



# MISSION DIRECTOR NATIONAL HEALTH MISSION, J&K

**Jammu Office:** Regional Institute of Health & Family Welfare, Nagrota, Jammu.

Fax: 0191-2674114; Telephone: 2674244. Pin: 181221

**Kashmir Office:** Block A, Ground Floor, Old Secretariat, Srinagar. Pin: 190001

Fax: 0194-2477337; Telephone: 2477309; e-mail: [mdnhm-jk@jk.gov.in](mailto:mdnhm-jk@jk.gov.in)

NHM Helpline/Centralized Call Centre 104

**Subject: Internship Programme of National Health Mission, J&K- Policy and TOR thereof.**

The State Health Society, National Health Mission, J&K has introduced an Internship Programme as per the below mentioned Policy and Terms of Reference:

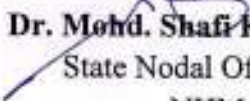
<b>Purpose</b>	To allow short term exposure of selected candidates with the different Programmes and units of SHS, NHM J&K as 'Interns'. A list of the domain areas for which the internship is invited is enclosed as <b>Annexure A.</b>
<b>Objectives</b>	<ul style="list-style-type: none"><li>➤ To make the interns understand the National Health Programmes/ Centrally Sponsored Schemes in terms of policies, procedures and organizations.</li><li>➤ To demonstrate skills in monitoring of National Health Programmes / Centrally Sponsored Schemes.</li><li>➤ To plan Public Health Services for underserved tribal and backward regions of the UT.</li><li>➤ To develop interns abilities from what they learn in the classroom to practical application.</li><li>➤ To develop the skills necessary to compete for jobs in a technological environment that is undergoing rapid change.</li><li>➤ To develop effective tools in communication, presentation and leadership.</li></ul>
<b>Eligibility</b>	<ul style="list-style-type: none"><li>➤ Students pursuing Masters in Public Health/ MBA in Health Management/ Post Graduate Diploma in Health Management and equivalent.</li><li>➤ Students pursuing MBA in Human Resources/ Accounting or Financing.</li><li>➤ Students must have completed first year/ 2<sup>nd</sup> Semester of their PG programme.</li><li>➤ Students must produce the NOC issued by the College/ institution.</li></ul>
<b>Duration</b>	The period of internship shall be as per the requirement of Candidate from minimum 8 weeks (2 months) upto a maximum of 16 weeks (4 months).
<b>Criteria Selection of</b>	The Candidates will be selected for internship based on their cumulative percentage of marks obtained in their last semesters of course, as per the recommendation of the Committee constituted for finalising the applications.
<b>Capacity</b>	The State Health Society shall entertain a maximum of 8 candidates at a time in a year, 4 in Jammu Division and 4 in Kashmir Division.

