

# Bihar Swasthya Suraksha Samiti (BSSS), AB-PMJAY

Advertisement No. BSSS\_PMJAY-04/2019

## Recruitment of various contractual position(s)

Bihar Swasthya Suraksha Samiti (BSSS), a society registered under the Society Registration Act 1860, is the nodal agency working under the auspices of Health Department, Government of Bihar and is mandated for the implementation of AYUSHMAN BHARAT-PRADHAN MANTRI JAN AROGYA YOJNA (AB-PMJAY) through BSSS in the state.

Bihar Swasthya Suraksha Samiti (BSSS) intends to invite applications for the appointment of various post at district and state level on contractual basis, initially for 3 years, depending on the candidate's satisfactory performance, continuance of the programme and sanction of the post under AB-PMJAY through the State Health Agency.

Please visit <http://statehealthsocietybihar.org> & <http://health.bih.nic.in> for detailed information regarding job descriptions, emoluments, competency and others for each post. Details of the vacant positions, number of posts, essential qualifications and experiences are given in the table below:

Sl. No.	Level	Position Name	Monthly Salary	Essential Qualification and Experience
1		District Programme Coordinator	Rs.42,000/-	<b>Essential Qualification:</b> Post-Graduation in Social Work / PGD in healthcare or MBA/Master of Health Administration/ Hospital Management or Master of Public Health from recognized UGC university <b>Essential Experience:</b> Minimum 5 years of experience in implementation of governments Health or related programmes. <b>Desirable:</b> Minimum 2 years of experience in implementation of government health insurance programmes or insurance industry or TPA
2	District	District Manager – IT	Rs.40,000/-	<b>Essential Qualification:</b> MCA or Post-graduation in Computer Science / IT or MBA in IT/CS or B Tech in IT/CS or BE in IT/CS from recognised university/institution <b>Essential Experience:</b> Minimum of 5 years of experience in implementing and managing information systems. <b>Desirable:</b> Experience in data analysis/data mining/data warehousing/business intelligence. Experience in health industry would be an advantage
3		Executive Assistant (District)	Rs.20,000/-	<b>Essential Qualification:</b> Graduation from a recognized University with Post Graduation Diploma in Computer Application (PGDCA) <b>Essential Experience:</b> Minimum of one year experience in related field <b>Proficiency in Typing :</b> <ul style="list-style-type: none"><li>Hindi – Minimum 30 Words Per Minute, 300 words in 10 minutes. 1.5% of error will be considered</li><li>English - Minimum 30 Words Per Minute, 300 words in 10 minutes. 1.5% of error will be considered</li></ul>
4	State	Executive Assistant (State)	Rs.25,000/-	<b>Essential Qualification:</b> Graduation from a recognized University with Post Graduation Diploma in Computer Application (PGDCA) <b>Essential Experience:</b> Minimum of 2 years' experience in related field <b>Proficiency in Typing :</b> <ul style="list-style-type: none"><li>Hindi – Minimum 30 Words Per Minute, 300 words in 10 minutes. 1.5% of error will be considered</li><li>English - Minimum 30 Words Per Minute, 300 words in 10 minutes. 1.5% of error will be considered</li></ul> <b>Desirable Experience:</b> Experience of working in central/state administration/department, district administration, public health facilities, NGOs etc. in the capacity of Executive Assistant.

**VACANCY DETAILS AND RESERVATION:**

The above vacancies are reserved as follows;

Sl. No.	Position Name	No. of Post	Category wise Vacancy Details													
			UR	UR (W)	EWS	EWS (W)	EBC	EBC (W)	BC	BC (W)	SC	SC (W)	ST	ST (W)	WBC	
1	District Programme Coordinator	38	9	5	3	1	5	2	3	2	4	2	1	0	1	
2	District Manager – IT	38	9	5	3	1	5	2	3	2	4	2	1	0	1	
3	Executive Assistant (District)	38	9	5	3	1	5	2	3	2	4	2	1	0	1	
4	Executive Assistant (State)	12	3	2	1	0	1	1	1	1	1	1	0	0	0	

( UR – Un Reserved, EBC – Extremely Backward Class, EWS– Economically Weaker Section, BC – Backward Class, ST – Scheduled Tribe, SC – Scheduled Caste, W- Women)

**Note:**

1. The post for Divyang (Physically Challenged) Candidates will be reserved as per Govt. of Bihar rules circulated vide memo no.- 13062 dt. 12.10.2017.
2. The reservation for Women will be as per the General Administration, Govt. of Bihar rules circulated vide letter no.- 2342 dt. 15.02.2016.
3. The reservation for Grand Son / Grand Daughter/Maternal Grand Son /Maternal Grand Daughter of freedom fighters of Bihar will be complied as per Govt. rules circulated vide letter no.- 2526 dt. 18.02.2016.
4. Female (BC) reserved category includes women candidate of SC, ST, EBC and BC category, for this category the candidate must be a domicile of Bihar.

