

Government of Rajasthan
Directorate of Medical Health & Family Welfare Services
State Health Society (NMHP)
Psychiatric Centre, Govind Marg, Sethi Colony, Jaipur- 302004.
0141-2613737, 2607967 E- Mail Id- nmhp.pcj@gmail.com

No: SNO/NMHP/2017/18

Dated: 18/02/2017

Advertisement

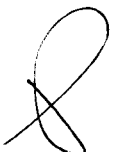
Recruitment of Various Staff Under NMHP

The Rajasthan State Health Society (NMHP), Jaipur hereby invites application from the eligible and qualified candidates for the following mentioned posts on a purely contractual basis for district and sub district level under District Mental Health Programme. **The application alongwith all relevant self certified documents (related to age, qualification, experience, caste certificate etc.) and application fee (in form of D.D.) must be sent to the Office of The State Nodal Officer (NMHP) & Superintendent, Psychiatric Centre, Opposite Pink Square Mall, Govind Marg, Sethi Colony, Jaipur – 302 004. The last date of receipt of application is 10/03/2017 (05.00 P.M.)**

Sr. No.	Name of Contractual Post	No. of Post	Honorarium (Per Month in Rs)	Maximum Age Limit (As on the last date of submitting application)
1	Psychiatrist	31	70,000/-	70 years
2	Clinical Psychologist	61	30,000/-	45 years
3	Psychiatric Social Worker	33	25,000/-	45 years
4	Psychiatric Nurse	32	25,000/-	45 years
5	Community Nurse	30	18,000/-	40 years
6	Monitoring & Evaluation Officer	27	20,000/-	35 years
7	Case Registry Assistant	28	8,000/-	40 years
8	Ward Assistant	29	8,000/-	40 years
9	Community Mental Health Worker	140	8,000/-	40 years

Essential Qualification, Post Qualification Experience, Job responsibilities & TOR for the posts are as follows:

Sr. No.	Name of Post	Educational Qualification & Experience for the post.	Job responsibilities & TOR.
1	Psychiatrist	<p>Essential: M.D. in Psychiatry or equivalent degree from institution recognized by MCI.</p> <p>Desirable: 2 years experience of working as a specialist in a hospital.</p>	<ol style="list-style-type: none"> 1. To examine and manage health care needs of the mentally ill patients. 2. To provide in-patient care to the mentally ill patients. 3. To do periodic follow up of the mentally ill patients. 4. To do the outreach activity/plan and manage psychiatry clinics in PHCs/CHCs and other sites periodically. 5. To refer complicated cases to tertiary level hospitals. 6. To impart training to the health personnel of community health centre and primary health centre as per guidelines issued by national mental health cell.
2	Clinical Psychologist	<p>Post Graduate Degree in Psychology or Applied Psychology and a Master of Philosophy in medical & social psychology or Master of Philosophy in mental health and social psychology obtained after completion of a full time course of two years which includes supervised clinical training, approved and recognized by the Rehabilitation Council of India.</p>	<ol style="list-style-type: none"> 1. To examine and manage health care needs of the mentally ill patients. 2. To do periodic follow up of the mentally ill patients. 3. To do the outreach activity/plan and manage psychiatry clinics in PHCs/CHCs and other sites periodically. 4. To refer complicated cases to tertiary level hospitals. 5. To impart training to the health personnel of community health centre and primary health centre as per guidelines issued by national mental health cell.
3	Psychiatric Social Worker	<p>Post Graduate Degree awardee after completion of course of study of minimum two years in mental health or psychiatric social work.</p>	<ol style="list-style-type: none"> 1. To help patients gain access to support groups, day care facilities, higher education, vocational skills and employment facilities, certification, reservations and other benefits.



