



jk"Vh; LokLF; fe'ku] e/; inšK

1/4kd LokLF; ,oaifjokj dY;k.k foHkx] e/; inšK 'kkl u1/2

jkT; Lrjh; I fonk fjDr inka

dh

,e-ih vWYkbu fyfeVM dsek/e I shkzgrq

fu;e ifLrdk

1/2017&181/2



jk'Vh; LokLF; fe'ku] e/; inSk

jk'Vh; LokLF; fe'ku] e/; inSk ds vraxT jkT; Lrjh; I fonk fjDr ink ij HkrhZ ds fy, ,e-ih vk'kykbZu fyfeVM ds ek/; e l s ; k ; vH; fFkZ ks l s vkonu vkef=r fd; s tkrsgA

1- I fonk in dk foj.k&

Ø	I fonk in dk uke	in l ; k
1-	I gk; d dk; De i zkd ½yhxy½	01
2-	I ykgdkj का. मू.	01
3-	I ykgdkj ,pvkj M. c.	01

2- p;u ifdz&

mijDr in grqvfuok;Z,oaokLuh; 'kK.kd ; k ; rk fuEuku kj g&

I fonk in dk uke	lnkadh l ; k	Ekun\$; k ; rk	vk; q l hek
APM (legal)	01	: - 30,000/-	<p>Essential Educational Qualification : Graduation in Law (LL.B.) (Only regular courses from UGC certified to be considered) Desirable : 1. DCA/PGDCA 2. LLM 3. Experience in govt/quasi govt organizations to be given preference.</p>	Min. 25 years (as on 1st April 2017)
Consultant PA	01	: - 45,000/-	<p>Essential Educational Qualification : 1. MBA – HR 2. Minimum 5 year experience in dealing in HR & Administration in Govt./PSU/BSE/NSE listed companies. (Only regular courses to be considered) Desirable : 1. Degree/Diploma in Computer Applications 2. Experience in Public Health will be given preference.</p>	Min. 25 years (as on 1st April 2017)
Consultant HR DB	01	: - 45,000/-	<p>Essential Educational Qualification : 3. MBA – HR 4. Degree/ Diploma in Computer Applications 5. Minimum 5 year experience in dealing in HR & Administration in Govt./PSU/BSE/NSE listed companies. (Only regular courses to be considered) Desirable : 1. MCA 2. Experience in Public Health will be given preference.</p>	Min. 25 years (as on 1st April 2017)

3- jkT; Lrjh; I fonk in lagsrfuEukuq kj jkT; Lrjh; vki{k.k ylxwglxk&&

in dk uke	Lohdr fjDr inka dh I ; k	I keku;		vuq fipr tutkfr		vuq fipr tkfr		vu; fi NMk oxl		fodykx %fLFk ckf/kr&40 ifr'kr I s vf/kd½	; kx
		vki u	efgyk	vki u	efgyk	vki u	efgyk	vki u	efgyk		
I gk; d dk; Øe i zkd ½yhx½	01	01	&	00	&	00	&	&	&	&	01
I ykgdkj का. मू.	01	01	&	00	&	00	&	&	&	&	01
I ykgdkj ,pvkj M. c.	01	01	&	00	&	00	&	&	&	&	01

