

**National Centre for Disease Control
Directorate General of Health Services
Ministry of Health & Family Welfare
Government of India**

22, Sham Nath Marg, Delhi-110054

WALK-IN-INTERVIEW

Walk-in-interview for selection to 06 positions of Consultant (Epidemiologist); 01 position of each Consultant (Microbiology), Programme-cum-Administrator, Consultant (Procurement), Training Manager, Accounts Officer and Skill Test for Data Processing Assistant will be held in Central Surveillance Unit of Integrated Disease Surveillance Programme under National Health Mission at NCDC, Delhi purely on contract basis initially for a period up to 31-3-2018, subject to further extension of the program. The Interview will be held on 15-11-2017.

Selection Procedure: Registration of eligible candidates will be done on 15-11-2017 between 9:30 a.m. and 10:30 a.m. only at NCDC, Delhi followed by interview/ skill test on the same date. Candidates must bring their resume alongwith original certificates including experience certificates, photocopies of all documents/testimonials along with 2 passport size photographs. Candidates after 10.30 am will not be entertained.

Terms & Conditions:

- a) Knowledge and experience in computer application is must for the above positions.
- b) DoPT guidelines will apply in case of retired Government servant.
- c) No TA/DA will be admissible for attending the Walk-in-Interview.
- d) The detailed advertisement can be viewed at website www.idsp.nic.in, www.mohfw.nic.in and www.ncdc.gov.in.
- e) Candidate must ensure their eligibility as per Terms of Reference (TOR) before appearing in Walk-in-Interview/Skill Test.
- f) Candidates without original documents will not be permitted to appear in the interview/skill test.

Director

Consultant (Epidemiologist):

Terms of Reference:

- 1) Organize and monitor timely collection, compilation and analysis of surveillance data from allotted States and take appropriate action and give feedback to concerned States/UTs;
- 2) Regular visits for monitoring the IDSP implementation in allocated States;
- 3) Supervising, monitoring and training States/District Epidemiologist and liaison with SSOs/DSOs;
- 4) Initiate and guide outbreak investigations promptly following Standard Operating Procedures;
- 5) Support effective operation integration of disease control efforts based on the surveillance data;
- 6) Use and demonstrate utility of EDUSAT facility/IT networking towards technical discussion, data transfer, training, e-conferencing and to monitor project implementation status in respective allocated States;
- 7) Coordinate regular meeting of key strategic stakeholders, Lab. Partners, field Epidemiologist, training partners and potential vertical program collaborations and assist in inter-sectoral coordination for effective IDSP implementation;
- 8) To analyze and use the data to develop scientifically sound conclusions – which can be basis for policy;
- 9) Quarterly performance report to be prepared for appraisal;
- 10) Work shall include frequent travel to assigned States; and
- 11) Any other work/activity assigned from time to time.

Eligibility Criteria

1. Essential Qualifications

MBBS recognized by Medical Council of India (MCI) with MD (PSM/Community Medicine) / MD (CHA) / MD (Tropical Medicine) recognized by MCI or DNB (Social and Preventive Medicine / Community Medicine);

OR

MBBS recognized by MCI with Master's of Public Health (MPH) / Diploma in Public Health (DPH) / Master in Applied Epidemiology (MAE) / Diploma in Health Administration (DHA) from recognized University of India along with two years of experience in Public Health after acquiring mentioned post graduate qualifications;

OR

MBBS recognized by MCI with EIS Training Course Certificate

2. Desirable Qualifications

- a) Experience in Health or development sector in disease surveillance, epidemiology, or other analogous public health disciplines;
- b) Broad knowledge and understanding of disease surveillance systems, epidemiology and public health practice;
- c) Excellent skills in data analysis in field epidemiology/public health setting;
- d) Willing to travel extensively within India; and
- e) Should be proficient in computer applications (MS Word, Excel, Power Point, email and Internet);

Age:

Not more than 62 years (in case of retired Government Servant as per DoPT Guidelines)

Remuneration:

Rs. 60,000/- (Rs. Sixty thousand only per month) Consolidated.

Number of Positions:

Six (06).

