

**Detailed Instruction & Terms of Reference (ToR) for Contractual Appointment of
Community Health Officer (CHO) in State of Bihar**

Background:

We are in process of transforming Sub Health Centers (SHC's), Additional Primary Health Centers (APHC's) and Urban Primary Health Centers (UPHC's) to Health & Wellness Centers (HWC's) under 'AYUSHMAN BHARAT', key National priority. These HWC's at Sub Health Center level are to be led by a Community Health Officer (CHO).

Integrated curriculum of certificate in Community Health was introduced with B.Sc./Post Basic B.Sc. Nursing curriculum to produce candidates of skills and competency to lead the team and provide comprehensive primary healthcare at Sub Health Centre level AB-HWC.

Eligibility Criteria:

Essential Qualifications:

1. B.Sc. (Nursing) with successful completion of six months' integrated curriculum of Certificate in Community Health (CCH) from an Indian Nursing Council/ State Nursing Council recognized institute or University from academic year 2020 onwards**.

OR

Post Basic B.Sc. (Nursing) with successful completion of six months' Integrated curriculum of Certificate Course in Community Health (CCH) from an Indian Nursing Council/ State Nursing Council recognized institute or university from academic year 2020 onwards**.

****Note:** For clarification the academic year reference for integration of middle level health provider (MLHP), i.e. student who have undergone 4th year B.Sc. Nursing and 2nd year Post B.Sc. Nursing in the year 2019-2020 or onwards and passed the course successfully.

OR

B.Sc. (Nursing) / Post Basic B.Sc. (Nursing) / General Nurse and Midwifery (GNM) passed candidates who have completed Certificate Course in Community Health (CCH) through IGNOU/ other State Public Health/ Medical Universities as per curriculum of Ministry of Health & Family Welfare, Govt of India (specified for eligibility of CHOs by Ministry of Health & Family Welfare, GOI).

IMPORTANT NOTE

- (i) The institute/ university from which the B.Sc. / Post Basic B.Sc. Nursing / GNM course has been completed must be recognized by Indian Nursing Council / Health Department of any State Government/UT/ Bihar Nurses Registration Council (BNRC) / Any State Nursing Council.

AND

The candidate should be registered with Indian Nursing Council / Any State Nursing Council at the time of applying.

- (ii) For Candidates who have successfully completed B.Sc. (Nursing) with Integrated curriculum of Certificate in Community Health for Nurses (CCHN) OR Post Basic B.Sc. (Nursing) course with Integrated curriculum of Certificate in Community Health for Nurses (CCHN) from an Indian Nursing Council/State Council recognized Institute or University from academic year 2020 onwards will have to submit a certificate on Letter Head of concerned College/University under the seal and signature of the Principal/Head of the Institute as per Annexure-1 mandatorily.
- (iii) The shortlisted candidates will have to produce permanent registration from Indian Nursing Council/ any State Nursing Council at the time of document verification.
- (iv) After final selection candidates should provide Permanent registration from Bihar Nurses Registration Council (BNRC), Patna within 90 days of joining as CHO.
- (v) Candidates who are not registered with Bihar Nurses Registration Council (BNRC) but have other State's Nursing Council Registration, will submit an affidavit on Non-Judicial

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stamp paper of Rs.100/- at the time of joining as CHO at concerned District Health Society (DHS) that S/he will mandatorily submit his/her registration certificate of Bihar Nurses Registration Council (BNRC) within 90 days of joining in their concerned district.