- 4- mi jkDr I fonk in grqvkuykbu vkonu rd i klr fd, tk, x*sf'kv&1* ea n' kbz 'k'kf.kd ; kx; rk , oafu/kkzjr eki nMks ds vk/kkj ij 100 vdk ds Ldkjx ii = vuq i ojh; rk I ph cukbz tkoxhA
- 5- ojh; rk fu/kkzj.k grq2 n'keyo rd ds vdk ds foopuk eafy; k tkoxhA
- 6- ojh; rk I ph ea2 ; k vf/kd vH; fFkz; ks }kjk I erq; vad i klrk fd; s tkus dh fLFkfr ea ojh; rk dk Øe fuEukuq kj glxk&&
d& vf/kd vutko okys vH; fFkz; ka dks de vutko okys vH; fFkz; ka i jA
[k& vf/kd mez okys vH; fFkz; ka dks de mez okys vH; fFkz; ka i jA
x& , d gh tlefrfFk@mez ds vH; Fkz gkus ij] mRrh.kz gkus ds o"lz ea ojh; rk dks i kFkfedrka
- 7- ojh; rk I ph ds I zdk ea p; fur vkondka dks b&esy }kjk I fipr fd; k tk; xkA vr% vkond viuk ekckby uEj rFkk b&esy vkbz Mh- dh tkudkj vkonu i = ea vidr djA xyr tkudkj ds dkj.k vkondka dks I puk u feyus grqfe'ku fTeenjk ugh glxkA
- 8- vkonu ds I e; vH; fFkz; ka dks fuEufyf[kr nLrkostks dks LdS dj vi ykM djuk glxkA bl ds fcuk vkonu Lohdkj ugha fd; k tkoxhA
- gkbz Ldny I fVIQdV/ ijh{k (10+2) dh vad I phA
 - I fonk I ykgdkj& in grqfu/kkzjr U; wre 'k'kf.kd ; kx; rk dh vad I phA
 - ekU; rk i klrk fo' ofo |ky; I s i klrk Lukrd@LukRkdK&Rj mi kf/ka
 - I {ke vf/kdkjh }kjk tkjh oSk tkfr iek.k&i =A
 - fodyk&rk iek.k&i =A
 - I {ke vf/kdkjh }kjk tkjh ekfI d oru iek.k i=@oru iph@ih,Q uEj@cbl LVSeV dh Nk; ki fra
 - dk; kZuHko grqAek.k&i = @ fu; fDr i=A
- 9- nLrkostks I R; ki u ds I e; dk; Z vutko I s I afi/kr vof/k ds oru Hk&rkku ds I k; ds rkj ij oru iek.ki=@oru iph@ cbl LVSeV iLrqr djuk glxk rHkh vutko Lohdkj fd; k tk; xkA
- 10- LdS vfHky[kks ds ijh{k.k mi jkar] i k=rk j [kus okys vH; fFkz; ks dh i kof/kd ojh; rk I ph i kVz ij inf'kr dh tk; xhA
- 11- i kof/kd ojh; rk I ph ds in'kZu mi jkar I Hkh vH; fFkz; ka dks vki fRr; ka ntZ djus grq , d I lrg dk I e; fn; k tk; xkA

- 12- vki fRr Lohdr gksus ij l ađ/kr vH; Fkz dks tkudkj h ea l áksku djus rFkk vfrjDr vfhky[k vi ykM/ djus dk vol j fn; k tk; skA
- 13- vki fRr; ka ds fujkdj .k ds i'pkr i qjh{kr oj h; rk l p h inf' k r dh tk; skA
- 14- vH; fFkz ks dks jk"Vh; LokLF; fe'ku e/; in sk ea fyf[kr ij h{kk nsh gksch A
- 15- fyf[kr ij h{kk ea 50 ifr'kr vad ikr djus okys vH; Fkz dks gh l k{kkRdkj dh ik=rk gkschA
- 16- l k{kkRdkj ds i w z eny nLrkost ka dk nLrkost ij h{kk.k fd; k tk, xk ftl ds l gh ik, tkus ij gh l k{kkRdkj gsrq vH; Fkz dks vu efr nh tk, xhA
- 17- nLrkost ij h{kk.k gsrq vH; fFkz ka dks mij kDr l Hkh nLrkost ka dh Loizef.kr Nk; ki fr vfuok; l : i l s ykuk gkschA
- 18- vkj {k.k Jskh vuq kj 1% ds vuq kr ea jkT; Lrjh; dk; kzy; ea l k{kkRdkj gsrq vH; fFkz ka dks l fipr fd; k tk; skA vkondks dh l a; k de gksus ij bl sU; ure Akir vkonsu l a; k rd ?kVk; k tk l dschA
- 19- ; kx; vH; fFkz ks dk l k{kkRdkj gsrq b&esy@ekskbzy ea vka .k l p uk nh tk, xhA vr% vkond vi uk ekskbzy uEj rFkk b&esy vkbz Mh- dh l Vhd tkudkj h vkonsu i= ea vadr dja xyr tkudkj h ds dkj .k vkondka dks l p uk u feyus gsrq jk"Vh; LokLF; fe'ku ftEenkj ugh gkschA
- 20- p; u , oa p; u mij kr dk; bkgh jk"Vh; LokLF; fe'ku e/; in sk ds uohure ekuo l a k/ku esuqy ds vuq kj dh tkoschA
- 21- vko' ; d vgrk /kkj .k djuk vFkok fyf[kr ij h{kk ea mRrh.kz gksuk p; u dh xkj a/h ugha gkschA vire p; u l k{kkRdkj ds i'pkr gh fd; k tk; skA

