

Ministry of Health and Family Welfare

National Programme for Prevention and Control of Deafness

**Recruitment of following post under National Programme for Prevention and Control of Deafness (NPPCD)
on Contractual basis:**

S.No.	Name of the Post	Remuneration
1.	National Consultant (one)	Rs. 60,000/- p.m.
2.	Programme Assistant (one)	Rs. 30,000/-p.m.
3.	Data Entry Operator (one)	Rs. 15,000/-p.m.

Hearing loss is the most common sensory deficit in humans today. As per NSSO survey (2002), currently there are 291 persons per one lakh population who are suffering from severe to profound hearing loss. The estimates burden of disease in the school going age group in India is about 26.4 million. Such large number of hearing impaired young Indians lead to severe loss of productivity both physical and economic. About 50% hearing loss cases are caused by infections of the ear (Acute Supportive Otitis Media, Chronic Supportive Otitis Media), Secretary Otitis Media, Trauma, Rubella, Noise Induced Hearing loss and Ototoxicity, Further 30% cases of deafness, though not preventable, are treatable. **Thus a total of 80% of all deafness cases are avoidable by medical or surgical methods and the rest can be rehabilitated with the use of hearing aid, speech and hearing therapy.**

In view of the above, the National Programme for Prevention and Control of Deafness (NPPCD) was initiated on pilot basis in the year 2006-07 (January 2007) covering 25 districts of 10 states and 1 UT which has been expanded to 192 districts of 17 States and 3 U.T. in a phased manner till now.

National Programme for Prevention and Control of Deafness, Ministry of Health & Family Welfare Govt. of India invites application from dynamic professionals to take up the challenge of Deafness Control Programme at National level for effective implementation of Deafness Control Programme.

The last date for receipt of applications is 30th April, 2014

Please apply in the prescribed format (Annexure-A) at – apply.nppcd@gmail.com ToRs of the post may be seen at Annexure-B.

Note: Hard copies along with all the supporting documents will be required at the time of interview

NATIONAL PROGRAMME FOR PREVENTION AND CONTROL OF DEAFNESS
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:

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

7. Training/Short course attended:

8. Achievements:

9. Contact Details:

a. Mailing Address:

b. Permanent Address:

c. Telephone Number(Res) _____(Mob)

d. Email-ID

10. Document to be enclosed: Duly attested by Gazetted Officer (Please Tick)

a. Degree/ Diploma/ Certificate ()

b. Experience Certificates ()

c. Age Proof ()

d. Any Other ()

e. 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

National Programme for Prevention and Control of Deafness (NPPCD)

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

RECRUITMENT OF NATIONAL CONSULTANT UNDER NPPCD (On Contract basis)

Ministry of Health & Family Welfare intends to recruit National Consultant in Central Cell under NPPCD.

1. Name of Post : National Consultant 1 post.

Qualification & Experience:

- Post Graduate in Community Medicine/ Preventive and Social Medicine/ Community Health Administration /MPH/MBA Health Care Administration.
- 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 under NPPCD
- Visiting States & District to monitor the NPPCD activities.
- Any other job assigned in the programme per needs.

Age limit: Up to 50 years and Upper age limit for Retired Govt./Public Sector Officer are be fixed at 60 years.

Tenure: Two year

Emoluments: Rs.60,000/- per month (Consolidated)

Location: Delhi

**Terms and conditions for the consultancy assignment of National
Consultant (NPPCD) in MOHFW**

1. Overall technical supervision and guidance for implementation of National Programme for Prevention and Control of Deafness (NPPCD).
2. Examination of State PIPs for NPPCD and offering comments.
3. Assist in preparation of SFC/EFC/EPC/MSG/Cabinet Note etc. concerning NPPCD.
4. Assist in framing reply to VIP references received from Cabinet Secretariat/ PMO/ Parliamentary Committees/ Planning Commission etc..
5. Visit States/UTs on official tour to monitor the implementation of NPPCD. Entitlement on tour shall be as per the extant instructions of GOI on the subject.
6. To render assistance to the Ministry in any other assigned work.
7. Consultant will undertake any other duties and responsibilities assigned by the Supervisor.
8. In case of retired Govt. official, the remuneration shall be fixed so as not to exceed the ceiling of (Last Pay + DA drawn) minus (Basic Pension). 5% Annual Increment will be granted after successful completion of review after one year.
9. The performance of the Consultant will be reviewed once in a year.
10. The consultant shall be eligible for 8 days leave in a Calendar Year on pro-rata basis. The Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also unavailed leave in a Calendar year cannot be carried forward to next calendar year.
11. The consultant shall be not be entitled to any other allowance (DA, Transport, Residential accommodation, telephone, medical reimbursement, personal staff etc..)
12. The Ministry or the Consultant shall be free to terminate the contract by giving a prior notice of 30 days.

