



National Health Mission Madhya Pradesh **(Department of Public Health and Family Welfare)**

Recruitment for Contractual

District Data Manager,

Integrated Disease Surveillance Programme (IDSP) (COVID-19)

Rule Book
2020-2021



National Health Mission Madhya Pradesh

Applications are invited from the eligible candidates for the recruitment of **District Data Manager-IDSP (COVID-19)** (Contractual) under the National Health Mission, Madhya Pradesh.

1. Details of Contractual Position:

S.No.	Name of Contractual Post	*Total Vacant Post
1.	District Data Manager IDSP	39
	Total	39

*Note: Vacant district details have been provided on Annexure-1

2. Recruitment Process:

The Essential and desirable educational qualification for the above post is as follows: -

SN	Name of Post	No. of Post	Honorarium (In INR)	Qualification/ Experience	Age Limit as on April 22, 2020
1.	District Data Manager- IDSP	39	25,000	Essential Educational Qualification: Post Graduate Qualification in Computer Science with minimum 3 years' experience. OR BE in IT/ Electronics. Preference will be given to those who have worked in the health or social sector.	Minimum 21 Years and Maximum 45 Years

Important Instruction:

1. The Last Date of Submission of Online Application is **27.04.2020** at **11:59:59 PM**
2. The screening of applications, received through online mode, shall be done on the minimum eligibility criteria as advertised, and a merit list shall be prepared based on the location and the score obtained on the qualification parameter. (Please refer to the Selection Process)
3. The appointment will be purely on contractual basis for a period of the **One-year, under COVID-19**. Any claim for absorption in the regular position shall not be entertained in the future.
4. Mission Director, National Health Mission Madhya Pradesh, will have the right to suspend/cancel any application / entire process without giving any reason.
5. If at any stage of recruitment, it is found that the candidate does not fulfill the eligibility criteria and/or that she/ he has furnished incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. The decision of the NHM, MP in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidates.
6. All requisite scanned documents/ testimonial/ certificates or any other documents substantiating the claims made in the online form has to be uploaded in the online forms. Any candidate unable to provide any of the requisite documents shall be liable for the disqualification.
7. Original Documents of the candidate shall be validated at the time of joining of the candidates by the NHM officials.
8. Selected candidate needs to submit a medical certificate which shall be validated by the District Medical Board before the joining of the candidate
8. Only post qualification experience shall be considered for all the above-mentioned positions.
9. Only full-time course shall be considered for the above qualifications.
10. For the above position, the minimum age limit shall be 21 & maximum age 45 years.
*Note: Please note date **22.04.2020** shall be taken as a reference date for computing age, qualification and experience as well*
11. No. of Position may vary as per the requirement of NHM MP.
12. Any dispute pertaining to the above recruitment process shall be under the jurisdiction of Madhya Pradesh.

Location Details

District Data Manager-IDSP (COVID-19)		
S. No.	Name of District	Number of Vacancies
1	Agar Malwa	1
2	Alirajpur	1
3	Anuppur	1
4	Barwani	1
5	Betul	1
6	Datia	1
7	Dewas	1
8	Dhar	1
9	Dindori	1
10	Guna	1
11	Harda	1
12	Hoshangabad	1
13	Indore	1
14	Jabalpur	1
15	Khargone	1
16	Narsinghpur	1
17	Panna	1
18	Ratlam	1
19	Sagar	1
20	Seoni	1
21	Shahdol	1
22	Shivpuri	1
23	Umariya	1
Total		23

Candidates interested in the below mentioned locations can be placed in any district of M.P. as per the requirement of **COVID-19**. They will be initially based at below mentioned Districts as a reserve pool.

Location DetailsAdditional Districts

District Data Manager-IDSP (COVID-19)		
S. No.	Name of District	Number of Vacancies
1	Indore	5
2	Bhopal	5
3	Ujjain	3
4	Khargone	3
Total		16

JOB DESCRIPTION
District Data Manager- IDSP

Roles and Responsibilities:

1. Ensure timely collection and compilation of data from all Reporting Units including Medical Colleges and Blocks.
2. Analyse S, P, L data for time/ place in spread sheet for identifying rising trend of disease/early warning signals. Preparation of weekly IDSP alert and forecast thereof
3. Supervise functioning of IDSP portal.
4. To ensure and coordinate block level data entry under IDSP through BPMU.
5. To assist District Surveillance Officer, District Epidemiologist and other officials in carrying out the IDSP activities
6. Supervise functioning of District Data Entry operators
7. Preparation of periodic and annual reports required under the supervision of District Surveillance Officer and District Epidemiologist
8. Familiarise and operate VC equipment, organise and participate in weekly VC with CSU and SSU, undertake preventive maintenance and troubleshooting for small problems and co-ordinate with service providers for major breakdowns.
9. Supervise and maintain network connection for video conferencing and data transference.
10. Conduct field visits to monitor and assess data quality.
11. Monitor expenditure incurred by the district under IDSP.
12. Preparation of District level PIP.
13. Coordinate with NHM Finance for booking and audit of district level expenditure under IDSP.
14. Obtain audited accounts, SOEs & Utilization Certificates through NHM and share with SSU.
15. To carry out all IHIP-IDSP related activities in the District i.e. RU wise facility mapping and distribution of user id password
16. Any other work assigned by DSO