De iz dsl fonk in grq;u ekin.M d; v d &100

S.No	Eligibility Criteria	Weightage for Sub criteria	Max marks for basic criteria	Evaluation Criteria
1	LL.B.	5% of the marks obtained	5	Total score = Marks obtained in graduation X 0.05
2	DCA	-	3	-
3	PGDCA	-	7	-
4	LL.M.	10 % of the marks obtained	10	Total score = Marks obtained X 0.10
5	Experience in govt/quasi govt org.		15	
7	Written test		40	
8	Interview		20	
Total Marks			100	

Work Experience gained only after essential qualificational eligibility criteria shall be taken into account

1 ylgdkj का. मू. ,u-,p-,e-] e-iz dsl fonk in grqp;u ekin.M d; v d &100

S.No	Eligibility Criteria	Weightage for Sub criteria	Max marks for basic criteria	Evaluation Criteria
1	MBA- HR	10% of the marks obtained	10	Total score = Marks obtained X 0.10
2	Diploma in Computer Applications		2	
3	Degree in Computer Applications		3	
4	Experience in HR & Administration in Govt./PSU		15	3 marks per year to maximum 15 marks
5	Experience in Public Health		10	2 marks per year to maximum 10 marks
6	Written test		40	
7	Interview		20	
Total Marks			100	
Work Experience gained only after essential qualificational eligibility criteria shall be taken into account				

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S.No	Eligibility Criteria	Weightage for Sub criteria	Max marks for basic criteria	Evaluation Criteria
1	MBA-HR	5% of the marks obtained	5	Total score = Marks obtained X 0.05
2	Diploma in Computer Applications		2	
3	Degree in Computer Applications		3	
4	5 year experience in dealing in HR & Administration in Govt./PSU/BSE/NSE listed companies.		15	1 mark per year to the maximum of 15 marks
5	Experience in Public Health		10	1 mark per year to the maximum of 10 marks
6	MCA		5	Total score = Marks X 0.05
7	Written test		40	
8	Interview		20	
Total Marks			100	

Work Experience gained only after essential qualificational eligibility criteria shall be taken into account

jk'Vh; LokF; fe'ku] e/; inškdsvræř jkT; Lrjh; I fonk fjDr inlædk foøj.k

S.No.	Cadre	No of Vacant Position	Posting Place
1	APM- Legal	1	Bhopal
2	Consultant -PA	1	Bhopal
3	Consultant -HR DB	1	Bhopal

I gk; d dk; De i ckd 1/2 dsdk; hK; Ro

- To study thoroughly the petitions received against NHM, MP
- To propose the person, who shall be the OIC (Officer In Charge) in a particular case.
- To facilitate the necessary sanctions from higher authorities for appointing of the OIC chosen.
- To collect necessary evidence in the form of Annexures in support of defending the court cases.
- To draft suitable replies to the court cases filed against the Mission.
- To approach & coordinate correspondences with Govt. Advocate at Jabalpur, Indore, Gwalior High Courts for filing of responses.
- To monitor the status of the cases instituted against the NHM.
- To draft suitable responses to the Legal Notices received against NHM, MP.
- To give opinion on various legal issues on the files received at Legal Section, NHM (also including files received from DHS, etc)
- To draft legal agreement, made between NHM & any other party on various issues.
- To continuously update on the status of various legal cases to the Director NHM; Mission Director & Principal Secretary Health & FW.
- Actively participate in all legal processes & systems on going time to time in the organization.
- Any other task (s) as and when assigned by the supervising officer.

