

National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular  
Diseases and Stroke (NPCDCS)  
Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi-110108

RECRUITMENT OF PERSONNEL UNDER NPCDCS (On Contract basis)

Ministry of Health & Family Welfare intends to recruit the following staff in National NCD Cell for National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke (NPCDCS).

**1. Name of Post : Programme Officer(NCD National) 1 post.**

Qualification & Experience:

- M.B.B.S, MD in General Medicine/Community Medicine or equivalent
- At least 7 years of experience after obtaining post graduate degree.
- Experience of working in Public Health Programme preferably in Non Communicable Diseases (Desirable)

Job Responsibilities:

- Preparing Programme Implementation Plan.
- Formulating technical guidelines and training modules.
- Organizing and participating in meeting of the Technical Resource Group constituted under NPCDCS.
- Resource person in central training programmes for trainers and specialist.
- Visiting States & district to monitor the NCD activities.
- Any other job assigned in the programme per needs.

Age limit: Up to 50 years. Retired Govt./Public Sector Officers up to the age of 62 years are eligible to apply

Tenure: One year

Emoluments: 70,000-80,000 per month (Consolidated)

Location: Delhi

**2. Name of the Post: Epidemiologist                      1 Post.**

Qualifications & Experience:

- Post Graduate degree in Epidemiology/ Demography/ Statistics/ Biostatistics or equivalent.
- At least 5 years of relevant experience in epidemiological studies, data analysis and research.
- Experience of working in Health Sector/ Public Health Programme preferably in Non-communicable Diseases (Desirable).

Job Responsibilities:

- Situational analysis of NCD at State/national level
  - Plan, organize and supervise epidemiological studies under NPCDCS
  - Review, analysis and interpretation of NCD programme and surveillance data and provide feedback.
  - Develop NCD Database at national level.
  - Capacity building of institutes in NCD surveillance and M&F.
- Any other job assigned in the programme as per needs.

Age Limit: Up to 50 years. Retired Govt./Public Sector Officers up to the age of 62 years are eligible to apply

Tenure: One Year

Emoluments: 50,000-60,000 per month (consolidated)

Location: Delhi

**3. Name of Post:Financial Consultant.                      1 Post.**

Qualifications & Experience:

- Inter CA/Inter ICWA/M.Com or MBA (Finance)
- Minimum 5 years of experience in financial management and accounting including analysis, financial planning , budgeting,
- Familiarity with financial management software and reporting system and General Finance Rules.
- Experience of working in Health Care Financing/ National Health Accounts (Desirable)

### Job Responsibilities:

- All matters relating to financing, budgeting, accounts.
- Preparing annual and quarterly budget for the States.
- Prepare proposals for release of funds States as per approved budget
- Monitor timely submission of quarterly reports on expenditure, annual audited stated of accounts and utilization certificate from States
- Intensive monitoring the financial management in each District/State NCD Cell.
- Ensuring adequate internal controls to utilize funds as per norms and guidelines.
- Training of finance cum Logistics Officers at State & District level in fund flow mechanism, financial management, accounts and reporting of expenditure.
- Reviewing the accounts and records of the State and District on a periodic basis.
- Preparing consolidated **SOE of NPCDCS** on a quarterly basis.
- Coordinating with the State and District to address the audit objection/internal. Any other job assigned as per programme needs.

Age limit: Up to 50 years. Retired Govt./Public Sector Officers up to the age of 62 years are eligible to apply.

Tenure: One year

Emoluments: 50,000-60,000 per month (consolidated)

- The posts are solely for the National NCD Cell and the place of duty shall be New Delhi. The remuneration offered is consolidated and fixed, without any allowances.
- A candidate may also apply for more than one post, if eligible, but on separate application form. Candidates shall be required to submit the prescribed application form dully filled up with copies of certificates of qualifications, experience duly attested by a Gazetted Officer. All original documents must be brought for verification at the time of interview.
- Application form should be submitted at the address given below latest **by 30<sup>th</sup> April 2013**

**Note:**

1. All Posts require fluent use of computers in word processing, worksheets for data compilation and basic analysis and presentations (PPP). The applicants should also have experience of using internet.
2. The applicants should be able to tour extensively for monitoring and supervision.

Details of Terms & Condition of recruitment for the posts and Application form can be viewed/downloaded from the website of the Ministry of Health & Family Welfare “[mohfw.nic.in](http://mohfw.nic.in)”.

Sd/-  
Under Secretary (NCD)

Address:

Under Secretary (NCD)  
Room.No. 504-Awing  
Ministry of Health & Family Welfare  
Nirman Bhawan, New Delhi-110108  
Phone.no. 23062959

**National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular Diseases  
and Stroke (NPCDS)**

**Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi-110108**

**APPLICATION FORM**

To be filled by office only
Name of the Post.._____

Post applied for \_\_\_\_\_

1. Name of the Applicant: \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

4. Gender: M/F: \_\_\_\_\_

5. Educational Qualifications: \_\_\_\_\_

S.No.	Academic/ Professional Qualification	Name of Institution	Board/ University	Course Duration / Yr. of passing out	Division/Grade/ % of Marks

**6. Experience:**

<b>S.No.</b>	<b>Designation</b>	<b>Name of Institution/Employer</b>	<b>From --- To</b>	<b>Field of Experience</b>	<b>Salary drawn</b>

**7. Training/Short course attended:**

**8. Award and /or Outstanding Achievements:**

**9. Publications in last 3 years (applicable for Programme Officer(NCD National) and Epidemiologist):**

**10. Contact Details:**

a. Mailing Address: \_\_\_\_\_

b. Permanent Address: \_\_\_\_\_

c. Telephone Number (Res) \_\_\_\_\_ (Mob) \_\_\_\_\_

d. Email-ID \_\_\_\_\_

**11. Documents to be enclosed: Duly attested by Gazetted Officer (Please Tick )**

1. Degree/Diploma/Certificate ( )

2. Experience Certificates ( )

3. Age Proof ( )

4. Any Other ( )

**12. Undertaking:**

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/terminated from the service.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of the Applicant**