- (vi) Joining of successful Candidates as CHO who are not registered with Bihar Nurses Registration Council (BNRC) and have qualified on the basis of other state nursing council, will be purely provisional. Only after submission of registration certificate of Bihar Nurses Registration Council (BNRC) in concerned DHS, their joining will be considered as CHO from the day of provisional joining.
- (vii) If the candidate fails to produce Bihar Nurses Registration Council (BNRC) registration certificate within 90 days of provisional joining, continuation of his/ her services shall be subject to decision of State Health Society Bihar, (SHSB).
- (viii) Successful candidates shall serve as CHOs at Health Sub Centres with the District Health Society (DHS) for a minimum period of 18 (Eighteen) months from the date of appointment, failing which he/ she shall compensate a recoverable amount equivalent to 06 (Six) months of total remuneration (Honorarium) equivalent to Rs. 2,40,000 (Rupees Two Lakh Forty Thousand only). No claim of transfer shall be entertained during this period of 18 (Eighteen) months.
- (ix) The successful candidates are required to furnish a Surety Bond of Rs. 2,40,000/- (Rupees Two Lakh Forty Thousand only) at the time of joining as Community Health Officer (CHO) with the respective District Health Society. The bond will be furnished on stamp paper of Rs. 1000/- (one thousand only) amount stating that the candidate shall serve as CHO for a minimum period of 18 months failing which he will pay the recoverable amount of Rs 2,40,000/- through Demand Draft drawn in favour of "The Executive Director, State Health Society Bihar" and payable at Patna. If a candidate wishes to leave before the bond period expires, he should deposit the Demand Draft at the respective District Health Society from where it will be forwarded to State Health Society Bihar, Patna for needful. The no objection certificate for leaving the job before expiry of bond period will be issued by State Health Society, Bihar.
- (x) The successful candidates can be posted anywhere in Bihar based on vacancy and requirement of the post. The candidates cannot claim for posting at a particular district in this regard.
- (xi) The State Health Society, Bihar 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.
- (xii) In case of any doubt/confusion regarding terms and conditions of this advertisement, the decision of Executive Director, SHSB in this regard shall be final.
- (xiii) Court of jurisdiction for any dispute will be restricted to Patna only.

Age Limit and Cut-Off Date

The reference/cut-off date for computation of age, obtaining essential qualification, degree, other certificates etc shall be **01.01.2024**.

- a) **Maximum Age Limit as on 01/01/2024:**
 - UR & EWS – 42 yrs
 - UR (F)/EWS (F) – 45 yrs
 - BC/EBC (M & F) – 45 yrs
 - SC/ST (M & F) – 47 yrs
- b) Minimum Age should be 21 Years
- c) 10 years relaxation in age will be admissible to Persons with Benchmark Disability.
- d) A maximum of 05 years of age relaxation will be applicable to departmental candidates provided they fulfill the minimum eligibility criteria.
- e) Vacancy shall be subject to Government Reservation Policy.

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On being selected, the candidate will be posted at the Health & Wellness Centers (HWC) as *Community Health Officer (CHO)* to lead the primary care provider team consisting of female health workers (ANM's), male health worker (MPW), ASHA's etc.

Job responsibilities:

Community Health Officers would broadly be expected to carry out public health function, ambulatory care, management and leadership at the Health & Wellness Centers. They would be expected to:

- a) Implement National Programs.
- b) Administration & management at Health & Wellness Centers (or Sub Centers).
- c) Health education and encourage awareness about five expanded range of services (as specified by MOHFW GOI) RMNCHNA & NCD.
- d) Preventive, promotive & curative care.
- e) Identification of 'Danger Signs' and Referral after pre-referral stabilization.
- f) Implement Bio-medical waste disposal guidelines and Infection control policies.
- g) Supervision of health workers for maternal and Child Health, Family Planning and Nutrition related services.

Selection Criteria:

Final Selection will be based on the marks obtained in Computer Based Test (CBT) and availability of vacancy as per reservation roster.