I ykgdkj का. मू. dsdk; hkf; Ro

- Preparation of employee database prior to appraisal cycle each year.
- Review and analyze weekly/monthly/quarterly and yearly reports to identify the causes of poor employee performance & suggest means/ trainings to enhance quality of staff.
- Facilitate and provide technical support in HR policy development with regards to appraisals.
- Coordination with components & collection of employee KRAs & maintain KRA database.
- Coordinate updation of employee KRAs in HRMIS portal.
- Coordinate the implementation of the annual/bi annual appraisal process through HRMIS.
- Coordinate & monitor the process of appeals post appraisals.
- Employee Contract Management.
- Generate all reports/dashboards/ orders related to employee appraisals & present to facilitate decision making.
- Collect/collate/compile & present all transfer related data & coordinate & monitor employee transfers.
- Collect district wise data for State HR PIP & facilitate compilation for onward submission.
- Prepare JD/ToR for all recruitments
- Coordinate with internal & external agencies for coordination of all recruitments
- Actively participate in recruitments & all other HR processes & systems in the Mission.
- Any other task delegated by the supervisor.

I ygdkj ,pvkj M. c. dsdk; hK; Ro

- Maintain updated employee database in Human Resource Management Information System (HRMIS) for easy reference & decision making.
- Review and analyze weekly/monthly/quarterly and yearly reports to identify the causes of potential bottlenecks in software implementation and to enhance quality of reporting through the software.
- Facilitate and provide technical support in implementation of HRMIS.
- Analyzing trends from collection of data and reports generated from HRMIS.
- Coordinate HR processes through HRMIS.
- Suggest ways to facilitate data collection and the flow of data from field & cross functional teams.
- Collect/collate/compile & present all transfer related data & coordinate & monitor employee transfers.
- Collect district wise data for State HR PIP & facilitate compilation for onward submission.
- Prepare JD/ToR for all recruitments
- Coordinate with internal & external agencies for coordination of all recruitments
- Actively participate in recruitments & all other HR processes & systems on going time to time in the organization.
- Carryout any other related tasks as per emerging needs & any other tasks assigned by the Supervisor.

*jkt; LokLF; I febr@ ftyk LokLF; I febr; kadsvarxř dk; Jr vf/kdkfj; k@depkfj; kagsq
I aM&/r ; k=k HRRrk fu; e*

e/; inřk 'kkl u for foHkkx oYyHk Hkou&ea-ky; Hkksi ky ds ifji= dkd 11]12]2010@fu; e@pkj Hkksi ky fnukd 5 fl rEcj] 2012 }kjk jkT; 'kkl u ds vf/kdkfj; k@depkfj; ka ds ; k=k HRRrks dh njka ea I a kksku fd; k x; k gA bl ds vuqde ea , u- vkj-, p-, e- ds varxř I fonk I ykgdkjka@vll; I fonk dfeř ka dks fuEukadr Jf.k; k ea oxhřdr fd; k tkdj ; k=k HRRrks dh njka ea fuEukuđ kj I a kksku fd; k trrk g%&

1- oxhřdj.k

Jskh	Lfonk oru
¼½	½
,	60]000 ; k ml I svf/kd
ch	50]000 ; k ml I svf/kd
I h	30]000 ; k ml I svf/kd
Mh	30]000 I s de

2- nřud HRRrk% ; k=k HRRrk fu; eks ea ; k=k dh vof/k ea eđ; ky; I svuđ fLFkr ij nřud HRRrk ijđ fu; e 30) eđ; ky; HRRrk ijđ fu; e 25 dh fVli .kh) , fo'křk] ijđ fu; e 55@, vuđ kj _ fn; k trrk gA jkT; oru vk; kx ds }kjk eđ; ky; HRRrk rFkk fo'křk fojke HRRrs dks I eřdr dj nřud HRRrs dh nja fu/kkřjr dh Xkbz gA rnuđ kj I eřdr nřud HRRrs dh nj fuEukuđ kj fu/kkřjr dh trrh g%&