			<p>2. To make domiciliary visits for persons with severe mental disorder (SMD) so that the home environment is examined, monitored and made conducive to the extent possible and to provide a range of community bases rehabilitation interventions.</p> <p>3. To facilitate access to education for children in the family, old age pension for elders in the family etc. to reduce the overall burden of care and improve quality of life for patients and their families.</p> <p>4. Any other job assigned by concerned officers.</p>
4	Psychiatric Nurse	<p>Essential: B.Sc. in Nursing or equivalent degree from institution recognized by Nursing Council of India and at least 2 years experience of working in Psychiatry/ Mental Health Institution/ Hospital.</p> <p>Desirable: PG Diploma in Psychiatric Nursing from institution recognized by Nursing Council of India.</p>	<p>1. To examine and manage health care needs of the mentally ill patients.</p> <p>2. To provide in-patient care to the mentally ill patients.</p> <p>3. To do the outreach activity/plan and manage psychiatry clinics in PHCs/CHCs and other sites periodically.</p> <p>4. To impart training to the health personnel of community health centre and primary health centre as per guidelines issued by national mental health cell.</p>
5	Community Nurse	<p>Essential: B.Sc. in Nursing from an institution recognized by Nursing Council of India.</p> <p>Desirable: 2 Years experience of working in a Hospital.</p>	<p>1. To keep track of follow up patients availing treatment at CHC and PHC.</p> <p>2. To do the outreach activity/plan and manage psychiatry clinics in PHCs/CHCs and other sites periodically.</p> <p>3. To impart training to the health personnel of community health centre and primary health centre as per guidelines issued by national mental health cell.</p>
6	Monitoring & Evaluation Officer	<p>Essential: Graduation in any subject from a recognized University.</p>	<p>1. To provide coordination among CMO/CDHO, District Psychiatrist and other officials of District health</p>

		<p>Knowledge of Windows-based packages/ applications.</p> <p>Desirable: 2 Years experience of working in a health care institution.</p>	<p>department for implementation of various activities under DMHP.</p> <p>2. To facilitate the dissemination of Programme information/ Data from District to the State Programme Cell/Officer.</p> <p>3. Monitoring and Evaluation of different programme activities at district level under DMHP.</p> <p>4. To prepare the statement of Accounts and facilitate the preparation of UC and its submission to the SPO at regular interval.</p> <p>5. Ensure regular entry of all relevant data in the computer pertaining to various aspects of DMHP in a systematic manner to facilitate its analysis.</p> <p>6. Analyze data and compile reports.</p> <p>7. Any other job assigned as per programme need.</p>
7	Case Registry Assistant	<p>Essential: Higher Secondary and Knowledge of Windows-based packages/ applications.</p> <p>Desirable: 1 Year experience of working in a health care institution.</p>	<p>1. Ensure regular entry of all relevant data in the computer pertaining to patients in a systematic manner to facilitate their tracking and follow-up.</p> <p>2. Analyze data and compile reports at District level.</p> <p>3. Any other job assigned as per programme need.</p>
8	Ward Assistant	<p>Essential: Higher Secondary from a recognized Education Board or Equivalent.</p> <p>Desirable: 1 Year experience of working in a health care institution.</p>	<p>1. To provide support to the nurses in provision of in-patient care to the mentally ill patients in psychiatry ward of District hospital.</p> <p>2. Helping the in-patients in carrying out their daily chores during their stay in the hospital.</p>
9	Community Mental Health Worker	<p>Essential: Intermediate from a recognized education board or equivalent.</p>	<p>1. To help patients (with support from psychiatric social workers based at the District and Taluk/CHC) gain access to support groups, day care facilities, higher education, vocational skills and</p>

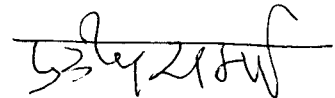


			<p>employment facilities, certification, reservations and other benefits.</p> <p>2. To make domiciliary visits for persons with severe mental disorder (SMD) so that the home environment is examined, monitored and made conducive to the extent possible and to provide a range of community based rehabilitation interventions.</p> <p>3. To facilitate access to education for children in the family, old age pension for elders in the family etc. to reduce the overall burden of care and improve quality of life for patients and their families.</p> <p>4. Any other job assigned as per programme need.</p>
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Other Terms & Conditions:-

- a. This position is on purely contractual basis upto 31st March, 2017 (Would be extendable) or approval from Government of India, whichever is earlier.
- b. Hiring of above positions under NHM will be done as per Finance Department Circular dated: 27-06-2014 and issued time to time thereafter.
- c. The job description and above details of advertisement is indicative and competent authority reserves the right to change, amend or modify them in the interest of the programme.
- d. Competent authority reserves the right to increase, decrease and cancel the posts and amend terms and conditions mentioned herewith.
- e. Competent authority reserves the right to cancel the advertisement without assigning any reason and prior information.
- f. Any pre selection queries will not be entertained, applicants will receive further communication via Post/ departmental website/ e-mail / SMS.
- g. Department can verify the educational and experience certificates from issuing authority at any point of time.
- h. Request for the place of posting after selection at particular place will not be entertained at all.
- i. If the selected candidate refuses to join on the particular post then department may debar him or her from the future recruitment process for a period of 2 years.
- j. Selected candidates on proposed vacancies shall be put on trial of 3 months.

