

**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

A Walk-in-interview for selection to 06 positions of Consultant (Epidemiologist); 01 position of Consultant (IT) and 01 position of Accounts Officer, purely on contract basis initially for a period of one year, subject to further extension of the program, is scheduled to be held in Central Surveillance Unit of Integrated Disease Surveillance Programme under National Health Mission at NCDC, Delhi on 19th March 2020.

Selection Procedure: Registration of the candidates will be carried out on 19.03.2020 between 9:30 a.m. and 10:30 a.m. at NCDC, Delhi followed by personal interview on the same date, the candidates are required to submit their resume along with photocopies of all documents/testimonials and 2 passport size photographs at the time of registration.

Terms & Conditions:

- a) No TA/DA will be admissible for attending the Walk-in-Interview
- b) Candidate must ensure their eligibility as per Terms of Reference (TOR) before appearing in Walk-in-Interview , detailed advertisement can be viewed at website www.idsp.nic.in, and www.ncdc.gov.in.
- c) Candidates must bring all the original certificates including experience certificates for the verification, candidates without original documents will not be permitted to appear in the interview.

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 State/District Epidemiologists and liaison with SSOs/DSOs.
4. Initiate and guide outbreak investigations promptly following the Standard Operating procedures.
5. Support effective operational integration of disease control efforts based on the surveillance data.
6. Coordinate regular meetings of key strategic stakeholders, lab partners, field epidemiologists, training partners and potential vertical program collaborations and assist in inter-sectoral coordination for effective IDSP implementation.
7. To analyse and use the data to develop scientifically sound conclusions—which can then be the basis for policy.
8. Quarterly performance report to be prepared for appraisal.
9. The work shall include frequent travel to assigned States.
10. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.

Eligibility criteria:	
Qualifications	Remuneration
<input type="checkbox"/> 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	Rs. 85000/- per month consolidated
<input type="checkbox"/> MBBS recognized by MCI with Masters 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	Rs. 75000/- per month consolidated
<input type="checkbox"/> MBBS recognized by MCI with EIS Training Course Certificate.	Rs. 75000/- per month consolidated

Age:

Not more than 60 Years (in case of retired Government Servant as per DoPT Guidelines)

Number of positions: six

Consultant (IT)

Terms of Reference:-

1. Implementation of activities for IT operations with partner, in:
 - a. Co-ordination with the Epidemiology Team leader, the Microbiology Team leader, to understand data systems and analysis requirements, determine priorities, report progress, and obtain needed management support and attention.
 - b. Participation in planning with State partners.
 - c. Coordination with the Department of IT, NIC & other agencies selected for various tasks related to IT operations components of the project, including network connectivity, videoconferencing, and web portal infra-structure.
2. Management of network and web site portal, assuring necessary work plan, consultation with interested stakeholders, resources and capacity.
3. Provide support and assist in development of the strategic approach for IT support to IDSP, as follows:
 - a. Develop a strategy for how technology should support and improve integrated disease surveillance in the country.
 - b. Review available information on the existing system of reporting disease surveillance information in the country, including:
 - i. Broadband connectivity (completeness, functioning, and options);
 - ii. Hardware for use of portal, videoconferencing (needed, available at DSU, SSU, CSU);
 - iii. Software (data collection, database management; data transmission; data analysis-DSU, SSU, CSU; routine surveillance data; outbreak reporting system; systems to track performance e.g. completeness of reporting etc.);
 - iv. Web content for IDSP, i.e. "Knowledge Management";
 - v. Personnel needed and systems (training, SOP's etc.) to support them (e.g. State and District Data Managers).
 - c. In consultation with the IDSP Project Director and the National Project Officer, identify examples of critical strategic questions which IDSP systems must provide data and infra-structure to address (e.g. identify and characterize an outbreaks; identify hospitalized cases of infectious diseases, identify an outbreaks).
 - d. Prepare an outline of the categories of health care facilities (public, private, hospital, outdoor patient; microbiology labs) from which disease surveillance information could be tapped; assess strategic importance of different sources based on 3 above.
4. Interaction with ISRO, BSNL and NIC for establishing and maintaining IDSP Health Information Highway
5. Quarterly performance report to be prepared for appraisal.
6. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.

Eligibility Criteria:-

- Post Graduate Degree in IT/Computer Science such as M Tech/MBA/ MCA with two years' experience in Project planning and Implementation of information Technology.
- Graduate in IT/Computer Science with minimum five years' experience in Project planning and Implementation of Information Technology.

Age:-

Below 45 years.

Remuneration:-

Rs. 49,500/- per month consolidated.

Number of Positions: One

Accounts Officer

Terms of Reference:-

1. Dealing with day to day establishment General Administration Matters
2. Preparation, verification ,sanction and pre check of all kinds 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 (F) 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 IDSP from inception
- 10.All matters relating to Audit
- 11.Any Other work as assigned by the senior officers

Eligibility Criteria:-

M. Com with one year experience or B.Com with three years' experience in accounts in Government Sector or in case of retired person should be graduate and the candidates must have passed SAS with at least three years' experience.

Age:-

Below 60 Years, in case of Retired Government servants as per DOPT guidelines,

Remuneration:-

Remuneration Rs. 30,000- (Rs. Thirty Thousand) per month consolidated

Number of Positions: One