Jskh	LW/kj.k nj	inřk dspkj cMsuxjks; Fk Hkksi ky] ba]t cyij] kofy; j , oa inřk dsclgj dsLFkukadkye 4 ean'Wř sLFkuksdksNMelj) ds fy; sfo'křk nj	fnYyh eqbř dkydrkř pšubř cřyw gšjckn vgenckn dkuig , oa iqš ds fy; snj
¼½	½	¾	¼½
,	200	300	400
ch	160	240	320
I h	120	180	240
Mh	100	150	200

3- ; k=k ds I k/ku%

Jskh	gokbř ; k=k	jyxMMh I s ; k=k	Qd I s ; k=k
¼½	½	¾	¼½
,	bdkukh Jskh	I eLr Jskh	LkeLr Jskh
ch	Ugha	Okrukpfyr i Fke Jskh vykok vll; I eLRk Jskh	I eLr Jskh
I h	ugha	Okrukpfyr i Fke Jskh , oa , DthD; fVo Jskh ds vykok vll; I eLr Jskh	I eLRk Jskh
Mh	Ugha	Okrukpfyr i Fke Jskh , oa , DthD; fVo Jskh , oa okrukpfyr f}rh; Jskh ds vykok vll; I eLr Jskh	Okrukpfyr MhyDI cl ds vykok vll; I eLr Jskh

4- Bgjusdh ik=rk % 'kkl dh; ; k=k ds nřku fuEukuđ kj njka ij Bgjusdh I fo/kk gkschA

Jsh	fnYyh eqb] dkydrk] p]ubz cxyw g]jkcn vgenckn dkuig ,oaiqls	inšk dspj] c]suxjs ; Fk Hki]y] b]m] tcyij] Xok]y; j ,oa inšk dsckg] dkye 2 dksN]le]j) dsLFkula eag]y eaBgjusij	inšk ds vlnj vl; LFKula ea g]k]y ea Bgjusij	inšk ds ckj]@ egkuxj ea fe=@ fj'rnkj ds ; gla Bgjusij
¼½	½	⅓	¼	⅕
,	4000	3000	2000	400
ch	3000	2250	1500	350
l h	2000	1500	1000	300
Mh	1000	750	500	250

5- inšk dsckg] dh ; k=k dsnk]ku LFKuh; ifjogu 0; ; %

jkt; dsckg] fnYyh dydrk eqb]p]ubz cxykj g]jkcn] vgenckn dkuig ,oaiqls ea 'kkl dh; dk; Z l s ; k=k djusij LFKuh; ; k=k; ka grqfuEukud kj ik=rk gkxhA

JSh	I fonk 'M]d vu] kj JskA	LFkUh; ifjogu grqifriw] ; k; vf/kdr] jk'k] #i; seA	ifjogu dh 0; oLFk Lo; a djusij nšk jk'k : i; seA
¼½	½	⅓	¼½
1	,	1200	250
2	ch	800	200
3	l h	500	150
4	Mh	300	100

6- jkt; LokLF; I febr ds vraxr jkt; 'kkl u l s dk; jr vf/kdkfj; ka@depkfj; ka ds ekeys ea e/; inšk 'kkl u foRr foHkx ds ifji= dekd , Q 11&12@2010@fu; e@pkj Hkky fnukad 5 fl rEcj] 2012 }kjk fu/kk]jr xM oru vu] kj fu/kk]jr Jf.k; ka ds vu]e ea ; k=k HkRrs dh ik=rk gkxhA ied]k l fpo , oafe'ku l pkyd ds ; k=k ns d okLrfod 0; ; ds vk/kkj ij ekU; gkxhA

7- 'kkl dh; dk; Z dh vko'; drk ds vu] kj gokbz ; k=k fe'ku l pkyd] , u-vkj-, p-, e- dh Lohdfr l s dh tk l dsxhA inšk ds ckj] vFkok inšk ds vlnj gokbz ; k=k grq fe'ku l pkyd] dh i]Z vu]fr vko'; d gkxhA