

HARYANA STATE HEALTH RESOURCE CENTRE

SIHFW Campus, Opposite Hansraj Public School, Sector 6, Panchkula.

ADVERTISEMENT

Applications are invited for the following posts in Haryana State Health Resource Centre, Panchkula on contract basis and initially up to 31st March 2019. Detailed job description of the posts is available at www.nrhmharyana.gov.in, www.hshrc.org.in and www.haryanahealth.nic.in

S. No.	Name of Post	No. of posts	Qualification & Experience	Remuneration	Age limit
1.	District Quality Manager	Total Nine (9) General=4, BC-A= 2, SC =2, and ESM (Gen) =1	Essential qualification and experience: MBBS/Dental/AYUSH/Nursing/ Life Science graduate with Masters in Hospital administration/ Health Management with at least one year experience in Public Health/Hospital Administration. Candidates with experience in Healthcare Quality system would be preferred. Computer proficiency with high level of familiarity with Database Management Programme and commonly used packages like MS word, excel, PowerPoint. Desirable: <ul style="list-style-type: none">• Fluency in English, computer literacy, knowledge of government legislations and policies is essential.• Persons having previous experience of working in NHM would have an added advantage.• Having good communication & presentation skills and analytical abilities. Should have excellent oral and written communication skills in English.• Ability to design, conduct and publish reports.	Rs. 35,000/- consolidated per month.	42 years

Important Instructions:

1. The last date for submitting the application is upto 14th August, 2018 by 5:00 PM.
2. Application has to be filled in the format downloaded from www.nrhmharyana.gov.in, www.hshrc.org.in and www.haryanahealth.nic.in and it will not be accepted in any other format. It should be addressed to Executive Director, Haryana State Health Resource centre, SIHFW Campus, Opposite Hansraj Public School, Sector-6, Panchkula. The form can be submitted through courier or post or in person. Any forms received after due date will not be considered.
3. The candidates can be posted in any district of Haryana except Panchkula, Ambala, Faridabad & Gurugram.
4. The contract is initially up to 31/03/2019 but can be extended based on the performance of the candidate and the necessary Government approvals.
5. Candidates must provide names of two references who can verify their credentials.
6. Relaxation in age for Reserved categories will be given as per Haryana Government guidelines.
7. Candidates must submit completely filled application form with full particulars and contact number, two passport size photographs and attested copies of educational/technical qualifications & experience.

8. The candidature will be purely provisional for all the posts and will be subject to their satisfying the prescribed eligibility condition. If at any stage either before or after scrutiny/written test/interview, it is found that candidate does not fulfill any of the eligibility criteria or information furnished by the candidate is incorrect, then his/her candidature for the post shall stand cancelled.
9. Candidates claiming for reservation must produce caste certificate/document in original on the day of interview.
10. Reservation benefit will be admissible to the bonafide residents of Haryana State only.

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Executive Director
Haryana State Health Resource Centre
Panchkula

HARYANA STATE HEALTH RESOURCE CENTRE, PANCHKULA

Application for the post of District Quality Manager

1. Name of the candidate : _____
2. Father's/Husband's Name : _____
3. Sex : Male / Female
4. Date of Birth (DD/MM/YYYY) : _____
5. Category (Please tick (√)) :
- | | | | |
|-----|----|------|------------|
| Gen | SC | BC-A | Gen. (ESM) |
| | | | |
6. Telephone / Mobile No. : _____
7. E-mail address : _____
8. Permanent Address : _____

_____ PIN CODE _____
9. Correspondence Address : _____

_____ PIN CODE _____

Paste Passport
Size
Photo Here

10. Educational / Professional Qualifications:

Examination Passed	Board/ University	Year of Passing	Maximum Marks	Marks Obtained	%age of marks	Division/ CGPA	Subject
10th							
10+2 / Vocational / Intermediate							
Graduation							
Post Graduation							
Any other Course / Diploma etc.							

11. Experience Detail:-

Total Experience: Year(s) _____ Month(s) _____ Day(s) _____						
Sr. No.	Name of Institution / Organization	Designation	From	To	Pay/Salary / Honorarium p.m.	Total period

12 Detail of documents Attached :-

Sr. No.	Attached Document	Sr. No.	Attached Document
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

13. Preference of District: I. _____ II. _____ III. _____

Note:- The place of posting will be provided on basis of vacant position. HSHRC Reserves the right to post the candidate to any district in Haryana. No candidate will be posted in Panchkula, Ambala, Gurugram & Faridabad. Please do not fill these districts in preference.

