venue
1	City Programme Officer	11.01.2023 from 10.00 AM	O/o the Commissioner, Health Family Welfare & Mission Director, National Health Mission, TS., DM&HS Campus, Koti, Hyderabad,
2	City Data Manager	12.01.2023 from 10.00 AM	
3	Programme Officer (PME)	12.01.2023 from 10.00 AM	

2) Eligibility Criteria:

i. Educational Qualifications:

Applicant must possess the Educational Qualification from a Government recognized University and Experience as mentioned in the table above.

3) Age

The Minimum Age is 18 and Maximum Age is 44years as per G.O.Ms.No.42, dated 19-03-2022 of General Administration (Services-A) Department, Government of Telangana. The Upper Age limit shall be reckoned as on 01-07-2022 with the following relaxations:

Community	Upper Age limit
FOR THE CANDIDATES BELONGING TO STATE OF TELANGANA	
OCs, BCs (Not belonging to Non-Creamy Layer)	44
SCs, STs BCs & EWCs (belonging to Non-Creamy Layer), Ex-Service Men/Women (SC/ST/BC (Non-Creamy layer only)),	49
Physically Challenged	54
Ex-Service Men/Women (OC / BC (Not belonging to Non-Creamy Layer)) in addition to the length of service in the armed forces	47
FOR THE CANDIDATES BELONGING TO OTHER STATES	
For all categories	44

4) Selection Criteria:

Candidates will be selected on the Merit of their Academic Qualifications, Experience Profile and Performance in the Interview. A minimum cut off marks need to be obtained by candidates for selection at the discretion of the Commissioner of Health & Family Welfare and Mission Director, National Health Mission, T.S., Hyderabad. The awarding of Marks:

S. No.	Name of the Post	Qualification	Experience	Interview	Total
1	City Programme Officer	40	20	40	100
2	City Data Manager	40	20	40	100
3	Programme Officer (PME)	40	20	40	100

5) Instructions to the Candidates:

- (i) Candidates shall download the Application Form and fill the same.
- (ii) The following Copies of Certificates with self-attestation shall be enclosed to the Application Form:
 - 1) Recent Passport size Photograph.
 - 2) Aadhar Card.
 - 3) SSC/Date of Birth Certificate issued by the Competent Authority of the Government, for proof of Age
 - 4) Community Certificate/EWC Certificate/Ex-Servicemen/NCC/Physically Handicapped Certificate, whichever is applicable.
 - 5) Studentship/Bonafide Certificate issued by School Authorities for Regular Students and for Private Students Certificate of Residence issued by concerned Authorities of Government for classes studied from 1st to 10th.
 - 6) Qualifying Educational Certificates.
 - 7) Experience Certificates clearly mentioning the "From" and "To" dates.
- (iii) The candidate shall bring the application form alongwith original certificates and two sets of Xerox certificates, as mentioned above.

6) Roles & Responsibilities of City Programme Officer

- Monitoring of Facilities under GHMC limits under guidance of JD-NUHM, in coordination with GHMC Department.
- Assist the PO to develop annual work plans by collating hospital level plans and facilities districts/cities in preparing similar plans:
- Prepare a district /city-wise annual status report on hospital services in urban areas, analyze inter districts/city variations;
- Develop/adapt technical material/Guidelines for effectively implementing hospital management strategies;
- Coordinate with Capacity Building team for effective implementation of relevant training program to improve hospital services in urban areas;
- Ensure timely indenting and distribution of materials, medicines and supplies to health facilities and outreach in urban areas in coordination with TSMSIDC;
- Identify poor performing facilities, undertake regular monitoring visits, identify the determinants of poor performance and provide report to the PO;
- Prepare all reports and documents pertaining to hospitals services statistics for relevant submission commitments.
- Suggest and carry out operational research, literature analysis to improve implementation of hospital services in urban areas;
- Coordinate with other urban teams, especially disease control programmes ensure seamless provision of curative services in the urban areas;
- Interact with Development Partners and other stakeholders to enhance support available to improving hospitals services;
- Attend to any other duties and responsibilities assigned by the CHFW./Jt. Director NUHM.

7) Roles & Responsibilities of City Data Manager

- Extending the support for solving of issues related to NUHM Data.
- Organizing the orientation training on the Health Portal to related staff.
- Implementation of all initiatives taken from state office within the districts.
- These resources would be first point of contact for issues raised at the Health facilities in the District.
- Ensure timely collection and compilation of data from all Reporting.
- Familiarise and operate VC equipment, organize and participate in weekly VC with CSU and SSU, undertake preventive maintenance and troubleshooting for small problems and coordinate with service providers for major breakdowns.
- Supervise and maintain network connection for video conferencing and data transference.
- Conduct field visits to monitor and assess data quality.
- Any other work assigned by the State office from time to time.

8) Roles & Responsibilities of Programme Officer (Planning, Monitoring and Evaluation)

- Systematically collect, document and present information regarding Urban Health System, health needs and inputs to the decision makers; Analyze data from HMIS and HWC, its use.

- Study the status of urban health in the state and the systemic and technical barriers to achieving optimal urban health; Based on the evidence develop a prioritization strategy for improving indicators in the state;
- Build capacities at city, district and state level for making urban health plans using both epidemiological and HMIS inputs. This includes plans for budgeting and financial planning as required by the poor performing districts/cities;
- Prepare state level annual work plans for quality urban health services in primary and secondary facilities in the state and urban health infrastructure; Facilitate cities and districts in preparing similar work plans;
- Assist the State Programme Officer in undertaking an independent assessment of urban health issues and outcomes in the State including inter-city / district variations;
- Assist in identifying suitable indicators for measuring the performance of urban health interventions in the state and incorporate measurement of these indicators into integrated State HMIS;
- Prepare a district wise annual status report on urban health interventions in primary and secondary facilities, analyze regional and inter district variations and suggest appropriate measures;
- Assess the adequacy, availability, capacity and performance of functionaries involved in the implementation of urban health initiatives at state / city / district level;
- In coordination with the establishment wing effectively manage the human resources for urban health;
- Capacity building to ensure improved performance of urban health resources for urban health;
- Coordinate with other urban Pos seek inputs to the planning process and human resource management; converge with the department of urban development consider their inputs into the planning process;
- Coordinate with training department from time to time for capacity building of various roles of Urban health.
- Attend to any other duties and responsibilities assigned by the State Programme Officer Urban Health / CHFV

9) GENERAL INFORMATION:

1. The MD-NHM&CH&FW, reserves the right to change/modify/Cancel the selection process at any time, during the process. The decision of the MD-NHM&CH&FW will be final and binding.
2. The Mode of Appointment is Outsourcing basis..
3. No TA/DA will be paid to the candidates for attending the interviews.
4. Appointees will work under the overall administrative control of MD-NHM & CH&FW., till the need ceases.
5. The Resignation notice period shall be (30) days from employee's side.
6. The posts notified are not permanent / regular Government posts and purely temporary.
7. The panel of candidates will be valid for a period of (1) year from the date of notification.
8. All Candidates are advised to furnish true and correct data and for any wrong information provided, the candidates will be held responsible for the same.
9. The selected candidates will be intimated through email/official communication.
10. The selected candidates may have to perform tours.
11. Their performance 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.

Sd/-
Smt. Sweta Mohanty, IAS.,
Commissioner, H&FW and
Mission Director, NHM.