(57)

12

Detailed advertisement for filling up of positions on Contractual basis in CSU-IDSP, NCDC at Delhi

CONSULTANT MICROBIOLOGIST:

Terms of Reference:

1. Guide microbiologist/technicians at SSU/DSU level for laboratory investigations of diseases of Public Health importance;
2. Supervise through onsite visits and provide technical support to for strengthening the Public Health functions of District Laboratories under IDSP;
3. Supervise the referral lab network in States/UTs;
4. Ensure timely submission by DSUs/SSUs of weekly reports on laboratory tests carried out in priority district laboratories to CSU;
5. To increase the L form reporting units in States for disease surveillance by coordinating with epidemiologists;
6. Ensure implementation of Standard Operating procedures, Bio-Waste Management and Bio-safety guidelines and implementation of Internal Quality Control and participation in External Quality Assessment Scheme (EQAS) in all laboratories under IDSP;
7. Participate in epidemic investigation as member of Rapid Response Team (RRT) as and when required and provide support for sample collection and transport of specimens;
8. Regular monitoring of the functioning of District Public Health Laboratories and State referral lab network under IDSP;
9. Quarterly performance report to be prepared for appraisal;
10. Work shall include frequent travel to assigned States; and
11. Any other work/activity assigned from time to time.

Eligibility Criteria:

- a) MBBS with MD/DNB in Medical Microbiology/Lab. Medicine; OR
- b) MBBS with Post Graduate Diploma such as D.Bact. / D.Virology with one year experience in clinical Laboratory services; OR
- c) M.Sc. In Microbiology with PhD with two years experience in clinical Laboratory services; and
- d) Must be proficient in Computer Applications (MS Word, Excel, Power Point), email and internet etc.

Desirable:

Experience of working in Public Health Systems, Implementation of Laboratory Quality assurance, assessing and organizing training programs and proven ability for planning undertaking operational research.

Age: Not more than 60 years

Remuneration: Medical – Rs. 56,448/- (Rs. Fifty-six thousand four hundred & forty-eight only) per month consolidated
Non-Medical – Rs. 52,920/- (Rs. Fifty-two thousand nine hundred & twenty only) per month consolidated

Number of Positions: **One**(01)



PROGRAM MANAGER CUM ADMINISTRATOR

Terms of Reference

- Provide support and assist in development of the strategic approach for Administrative/Finance support to IDSP
- Deal with all administrative/Finance matter pertaining to Central Surveillance Unit
- Support State Surveillance Units in administrative/Financial issues Liaisoning with other programs/sections in the Ministry
- Respond to Inquiries, RTI, and Court Cases.
- Manage the filing, storage and security of documents
- Assist with preparation and advertising of contract documents.
- Coordination with all the personnel working in IDSP /NCDC Quarterly performance report to be prepared for appraisal.
- Performing other duties as required

Eligibility criteria:

Essential:

Graduate with minimum experience of twenty years in Administration in public sector preferably in health sector.

OR

Masters in Business Administration (MBA) or equivalent with specialization in Hospital/Health Management with 15 years experience in Administration in public sector preferably in health sector

Desirable:

Must be proficient in computer applications (MS-Word, Excel, and Powerpoint), email and internet etc.

Age: <65 years. (In case of retired Govt. Servants as per DOPT guidelines)

Remuneration: Rs. 49,500/- (Forty nine thousand five hundred) p.m. (consolidated).

Number of Positions: One (1)

CONSULTANT (PROCUREMENT)

Terms of Reference and deliverables:

1. Responsible for all procurement (goods, commodities, civil works, consulting services and other services) within the project.
2. Update the procurement plans on regular basis and responsible for its implementation for works, goods and consulting Services as needed by the programme.
3. Work with specialists, both internal and external to review and update the procurement schedules, to ensure that all agreed time frames are managed in accordance with the schedule, and in keeping with the needs of the programme.
4. Ensure total compliance with the GFR Guidelines, and to update the NPO, IDSP and other project staff when changes occur.
5. Ensure that procurement arrangements are consistent with the programme requirements, implementation and development objectives and, discuss options and possible solutions with the NPO
6. Monitor contract cash flow projections, ensure that budgetary allocations are appropriated prior to making commitments and verify that all proposed purchase are eligible for financing under the project.
7. For procurement of goods and works: (i) assist programme in preparing bidding documents including technical specifications, bid evaluation criteria, qualifying requirements, contract conditions related to security, warranties, liquidated damages, payment terms, preparation of purchase orders, etc.; (ii) provide guidance on notification/advertising procedures, sourcing of goods, preparation of short lists of potential suppliers for shopping; (iii) assist in the receipt and opening of bids, evaluation procedures including post qualification of bidders and preparation of bid evaluation reports to be submitted to the Bank for clearance/no objection; (iv) prepare contract documents and contract change orders/amendments and (v) assist in the preparation of detailed plans for the proper allocation, distribution and storage of goods.
8. The selection and contracting of consultants: (i) assist in preparation of the terms of reference, proposed short lists, letters of invitation for proposals, request for proposals, clarifications, draft contracts, etc.; (ii) provide guidance on notification/advertising procedures, sourcing and short listing of consultants; (iii) assist in the receipt and evaluation of proposals, preparation of evaluation reports, contract documents and negotiations with selected firms/individuals.
9. Organize evaluation committees with the participation of representatives from the programme for the opening and evaluation of bids; propose contract awards in accordance with the Bank Guidelines and arrange submittal to the Bank as and when required for no objection/clearance.
10. Coordinate with the Ministry of Health to obtain Final Acceptance as and when required
11. Assist the programme in the monitoring, documenting and administering contract performance, preparing and negotiating contract change orders/amendments, conducting pre and post shipment inspections (including any testing if needed). Assist NPO and Finance Officer in setting up of efficient payment procedures, verifying payments due under the contracts, ensuring quick channeling of funds, resolution of claims (warranty, insurance, etc.) and disputes, evaluation of supplier/consultant's performance, enforcement of liquidated damages and remedies for non-performance.
12. Ensure the Maintenance of a proper filing system for all relevant procurement documents in the project and prepare reports and documents for any review missions;
13. Carry out any other procurement related tasks, including the management of contracts that may be assigned by the NPO, IDSP.
14. Quarterly performance report to be prepared for appraisal.

15. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.

Eligibility Criteria:

Pot Graduate with minimum 10 years of planning and organizing procurement of goods through International and National competitive bidding.

Experience: Experience in handling programmes supported by Government of India.

Age: Below 60 years

Responsibilities:

- The Procurement Consultant (PC) will assist NPO, IDSP to manage the procurement of IDSP, provide to others the needed technical support and guidance in all aspects of procurement in accordance with the GFR Guidelines.
- The PC is required to ensure the maintenance of quality procedures, transparency in all actions, plans and processes, problem solving of procurement issues, and to facilitate smooth and prompt implementation of the program. In addition, the PC will co-ordinate with the Financial Officer and other key members of the programme to ensure the overall integration of the procurement plans and reports.

Remuneration: Rs.49,500/- (Rs. Forty nine thousand five hundred) per month (consolidated)

Number of positions: One (1)



TRAINING MANAGER

Terms of Reference and deliverables:

1. Review existing trainings under the project for Health personnel and other associated staff. (Project trainings, Trainings in Epidemiology, Orientation workshops of Health personnel regarding project activities and others)
2. Identifying institutions for training of various categories of personnel, based on selection criteria of IDSP.
3. Collate and review training plans submitted by each State
4. Organize development, publication and dissemination of training manuals for various training courses
5. Monitor training activities in various States
6. Monitor expenditure incurred on training and related activities
7. Plan, organize and execute independent evaluation of training and its outcome
8. Development of training curriculum and manuals for various training courses
9. Monitor functioning of Consultant Training at State level
10. Release of funds to various training institutions including receipt of SOEs and utilization certificate
11. Will work in close coordination with HR Manager
12. Visits states to evaluate training needs and progress.
13. Quarterly performance report to be prepared for appraisal.
14. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.

Eligibility Criteria: Graduate with MBA in HRD.

Age: Below 40 years.

Required Experience:

Minimum three years of relevant experience preferably in health or social sector and knowledge of computer.

Remuneration: Rs 35,000/- (Rs. Thirty five thousand) per month consolidated.

Number of Positions: One (1)

Accounts Officer

Terms of Reference :

1. Dealing with day to day establishment general administration matters.
2. Preparation, verification, sanctions and pre-check of all kind of bills.
3. Maintenance of Expenditure Control Register
4. Record Management
5. Reconciliation of head wise expenditure with PAO, NCDC
6. Assistance in arranging review meetings, conferences etc.
7. To provide assistance to Consultant Finance in Grant-in-aid matters.
8. Monitoring of all advances and maintenance of advance register.
9. Preparation of inventories of non-expandable assets acquired in CSU from inception.
10. All matter relating to audit.
11. Any other work as assigned by the senior officers.

Eligibility Criteria:

- M.Com with one year or B.Com with three years experience in accounts preferably in Govt. Sector or in case of retired person should be Graduate and the candidate must have passed SAS with atleast three years experience.

Age: Below 60 years. In case of retired Government servants as per DOPT guidelines.

Remuneration: Rs 30,000/- (Rs. Thirty thousand) per month consolidated.

Number of Positions : One (1)

(51)

L/K

DATA PROCESSING ASSISTANT

Terms of Reference and deliverables:

All secretarial support to officers dealing with procurement, Finance, Accounts officer matters, training, Avian Influenza Surveillance, officers dealing with IDH Network, Community based surveillance, NCD Risk factor survey etc..

Eligibility criteria: Graduate with at least One year Diploma in Computer Application.

Age: Below 40 years.

Experience: Minimum five years experience preferable in Health Sector.

Remuneration: Rs. 19,000/- (Rs. Nineteen Thousand) per month (consolidated)

Number of positions: (One) 1