14. Declaration :- I hereby declare that

1. All the statements made in this application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, or ineligibility being found before or after the interview/selection/appointment, my candidature may be cancelled and action can be taken against me by the department.
2. I have carefully read the provisions / instructions in advertisement and I hereby undertake to abide by them. I fulfil all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed in the advertisement and other relevant rules and instructions.
3. I have never been convicted by any criminal court.
4. If I am selected I am ready to work in any district of Haryana.

Date : _____**Place :** _____**Signatures of the Candidate**

ToR for the post of District Quality Manager in HSHRC

S. No	Name of post	No. of post (s)	Remuneration	Required academic qualifications and experience	Age limit	Job responsibilities
Quality Assurance Division						
District Level						
1	District Quality Manager	Nine (9) {General - 4, SC -2, BC (A) -2, ESM (Gen)-1} Backlog posts	Rs. 35,000/- consolidated per month	Essential qualification and experience: MBBS/Dental/AYUSH/Nursing/ Life Science graduate with Masters in Hospital administration/ Health Management with one year experience in Public Health/Hospital Administration. Candidates with experience in Healthcare Quality system would be preferred. Computer proficiency with high level of familiarity with Database Management Programme and commonly used packages like MS word, excel, PowerPoint. Desirable: <ul style="list-style-type: none"> • Fluency in English, computer literacy, knowledge of government legislations and policies is essential. • Persons having previous 	42 years	This position carries responsibility for administration (smooth and quality services) of all non-direct patient care services and departments in a District Hospital. Manage non-clinical services (like infection prevention, security, diet etc.), staff and facilitate Rogi Kalyan Samiti meetings and actions. Specific duties and responsibilities will include: <ol style="list-style-type: none"> 1. Ensuring good quality non-clinical services like infection prevention, security, diet etc. 2. Ensuring clean surroundings, OPD areas, Wards, labour room, OT and patient amenities. 3. Periodical assessment of hospitals on quality check list to arrive at a score for the facility. 4. Identification of gaps, develop action plan under the guidance of incharge of the hospital and monitor compliance. 5. Facilitate conduct of meeting of Rogi Kalyan Samiti. It would include ensuring preparation of agenda notes, action taken

			<p>experience of working in NHM would have an added advantage.</p> <ul style="list-style-type: none"> • Having good communication & presentation skills and analytical abilities. Should have excellent oral and written communication skills in English. • Ability to design, conduct and publish reports. 		<p>report and minutes of the meeting.</p> <ol style="list-style-type: none"> 6. Management of out-sourced services such as dietary service, security, laundry, BMW management. 7. Ensuring that the hospital meets all regulatory compliances such as BMW, Blood Bank storage license, AERB regulations, etc. 8. Hospital manager is to take a round of the hospital daily and look at the functioning of departments, equipment and ambulance. Facilitation of activities for gap closure, corrective and preventive action. 9. Keep a record of non functional equipments and time line for its repair along with AMC/CMC for all equipments. 10. Supervising punctuality, day-to-day working, supervision of other staff members, work output and channel the work input to improve overall efficiency and keep unit's morale up. 11. Planning and work-out modalities towards upliftment, preventive maintenance of equipment and vehicles and modernization of the hospital. 12. Analyze utilization of various hospital services and equipments etc. 13. Periodic information and assessment on utilization of untied grants, AMGs, RKS grant etc and timely submission of SOEs
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						<p>and UCs.</p> <ol style="list-style-type: none"> 14. Analyze financial outlays for utilization of budget given for Quality Assurance and its effective utilization. 15. Prepare yearly plan for expenditure after assessment. 16. Carrying out exit interviews, satisfaction surveys (external and internal customer), time motion studies etc. to keep hospital services up to quality standards. 17. To institute an effective grievance redressal system both for the employees and the patients. 18. Computerization of District Hospital functions and monitoring of e-Upchaar application. 19. Strengthen District Hospital MIS, KPI and report actions taken. 20. Prepare monthly/quarterly and yearly report of hospital progress. 21. Perform other duties and work assigned by the hospital in-charge. 22. Any other duty assigned by Executive Director, HSHRC
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