Selection of Candidates:

- a) Minimum qualifying marks in CBT will be overall 30%.
- b) Candidates Qualifying the CBT Test will be called in the ratio of 1:2 for document verification (DV) based on marks obtained by Candidates in CBT and vacancy as per reservation roster.
- c) Mere possessing eligibility and/or getting shortlisted for the selection process will not entitle the candidate for selection under advertised post.
- d) Candidates shall have to produce original certificates with self attested copies regarding following:
 - (i) Date of Birth (Matriculation Certificate)
 - (ii) Mark sheets and certificates of essential qualification
 - (iii) Two recent passport size colour photograph
 - (iv) Photo identity proof (AADHAR/ Driving License/ Passport/ Voter ID Card).
 - (v) Signed & duly completed format for "Certification from Principal for applying for CHO". (Please complete the attached Annexure I).
 - (vi) Candidates applying under reserved category should must possess their Caste Certificate/Residential Certificate/Income Certificate/Non-creamy layer certificate/ Disability Certificate etc as applicable issued by competent authority at the time of Application. The same has to be produced at the time of verification of documents for establishing their claim.
 - (vii) Reservation benefits will be admissible only to the candidates who are permanent resident/Domicile of Bihar.
 - (viii) In case of candidate claiming reservation under EWS category, will have to produce valid document/Certificate enumerated in General Administration Department notification number 2622 dated 26/02/2019 and Letter no. 12123 dated 23.06.2023.
 - (ix) The applicants claiming for reservation under SC/ST category shall have to submit Caste Certificate and Domicile certificate (In case of unmarried/ married female

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candidates Caste certificate & Domicile Certificate needs to be issued in the name and permanent address of her father) issued under the signature and seal of competent authority, otherwise they will not get the benefit of reservation.

- (x) In BC & EBC category Caste certificate issued by the competent authority as per the Government of Bihar format needs to be submitted along with Non-Creamy Layer certificate and Domicile certificate (In case of unmarried/ married female candidates Caste certificate & Domicile certificate needs to be issued in the name and permanent address of her father) by the applicants in order to avail benefit of reservation.
 - (xi) For candidates applying under Persons with Benchmark Disability category will have to produce requisite certificate issued from appropriate authority, as specified in the Circular reference no. 962 dated 22.01.2021 of General Administrative Department, Bihar.
 - (xii) For candidates applying under Grandson/Granddaughter of Freedom Fighter category will have to produce requisite certificate issued from appropriate authority, as specified under Letter no. 11687 dated 18.02.2016 of General Administrative Department, Bihar.
 - (xiii) 35% posts in each category mentioned above will be horizontally reserved for women candidates as per the order no. 2342 dated 15.02.2016 by General Administration Department, Bihar.
- e) All essential documents will be scrutinized thoroughly at the time of counseling/Document Verification of only shortlisted candidates.

Instructions:

- a) No TA/DA is admissible for attending counseling.
- b) State Health Society, Bihar reserves right to change the number of vacancies or cancel the advertisement without assigning any reason.
- c) Candidates shall successfully serve the District Health Society (DHS) thereafter for a minimum period of 18 (Eighteen) months from the date of appointment, failing which he/she shall compensate the District Health Society (DHS) a recoverable amount equivalent to 06 (Six) months of total Remuneration equivalent to Rs. 2,40,000 (Rupees Two Lakh Forty Thousand Only).
- d) Society's official website- <https://shs.bihar.gov.in/> is preferred mode of communication. It is advisable for candidates to regular visit of official website of State Health Society, Bihar. Selected candidates will be informed only through official website.
- e) If at any stage of recruitment, it is found that candidate does not fulfill the eligibility and he/she has furnished incorrect/ false information/ certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled and appropriate legal action will be undertaken.
- f) The decision of SHSB in any matter related to recruitment at any stage of recruitment process will be final and binding upon the candidate.
- g) Candidates cannot claim for employment regularization in any case.

Emoluments:

Each Community Health Officer (CHO) is entitled to a total remuneration (honorarium) of Rs. 40,000/- per month. Of this Rs 32,000/- per month is admissible as fixed remuneration and remaining Rs.8,000/- per month is to be paid as Performance Linked Payment, calculated on basis of various decided health indices.

Agreement:

Selected candidates will enter into a contractual agreement with concerned District Health Society before joining.


Additional Executive Director
State Health Society, Bihar