- k. Performance appraisal after one year is compulsory and based on that, renewal of contract may be considered.
- l. **Application fees for the posts at Sr. No. 1,2,3,4 is Rs. 700/- and for the posts at Sr. No. 5,6,7,8 & 9 is Rs. 500/-, payable as Demand Draft.**
- m. Application fees will be deposited in form of **Demand Draft in the name of "State Nodal Officer (NMHP)" payable at Jaipur.**
- n. Application fees once deposited shall be non refundable and non transferrable.
- o. If any applicant wants to apply for more than one post, separate applications with separate application fees have to be submitted.
- p. Reservation will be applicable as per Government rules.
- q. Selection can be made by the interview and /or written test.
- r. Eligibility in terms of age, qualification and experience shall be deemed to be so as on the last date of application.
- s. **Candidates must send application forms in the prescribed format by ordinary post only, Name of the post must be inscribed on the top of the envelope. Last date of receipt of application is 10/03/2017 (05.00 P.M.) in the Office of State Nodal Officer (NMHP) & Superintendent, Psychiatric Centre, Opposite Pink Square Mall, Govind Marg, Sethi Colony, Jaipur – 302 004.**
- t. **Candidates shall apply in the prescribed format only.**
- u. **Incomplete applications and applications without the prescribed fees will not be entertained.**
- v. **Applications received after the last date and time will not be entertained.**
- w. **Department is not responsible for any type of postal delays or other complication.**
- x. **Applications from the applicants whose services have been terminated from the NMHP/DMHP and the applicants who have resigned from the services of NMHP/DMHP need not apply.**
- y. **Submission of any false information or concealment of relevant facts shall be punishable as per law. The candidates application is liable to be rejected.**
- z. If there are any changes / updates in the aforementioned terms & conditions, these will be shown on the departmental website. Kindly visit departmental website "www.rajswasthya.nic.in" regularly for updated information.



Dr. Pradeep Sharma

State Nodal Officer (NMHP)

**Application Format
(National Mental Health Programme)**

Please paste
Recent
(self attested)
passport size
photograph

**To
The State Nodal Officer (NMHP) &
Superintendent, Psychiatric Centre,
Opposite Pink Square Mall,
Govind Marg, Sethi Colony,
Jaipur – 302 004 (Rajasthan).**

Sir,

With reference to the advertisement No.....Date.....that
appeared in.....I am submitting my application:

1. Position applied for:
2. Name (in Block Letters) :
3. Father's/Husband's name:
4. Date of Birth (DD/MM/YY) & Age:
5. Nationality:
6. Marital Status: Married Single
7. Number of Children: Male Female (Please Mention Numbers)
8. Postal Address:
9. Category & Caste:
10. Gender:
11. Permanent Address:
12. Email-ID:
13. Telephone No. (With STD Code):



14. Mobile No:

15. Educational qualifications, (please list your qualifications starting from the highest qualification attained):

S.No	Degree/Diploma	University/Board & Location	Year of Passing	Percentage/ Rank/Grade	Major Subject

16. Employment record:

(a) Total years of post qualification experience:

(b) Years of experience in the Govt./Development/Social sector:

(c) Years of experience in Health Sector:

17. Employment History (Starting from the present one)

Sr.No	Name of Organization/ Employer	Designation	From (Month/ Year)	To (Month/ Year)	Major responsibilities

18. Would you accept contractual employment for less than one year.

Yes/ No

19. Last Drawn Honorarium/pay:

20. Details of application fees-

(a) Fees amount.....(b) Name of Bank.....(c) D.D
No..... (d) Date.....

Declaration:

I certify that all information furnished by me is true, complete and correct to the best of my knowledge. I do/do not consume any tobacco product.

Signature with full Name

Date.....

Place.....

Please attach all self certified copies of documents related to qualifications, experiences, age, caste & category certificate, D.D. of application fees, passport size photograph, address proof, latest salary/ honorarium slip etc.

Note: - Applicants are requested to fill the complete information's required in the application format otherwise incomplete applications will be rejected.