**AGE LIMIT:**

Sl. No.	Position	Age as on 01-08-2019
1	District Program Coordinator	<b>Minimum Age</b> : 21 years <b>Maximum Age</b> :UR/EWS (Open)- 40, UR/EWS (W)- 43, BC/EBC (Open/W)- 43, SC/ST(Open/W)- 45,
2	District Manager - IT	10years relaxation in upper age limit in respective category for Divine Body Applicants
3	Executive Assistant (District)	<b>Minimum Age</b> : 18 years <b>Maximum Age</b> :UR/EWS (Open) - 28, UR/EWS (W) - 31, BC/EBC (Open/W) - 31, SC/ST(Open/W) - 33,
4	Executive Assistant (State)	10years relaxation in upper age limit in respective category for Divine Body Applicants.

**SELECTION PROCESS****Application for District Program Coordinator and District IT Manager**

Based on the eligible criteria, the applicant will be called for the Computer Based Test (CBT). Those candidates, who successfully qualify the Computer Based Test (CBT) will be invited for Personal Interview in the ratio of 1: 5 of the total no. of vacancies (category wise) in order of merit based on their performance/score in the CBT. The final selection for District Program Coordinator and District Manager - IT shall be prepared by assigning a weightage of 75% for online test and 25% to the Personal Interview marks (Total Marks of Interview will be 25).

**Application for Executive Assistant (State)**

Based on the eligible criteria, the applicant will be called for the Computer Based Test (CBT). Those candidates, who successfully qualify the Computer Based Test (CBT) will be invited for Skill Test (Tying Speed test in Hindi and English) in the ratio of 1:10 for the total no. of vacancies (category wise) in order of merit based on their performance/score in the online test. The final selection/merit shall be prepared based on the Computer Based Test (CBT), however the

candidate must qualify typing Speed Test in both languages, Hindi and English (30 words per minutes for both the languages and 1.5% of error will be considered)

#### **Application for Executive Assistant (District)**

Based on the eligible criteria, the applicant will be called for the Computer Based Test (CBT). Those candidate, who successfully qualify the Computer Based Test (CBT) will be invited for Skill Test (Typing Speed test in Hindi and English) in the ratio of 1:10 for the total no. of vacancies (category wise) in order of merit based on their performance/score in the online test. The final selection/merit shall be prepared based on the Computer Based Test (CBT), however the candidate must qualify typing Speed Test in both languages, Hindi and English (30 words per minutes for both the languages and 1.5% of error will be considered)

**Examination Center:** Computer Based Test (CBT) and Typing Speed Test (for Executive Assistant post only) will be conducted in Patna, Bihar. The detail of your examination center, Test date, Batch timing and others will be made available in admit cards. There is no physical dispatch of admit card.

#### **Qualifying cut-off for Computer Based Test (CBT):**

After screening/ scrutinizing process of all eligible candidates, based on the position specific essential criteria, applicants shall be invited for a written test examination. Minimum qualifying marks for the written test shall be as follows:

- a. 33% for UR/BC/EBC/EWS
- b. 30% for SC/ST/Women

#### **Tie-Breakers**

In the case of equal overall marks, tie-breaking' principles to decide inter-se merit among candidates as per the following criteria will be utilized (the criteria are arranged in order of applicability)

1. The candidate securing more marks in the Computer Based Test (CBT) test will be ranked higher.
2. The candidate senior in age will be ranked higher.
3. The candidate having a higher score in essential qualification degree will be ranked higher.

