



# NATIONAL HEALTH MISSION

Government of Meghalaya

File No : DHS/MCH&FW/SRT/NHM/COV/PMU/HR/61/2020/ 9888 @s

Dated : 3/08/2020

## ADVERTISEMENT

Applications from citizens of Meghalaya are urgently required for appointment on contractual basis for filling up the following post as given below for the **State COVID-19 Programme Management Unit, Meghalaya:**

Sl.no	Name of Post	No of Post	Essential Qualification	Consolidated salary per in Rs. Per month
1	State Programme Manager	1	<ol style="list-style-type: none"><li>1. Postgraduate qualification in Public Health, Health Care management with minimum 3 years of experience in health sector.</li><li>2. Experience in developing monitoring of district and state level programmes.</li><li>3. Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, power point etc.</li><li>4. Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English</li></ol>	Rs. 45,000/-
2	State Data Manager	1	<ol style="list-style-type: none"><li>1. Post Graduate Qualification in Computer Science MSC/ MCA or BE in IT/ Electronics</li><li>2. Minimum 3 years' experience in relevant field</li></ol>	Rs. 40,000/-
3	State Community COVID Manager	1	<ol style="list-style-type: none"><li>1. Postgraduate qualification in any discipline of Social Sciences / Social Work / Rural Development / Public Administration / Public Health / Community Medicine / Preventive &amp; Social Medicine / Management, Preferably with a doctorate in relevant area of work.</li><li>2. Minimum 3 years of experience in community mobilization or related field and experience in health sector.</li><li>3. Familiarity with/work experience in community health worker programmes, knowledge and experience of working on issues related to community health.</li><li>4. Experience of having organized or worked at the field level as Manager or Trainer and as organizer of training programmes and consultative workshops is essential.</li><li>5. Experience in developing monitoring of district and state level programmes.</li><li>6. Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, power point etc.</li><li>7. Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English.</li></ol>	Rs. 40,000/-

Office of Mission Director, National Health Mission

Directorate of Health Services, Health Complex, Upper New Colony, Laitumkhrah, Shillong - 793003

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4	Surveillance Officer	1	<ol style="list-style-type: none"><li>1. Degree in medicine or epidemiology or other related discipline; post-graduate training in public health.</li><li>2. 3 years experience in epidemiology, including conducting mortality and morbidity surveys.</li><li>3. Ability to direct, guide and supervise a diverse group of people and to coordinate activities of different health players.</li><li>4. Computer proficiency with high level of familiarity with data base management programme and commonly used packages like MS Word, Excel, power point etc.</li><li>5. Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills.</li></ol>	Rs. 40,000/-
5	Data Entry Operator (DEO)	5	<ol style="list-style-type: none"><li>1. Graduate in any stream.</li><li>2. Must possess diploma/ certification in computer knowledge in MS Office &amp; MS Excel.</li><li>3. Must possess minimum 3 year experience in relevant field.</li></ol>	Rs. 15,100/-

Qualified and interested candidates can submit their applications electronically by mentioning the post they have applied for in the subject line of the email to [hrmegnrhm@gmail.com](mailto:hrmegnrhm@gmail.com) on or before **5:00pm of the 9<sup>th</sup> Aug 2020**, with soft copies of their bio-data, certificates and job experience.

### **Terms and Conditions:**

1. All biodata and testimonials are to be scanned and forwarded in a single PDF file.
2. All applicants are required to fill the respective Google form against post applied for as per link below (Mandatory) :

(a) State Programme Manager:

<https://forms.gle/v64zAdbzddQReyMS8>

(b) State Data Manager:

<https://forms.gle/UsUQJ1UMGCUSMr788>

(c) State Community COVID Manager:

<https://forms.gle/uxy3LsWCBkvyErja9>

(d) Surveillance Officer:

<https://forms.gle/VT5PbJ4tG99CMF838>

(e) Data Entry Operator (DEO):

<https://forms.gle/ih25y519SSWqtjHM9>

Sd/-

**Shri. Ram Kumar S, IAS,  
Jt. Secretary, Govt. of Meghalaya  
Health & Family Welfare Deptt.  
Cum Mission Director, NHM  
Meghalaya, Shillong**

**Office of Mission Director, National Health Mission**

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