AS

<b>Certificate of Internship</b>	Certificate shall be issued to the interns on satisfactory completion of their internship and on submission of their Report/ Paper and its evaluation to be done by the concerned Programme Manager and approved by the Mission Director, NHM J&K.
<b>Terms Reference</b>	<ul style="list-style-type: none"> <li>➤ The selected Intern will be attached to the concerned Programme Management Unit.</li> <li>➤ An Intern shall not be paid any remuneration/stipend.</li> <li>➤ Intern will have to make his/ her own arrangements for stay / accommodation at his/ her own expenses and no HRA shall be permissible.</li> <li>➤ Intern shall be provided with necessary office logistics support i.e. work space, stationery and facility for photocopying. He/ she will need to have his/ her own laptop.</li> <li>➤ The candidates will follow the standard schedule of activities &amp; perform work assigned by their Programme Manager/ mentor. At the end of the internship, the candidates will be required to submit a report on the areas of internship to Mission Director, National Health Mission, J&amp;K.</li> <li>➤ Intern shall refrain from engaging in any activity which is incompatible with the aims and objectives of NHM and would adversely reflect on NHM.</li> <li>➤ Intern shall not seek or accept instructions regarding the services performed from any authority external to NHM.</li> <li>➤ Intern shall keep confidential any or all unpublished information made known to him /her by Programme Management Unit during the course of his/her internship and not to publish any report or papers on the basis of information obtained during and after the completion of internship.</li> <li>➤ The working hours of the Intern shall be the same as regular timing of the office of SHS, NHM J&amp;K.</li> <li>➤ The intern shall not be entitled to any kind of leave.</li> <li>➤ Selection as an intern in the organisation shall not confer any right of entitlements same as the employees of the organization</li> <li>➤ MD NHM J&amp;K can terminate the internship at any time without prior notice and without providing any reason for it.</li> <li>➤ The Intern should have a minimum of 75% attendance and they have to mark In and Out time on daily basis. In case of less than 75% attendance, no extension of internship period is allowed and no experience certificate will be issued.</li> <li>➤ At the end of internship, it is expected that there is increase in core competencies and improvement in knowledge, skills and attitude required by interns to effectively function as Public Health Professionals for achievement of goal of delivery of safe, affordable, accessible and effective Public Health Care.</li> </ul>
<b>Role of Programme Manager/ Mentors of Programme Management Unit</b>	<ul style="list-style-type: none"> <li>➤ Programme Manager shall be allotted Interns as per the project chosen by the Intern.</li> <li>➤ Programme Manager shall be the Mentor of the Intern for the period of his/ her Internship.</li> <li>➤ Programme Manager shall organize orientation about the working of the Programme Management Unit.</li> <li>➤ Seminars/presentation can be conducted by the Programme</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Programme Manager shall organize regular meetings with the interns.</li> <li>➤ Programme Manager shall ensure interns are given timely feedback on performance and assured of confidentiality.</li> <li>➤ Programme Manager shall ensure interns give overall feedback.</li> <li>➤ Programme Manager shall maintain records of meetings, issues and occurrences.</li> <li>➤ Programme Manager shall ensure strict monitoring of In and Out attendance of the Intern.</li> <li>➤ Programme Manager shall ensure objective and fair assessment of interns immediately after the completion of internship.</li> <li>➤ No Programme Manager shall ask the Intern to work beyond the Office hours.</li> <li>➤ It may be strictly observed that the conduct of the interns and their access to data shall be the sole responsibility of the concerned Programme Management Unit only.</li> </ul>
<b>Procedure of Application</b>	<p>Interested candidates fulfilling the eligibility criteria may apply:</p> <ol style="list-style-type: none"> <li>i. <b>Online</b> through mail to <a href="mailto:harjeet.raidms@jk.gov.in">harjeet.raidms@jk.gov.in</a> for Jammu Division and <a href="mailto:dno-nhmk@jk.gov.in">dno-nhmk@jk.gov.in</a> for Kashmir Division,</li> <li>ii. <b>or, Offline</b> in the office of Mission Director, NHM, Nagrota, Jammu or Block A, Old Secretariat, Srinagar.</li> </ol>

*This is issued with the approval of the Competent Authority.*

  
**Dr. Mohd. Shafi Koka,**  
 State Nodal Officer,  
 NHM, J&K

**No.:** SHS/NHM/J&K/ 23908-19

**Dated:** 9-3-24

**Copy for information to the:**

1. Director P&S, SHS NHM J&K.
2. FA & CAO, SHS NHM J&K.
3. Programme Managers, All.
4. PS to Administrative Secretary to Govt. H&ME Department, J&K for information of the Secretary to Govt. H&ME Department, J&K.
5. PA to Mission Director, NHM J&K for information of the Mission Director, NHM J&K
6. In-charge Website with the directions to upload the document on official website of NHM, J&K.
7. Office file.

**Annexure A:**

**Tentative List of Domain Areas under which topic for project work can be chosen:**

<b>S. No</b>	<b>Domain Areas</b>
1	Comprehensive Primary Health Care
2	Maternal Health Programme
3	Child Health Programme
4	Adolescent Health Programme (Rashtriya Kishore Swasthya Programme)
5	Health Systems Strengthening
6	DNB Programme
7	Quality Assurance Programme
8	ASHA Programme
9	National Ambulance Service
10	Communicable Disease Control Programme
11	Non Communicable Disease Control Programme
12	National Health Programmes
13	Digital Health Programmes including Ayushman Bharat Digital Mission, Hospital Management Information System etc.
14	Human Resources under NHM