



बिहार स्वास्थ्य सुरक्षा समिति

State
Health
Agency



राज्य
स्वास्थ्य
अभिकरण

Ayushman Bharat-Pradhan Mantri Jan Arogya Yojana
Advt. No. BSSS-SHA-02/2022

'WALK-IN-INTERVIEW' FOR THE POST OF IT Manager

Bihar Swasthya Suraksha Samiti (BSSS), a society registered under the Societies 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) in the state.

Bihar Swasthya Suraksha Samiti (BSSS) intends to notify the walk-in-Interview for the post of **IT Manager** at State Level on **Contractual Basis**, initially for 3 years, depending on the candidate satisfactory performance, continuance of the programme and sanction of the post under AB-PMJAY through the state health agency. Details of the vacancies are as follows:

I. Vacancy Details:

S. No.	Name of Post	Total No. of Posts	Salary (Per Month)	Qualification	Minimum experience (As on 1 st Aug 2022)
1.	IT Manager	01 (Single)	INR 75,000	<ul style="list-style-type: none">M.Tech (Computer Science/IT)orB.E./ B Tech (Computer Science/IT)/ MCA with regular MBA or PG diploma in IT	<ul style="list-style-type: none">Minimum of 5 years of experience at state level in managing IT systems

II. AGE: Maximum 45 Years as on 1st Aug 2022

Details about the Terms of Reference (TOR) – Essential Qualification, Experience and Application Form can be downloaded from the official website: <http://biswass.bihar.gov.in/>, <http://statehealthsocietybihar.org> or <https://state.bihar.gov.in/health/CitizenHome.html> . Filled up application along with required documents to be presented at the time of selection process.

IT Manager	
Date of Interview	Wednesday, 14 th Sept 2022
Reporting Time for Registration	10:00 AM to 12:00 NOON
Venue:	Bihar Swasthya Suraksha Samiti ,Annex Building, Block-3,Second Floor, Old Secretariate,Patna-15

III. SELECTION PROCEDURE:

- On the day of selection process, document verification team will verify the application (In prescribed format) of candidate according to the TOR and presented document.
- Candidate have to present a valid Photo ID proof and Address proof at the time of Document verification including Qualifications and Experiences certificate (Original and one self-attested photo copy) with Two passport size photographs along with detailed updated Resume.

List of Documents;

- Any one valid Proof of Identity viz. Aadhaar Card / Voter ID Card / Driving License/ PAN Card / Identity Card issued by any Govt. Office/Department etc.
- Age Proof certificate like Birth Certificate/secondary examination Certificate.
- Mark Sheets & Certificates of all academic & technical courses related to the post applied for and essential according to the advertisement.
- All work experience certificates related and essential as per TOR/Job description advertised for the position applied.

- c. Only those candidates who meet the essential eligibility criteria for the concerned position will be allowed to participate in the Personal Interview Process.
- d. Selection will be based on the marks obtained in personal interview.
- e. Any vacancy arising because of non-joining by selected candidates in this Walk-In-Interview, the post will be offered to the candidates from the waiting list according to the merit. Waiting list will be valid for 1 year. Number of candidates in the waiting list will be decided by the selection committee.
- f. All candidates must provide mobile numbers and email id, for faster communication about such vacancies.
- g. Experience/Age/etc. will be counted as on date of 1st Aug 2022.

*Interview may be spilled over to the next day depending upon the number of candidates present on the scheduled day of interview. Therefore, candidates should be prepared to be available for interview for next day also, if necessary.

IV. TERMS & CONDITIONS:

- a. Candidates are not entitled for any TA/DA for attending the walk-in interview.
- b. Candidates cannot claim for employment regularization in any case.
- c. The appointment of mentioned post is on contractual basis, initially for 3 years or more depending on candidate's performance, continuance of the programme and sanction of the post under AB-PMJAY (Ayushman Bharat-Pradhan Mantri Jan Arogya Yojna) through State Health Agency (SHA).
- d. The candidate should not have been convicted by any Court of Law.
- e. Canvassing of any kind will lead to disqualification. The prescribed qualification is minimum essential and mere possessing the same does not entitle any candidate for selection.
- f. S/he is expected to conform to the rules of conduct and discipline as applicable to the BSSS employees.
- g. The competent authority reserves the right to assign any duty as and when required after selection.
- h. No extra/additional allowances will be admissible in case of such assignment.
- i. The appointee is entitled for all the benefits which are applicable to AB-PMJAY through SHA contractual employees.
- j. In case of any information given or declaration by the candidate is found to be false or if the candidate has will-fully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action may be taken as deemed fit by the appointing authority.
- k. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
- l. Incomplete applications in any aspect will be summarily rejected.
- m. Bihar Swasthya Suraksha Samiti (BSSS) reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.


