

State Institute of Health & Family Welfare Govt. of Karnataka

Conditions for Recruitment of State Coordinator for DNB courses at SIHFW, Bengaluru.

1. The appointment will be purely on contract basis. The term of Contract will be for one year.
2. The State Coordinator shall be liable for termination with one month notice or one month salary from the employer or the employee can resign from the post by giving one month notice or repayment of one month salary.
3. There is an appraisal period of one month. If the performance is found to be satisfactory during the contract period, the contract period may be extended.
4. The State Coordinator is eligible for leave as per the rules of the Health and Family Welfare Society which are applicable to contractual staff.
5. The State Coordinator shall devote his/her whole time and attention to the services of the society and in promoting the interests of the society. He/She shall endeavour to preserve, guard and defend its property from waste, spoil and injury.
6. The State Coordinator shall not make any loss to the society; In case of loss caused to the society, he/she shall be subject to the disciplinary rules of the society.
7. Information that comes across during his/her services in the society will not be divulged and strict confidentiality shall be maintained.
8. The State Coordinator shall at the times obey the lawful orders of the management and officers of the Karnataka State Health and Family Welfare Society who may be set in authority over him/her.
9. On termination of the contract, the State Coordinator shall return all such files/documents/reports/official information used by him/her in hard form and in soft forms to the office.
10. The State Coordinator will report to the Director, State Institute of Health and Family Welfare (SIHFW), Bangalore where he/she is employed.
11. The State Coordinator will discharge the duties in the State Institute of Health and Family Welfare and manage the DNB courses across the District Hospitals and General Hospitals.
12. The State Coordinator will be paid a consolidated remuneration of Rs. 75,000/- per month subject to full attendance in the month as well as RoP approval.
13. The State Coordinator shall be liable to reimburse to the society any over-payments made to him/her or any loss sustained by the society due to misconduct of any sort on his/her part.
14. The State Coordinator's service can be terminated without prior notice, if any of the above mentioned conditions are violated.
15. In respect of matters not covered in the above terms, the decisions of the society shall be final.

Key Responsibilities and Accountabilities:

1. Manage and Coordinate with the District Hospitals/General Hospitals, Health and Family Welfare Society and communicate with the National Board of Examinations (NBE) which offers the DNB Course
2. Conducting periodic visits and obtain regular updates from each of the District Hospitals and General Hospitals with respect to DNB course across all specialties being offered.
3. Regular correspondence, communication and assistance to the SIHFW in supervising the DNB courses at District Hospitals and General Hospitals.

4. Maintaining continuous liaison with the NBE (National Board of Examinations) and make arrangements for visits, inspections, meetings, coordinate regular interactions between District Hospitals/General Hospitals, SIHFW and NHM for monitoring and ensuring quality of courses.
5. Correspond with District Surgeons at District Hospitals and Medical Superintendents at General Hospitals regarding instructions received from NBE and to pass on regular communication from the SIHFW to each centre.
6. Coordinate with District and General Hospitals regarding examinations, invigilators and reporting formats on progress of candidates and their respective specialty courses.
7. Maintain State-level reports on DNB courses, specialties, candidates, DNB centres and update the SIHFW and NHM on a regular basis.
8. Maintain files and correspondence related to the DNB courses and update/report to the respective Deputy Director for action regarding the same.
9. Any other job assigned by the Director, State Institute for Health and Family Welfare.

Qualification/Eligibility:

1. Should be a medical professional with MBBS/BDS with Post-graduation in Hospital Management (MHA) or Public Health (MPH).
2. Should have at least 5+ years of experience in the Health Sector and have worked in a State-level capacity of Coordinator or in a similar position at the State level.
3. Should have adequate managerial and supervisory ability to monitor and manage the DNB courses.
4. Good proficiency in computers and ability to prepare reports, documentation, handle communication with Heads of Institutions as well as to Programme Assistants who are working at the hospital level.
5. Should be able to travel extensively across the State to visit District Hospitals and General Hospitals on a regular basis.
6. **Age Limit for Recruitment:** The State Coordinator should be within 50 years of age and should be in good physical and mental health. She/He should be capable of carrying out the duties of the State Coordinator.

Leave Eligibility:

- (a) The State Coordinator- DNB course is eligible for 10 days casual leave in a year. The leave can be availed after completion of one month . The accumulated leave can be availed as per the leave at credit.
- (b) The State Coordinator can avail 10 days medical leave upon submission of medical certificate from a reputed medical practitioner.


3.1.2020

Director,

**State Institute of Health & Family
Welfare, Bengaluru.**