#### **Documents & Testimonials**

Copies of self-attested certificates to be submit before Personal Interview and in case of Executive Assistant before the appearing for the Typing Speed Test. The list of documents are listed below;

- 1) Copy of Application form
- 2) Copy of Mark Sheet of 10<sup>th</sup> Class or School Leaving Certificate (in support of date of birth)
- 3) Copy of Educational Qualification Mark sheet /Degrees (from 10<sup>th</sup> class onwards)
- 4) Copy of Work Experience Certificates (as a proof of experience, in the absence of proper work experience certificate, candidates may submit the joining letter and relieving letter/order and in case of serving employee, latest salary slip/certificate may be considered)
- 5) If applicable, copy of Community (Caste) /Section Certificate – SC/ST/BC/EBC/EWS as per Govt. Notification
- 6) If applicable, copy of PwD (Divyang) Certificate – as per Govt. Notification
- 7) Copy of Valid Photo ID Proof (Adhaar Card/Driving License/Voter ID Card/Passport)

#### **HOW TO APPLY**

- 1) The applications for selection to the above posts will be accepted ONLY ONLINE through website <http://statehealthsocietybihar.org> & <http://health.bih.nic.in> No other mode of application shall be entertained. Any application received via any other mode will be summarily rejected and no further communication will be entertained.
- 2) A Non-refundable processing fee amounting to Rs.150/- (Rupees One hundred and fifty only) for candidates belonging to SC/ST categories, women from all categories and Divyang (PWD) and Rs.300/- (Rupees three hundred

only) for all other categories will be applicable and is to be deposited online via the defined process (bank charges extra). No other mode of payment will be acceptable. The Society will not be responsible for payments made by any other mode and no further communication will be entertained.

- 3) The Online Application involves the following process:-
  - a. Registration/Login,
  - b. Personal and Educational Details,
  - c. Uploading of Photograph and Signature,
  - d. Payment & Final Submission,
  - e. Generation & Printing of Registration Slip.
- 4) As per the above prescribed fee for Online Application Form, candidates will be directed for Online Payment once the Registration is completed. Candidate is requested to keep his/her Credit Card/ Debit card/ Net Banking details ready for the same. Candidates are required to carefully go through the Instructions for filling the Online Application. Candidates while using the Internet Payment Gateway services are required to pay Service Charges Extra, in addition to the prescribed application fees.
- 5) Candidates should apply by submitting the online application on website <http://statehealthsocietybihar.org> and <http://health.bih.nic.in>. After successful submission, candidates will be required to take a print-out of the Acknowledgement Slip which will be generated by the system and will contain a unique acknowledgement number for future reference purpose.
- 6) While applying Candidates may give their preference regarding place of posting for district level positions. Applicant must indicate minimum of 10 district preferences as desired. District will be allotted as per below criteria and in below mentioned order, in case individual scores are tied;
  - a. Merit
  - b. Seniority
  - c. Additional qualification
  - d. Gender (Preference will be given to women candidates)In case, any district which is not opted by any candidate in her/ his preferences, BSSS will reserve the rights to allot any district (vacant) to the selected candidate.
- 7) Home/Native district will not be considered for posting of District Program Coordinator and District Manager – IT. For Executive Assistants (District Level) home district posting may be considered.
- 8) If the candidate faces any difficulty while submitting the online application, he/she can write to us on Email ID [-bsss.recruitment@gmail.com](mailto:-bsss.recruitment@gmail.com)

#### GENERAL INSTRUCTIONS

- 1) Candidates should carefully fill up the Category (SC/ST/BC/EBC/EWS) in the application form and the required documentary proof should be enclosed/attached with the online application. In case of any wrongful entry of Caste/Category in online form, the candidate shall be treated as un-reserved category.
- 2) Candidates from the respective category, while applying for a post where there are no vacancies in their respective reserved categories, will be treated as General candidates and no relaxation will be applicable to these candidates.
- 3) Candidates from the state of Bihar who are claiming reservation in their respective category (ST/SC/BC/EBC/EWS) must submit the Caste/section Certificate along with permanent residential proof in the prescribed format issued by the competent authority. Candidates having domicile of other states will be treated under the Un-reserved category.
- 4) The appointment will be purely on contractual basis for a period of three years, renewable subject to satisfactory performance. Any claim for absorption in the regular position shall not be entertained in future.
- 5) If at any stage of recruitment, it is found that the candidate does not fulfill the eligibility criteria and/or that he/she has furnished incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. The decision of Chief Executive Officer, BSSS in any matter

- relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates.
- 6) Applications which are incomplete in any detail, not legible or without all the required enclosures or received after the last date for receipt of applications will be rejected and no correspondence on this will be entertained.
  - 7) BSSS reserves the right to cancel / restrict / enlarge the recruitment process, if the need so arises, without assigning any further notice or reason.
  - 8) All information regarding examination schedule / admit card / interview call letters etc. shall be provided through e-mail or uploading on BSSS's website or via SMS. The responsibility of receiving, downloading and printing of admit card / interview call letter / any other information shall be of the applicants only. Applicants are advised to check their Email / SMS and visit BSSS's website (website <http://statehealthsocietybihar.org>) regularly. BSSS will not be responsible for any loss of email due to invalid / wrong e-mail ID provided by the applicant or for delay / non receipt of information if an Applicant fails to access his / her mail / website in time.
  - 9) Any important information including Corrigendum/Changes/Updates and information / general instructions during the course of recruitment process and on selected candidates shall be made available either through the website or on the e-mail ID provided by the candidates. Therefore, candidates must provide a valid e-mail id and simultaneously track the website for updates.
  - 10) Note that **01-08-2019** shall be taken as the reference date for computing experience, age, qualification etc, BSSS, Bihar.
  - 11) The E-mail ID & Mobile number should be kept active till the completion of this recruitment process. Mobile No. & E-mail ID once given cannot be changed by the applicant under any circumstances.
  - 12) BSSS shall take no responsibility in case of failure in registration, failure to download Admit Card / Call Letter for appearing in the various stages of selection test.
  - 13) Request for change of examination centre will NOT be entertained under any circumstances whatsoever.
  - 14) Candidates will be allowed to appear in the Computer Based Test on production of the Admit Card, issued after being considered eligible as per their own declaration and any one of the Photo Identity Proof in original, such as Voter Card, PAN Card, Driving License, AADHAAR Card, Passport or the like.
  - 15) Mobile Phone, Scanner, Pager & Other IT Gadgets are strictly prohibited inside the Examination Centre at the time of the Online Test. If any candidate is found using / possessing these instruments during the time of the Test, his / her candidature will stand cancelled then and there, what so ever the reason may be.
  - 16) Computer Based Test, Skill Test and the Interview will be held in Patna only.
  - 17) Candidates called for Computer Based Test/Skill Test/ Personal Interview shall not be entitled for reimbursement of travelling expenses.
  - 18) Canvassing in any form shall lead to disqualification of the candidate.
  - 19) Court of jurisdiction for any dispute will be restricted to Patna only.

#### Important Dates

Commencement of online Registration	20 <sup>th</sup> August 2019, 11:00 am onwards
Commencement of online submission of application & applicable Fee Submission	20 <sup>th</sup> August 2019
Closing of online submission of applications	12 <sup>th</sup> September 2019, till 5:00 pm
Tentative Date of Computer Examination	11 <sup>th</sup> October 2019



## Syllabus for On-line Test

Name of the Position	General Questions	Technical/Subject Matter Questions
	Total No. of Question : 60	Total No. of Question : 20
	Score : 1 Mark for each question	Score : 2 Marks for each question
District Program Coordinator	<u>General Knowledge :</u> Economics Everyday Science Indian Constitution Indian Culture Indian Geography Indian History Indian Polity <u>Reasoning:</u> Arithmetical Reasoning Decision Making Problem solving Similarities Space Visualization Verbal and figural classification Data Sufficiency Figural Series completion <u>Numerical Ability:</u> Percentages Time and Work Simplification Profit and Loss Time and Distance Averages Problems on Ages <u>Computer proficiency: ( only For District Program Coordinator &amp; District IT Manager)</u> MS- Word MS- Excel MS- PowerPoint Internet	Financial Management Project Management Health Insurance Management MIS and Analytics Conflict Management Capacity Building & Training Liasoning and Negotiations
District Manager – IT		Project Management Programming Ability R Python Data Visualization Basics of data warehouse MIS
Executive Assistant (District) & Executive Assistant (State)		General Hindi General English Fundamental of Computers Basic concept of Computer (H/W & S/W) Basic Knowledge of MS Office Basic knowledge of Internet Basic Knowledge of Computer Network

**Note:** Level of difficulties for executive assistant positions will be fixed as per the job role. No negative marking for incorrect answers.

### Online Typing Speed Test

Name of the Position	Typing Speed Test	Qualifying Criteria
1. Executive Assistant (State)	Hindi – Minimum 30 Words per Minutes, 300 words in 10 minutes	1.5% of error will be considered
2. Executive Assistant (District)	English – Minimum 30 Words per Minutes, 300 words in 10 minutes	1.5% of error will be considered