29/8/22
Administrative Officer
Bihar Swasthya Suraksha Samiti

Job Description - IT Manager

Position	IT Manager
No. of Post	1 (One)
Location	Office of State Health Agency, AB-PMJAY, Bihar, Patna
Eligibility Criteria	
Age: Maximum 45 years as on 1 st Aug 2022	
Qualification:	
Essential	
<ul style="list-style-type: none"> • M.Tech (Computer Science/ IT) <li style="text-align: center;">or • B.E./ B Tech (Computer Science/IT)/ MCA with regular MBA or PG diploma in IT 	
Desirable	
<ul style="list-style-type: none"> • Microsoft certification in access ,SQL or oracle server will be preferred 	
Experience:	
Essential	
<ul style="list-style-type: none"> • Minimum of 5 years of experience at state level in managing IT systems 	
Desirable	
<ul style="list-style-type: none"> • Minimum 2 years' of experience in insurance claims management IT systems shall be preferred 	
Purpose of Assignment:	
IT manager to be responsible and accountable for the smooth running of computer systems within the limits of requirements, specifications, costs and timelines. She/ He will monitor the implementation and maintenance of SHA's computing needs.	
Summary of Roles and Responsibilities:	
<ul style="list-style-type: none"> • Manage information technology and computer systems • Plan, organize, control and evaluate IT and electronic data operations • Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance • Design, develop, implement and coordinate systems, policies and procedures • Ensure security of data, network access/ administration and backup systems • Act in alignment with user needs and system functionality to contribute to organizational policy • Identify problematic areas and implement strategic solutions in time • Audit systems and assess their outcomes • Preserve assets, information security and control structures • Handle related annual budget and ensure cost effectiveness • Managing and reporting on allocation of IT budget • Running regular checks on network and data security • Identifying and acting on opportunities to improve and update software and systems • Providing direction for IT team members and ensuring IT updates are communicated to all the relevant stake holders and appropriate training provision to make user friendly • Undertake any additional responsibilities given by the State Health Agency. 	
Desirable skills:	
<ul style="list-style-type: none"> • Strong strategic focus and project management skills. • Manage the hardware • Ability to operate effectively with people at all levels • Excellent Communication & Presentation Skills, sound comprehension, analytical and interpersonal abilities. 	
Agreement:	
The selected candidate will sign a Non-Disclosure Agreement (NDA) with the society.	

The initial contract shall be for a period of 3 years, which shall be extendable subject to following:

- a. Satisfactory Performance
- b. Continued requirement of the position
- c. Approved by Competent Authority.

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29/8/22

Application Format for Walk-in-Interview

(It should be submitted during attending Walk-in-interview. No need to submit through either post or email)

Name of the Post Applied for: _____

1. Name of the candidate: _____

2. Date of Birth (as per 10th Mark sheet/Certificate): _____

3. Age on 1st Aug 2022 (As per 10th Marksheet/certificate): _____

4. Father's Name: _____

5. Categories(UR/BC/EBC/EWS/SC/ST): _____

6. Sex(male/Female): _____

7. Married/Unmarried: _____

8. Identity Document: _____

9. Identity Document number: _____

10. Any criminal proceeding/vigilance case/departmental proceeding is pending or not against the candidate (Yes/No): _____

11. If the candidate had been convicted/penalized in any criminal/departmental proceeding (Yes/No) : _____

12. Correspondence Address (With Pin code):

Phone No. _____ E-Mail ID _____

13. Permanent Address (With pin code):

Phone No. _____ E-Mail ID _____

14. Educational Qualification(Start from 10th onward) :

S.N	Degree Name	Subject / Specialization	School / College / Institute	Board / University	Course Type (Regular / Distance/ Part time)	Passing out Year	Total Marks	Marks Obtained	Percentage of Marks	Division/ Grade
1										
2										
3										

Handwritten mark

Handwritten signature and date: 29/8/22

Please paste a latest self attested Passport size color photograph of the candidate

S.N	Degree Name	Subject / Specialization	School / College / Institute	Board / University	Course Type (Regular / Distance/ Part time)	Passing out Year	Total Marks	Marks Obtained	Percentage of Marks	Division/ Grade
4										
5										

15. Description of Experience(Starting from current Employment):

S.N	Employer name	Employer Address	Name of Post/ Designation	Nature of Employment (part time or regular)	Place of Posting	Start date	End date	Total experience (MM/YY)	Relevant work description
1									
2									
3									
4									
5									
6									

16. Declaration by candidate

I hereby declare that all the statement made by me in this application is true and complete to the best of my knowledge and belief and nothing has been concealed or distorted. I am aware that if at any point of time I am found to have concealed/distorted any material information, my candidature or appointment is liable to be summarily terminated without notice.

Place:.....

Signature of the Candidate

Date:.....

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[Signature]
29/8/22