Name of the Post	Nos.	Qualification & Experience	Terms and Conditions	Age	Salary Range/Other Entitlements
Programme Assistant	01	<p>Essential Qualification:</p> <ol style="list-style-type: none"> 1. Bachelors Degree from a recognised University 2. Diploma in Computer Applications (One year) with Adequate Knowledge of MS Word, Excel, Accesses, Power point Presentations <p>Desirable Qualification:</p> <ol style="list-style-type: none"> 1. English Typing – 35 words per minute 2. Knowledge of filing, Indexing and Document Management 3. Excellent writing and verbal communication skills. 4. Proficient in drafting notes and letters in English <p>Experience :</p> <p>2 years of post qualification work experience as a Programme Assistant in any Ministry of Govt. of India/State Govt. at the Secretariat Level. Preference will be given to those candidates who have experience of working in Health Sector of either Govt. of India at the Ministry level or any State/UT Govt. at the Secretariat Level.</p>	As per Annexure attached	Below 40 years	Rs.30, 000/- p.m. with annual increment of 10% subject to satisfactory performance review.

Terms and Conditions for appointment as Programme Assistant in the Monitoring Cell at Central Level in MOHFW for the National Programme for Prevention and Control of Deafness (NPPCD)

1. Overall in-charge for the Secretarial related work of the Monitoring Cell at Central Level in MOHFW for the National Programme for Prevention and Control of Deafness (NPPCD).
2. Secretarial Assistance to the Ministry Officials /Dte GHS officials /Technical Consultants for smooth implementation of NPPCD.
3. Secretarial Assistance in preparation of SFC/EFC/EPC/MSG/Cabinet note etc. concerning NPPCD.
4. Secretarial Assistance in framing reply to VIP references received from Cabinet Secretariat /PMO/Parliamentary Constituency /Planning Commission etc.
5. Secretarial Assistance in preparation of NPPCD progress report, expenditure statement, compilation of Utilisation Certificates etc.
6. The period of appointment for the said post will be till 31.03.2017 from the date of assumption of charge.
7. The performance of Programme Assistant will be reviewed once in a year by the Head of the Division.
8. The normal working hours of Programme Assistant will be 9.00 am to 5.30 pm on all working days of Ministry.
9. The Programme Assistant shall be eligible for 8 days leave in a Calendar Year on pro-rata basis. The Programme Assistant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (Calculated on pro-rata basis). Also unavailed leave in a Calendar Year cannot be carried forward to next calendar year.

10. The Programme Assistant shall not be entitled to any other allowance (DA, transport allowance, residential, accommodation, telephone, medical reimbursement, personal staff etc.)
11. The Ministry or the Programme Assistant shall be free to terminate the contract by giving a prior notice of 30 days.
12. During the period of assignment, he shall not engage in any business or professional activity which can conflict with the interest of the Government.
13. Programme Assistant shall treat all official information as strictly confidential, and use the same for performance of consultancy assignment only.
14. The Programme Assistant shall report to the Director in-charge of NPPCD in MOHFW.
15. All other provisions of GFR, 2005 as amended from time to time shall be applicable.
16. Any other work assigned by the Reporting Officer.

Name of the
post
Data Entry
Operator

Nos.
01

Qualification & Experience

Essential:

1. Bachelor's Degree from a recognized University.
2. Certificate in Computer Applications (Six Month) with
adequate knowledge of MS-Word, Excel, Power Point Presentations.

Desirable Qualification:

1. English Typing -35 words per minute
2. Degree in Computer Applications (One Year) with
adequate knowledge of MS- Word, Excel, Power Point Presentations.
3. Adequate command overwriting and verbal communication skills.
4. Adequate command drafting notes and letters in English

Experience:

2 years of post qualification work experience as a Data Entry Operator in any Ministry of Govt. of India/State Govt. at the Secretariat level. Preference will be given to those

candidates who have experience of working in Health Sector of either Govt. of India at the Ministry level or any State/UT Govt. at the Secretariat level.

Terms and
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As per
Annexure
attached

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performance review
Range/other

Terms and Conditions for appointment as Data Entry Operator in the Monitoring Cell at Central Level in MOHFW for the National Programme for Prevention and Control of Deafness (NPPCD)

1. Secretarial Assistance to the Ministry Officials/ Dte GHS Officials/ Technical Consultants/ Programme Assistants for smooth implementation of NPPCD.
2. Secretarial Assistance in preparation of SFD/EFC/EPC/MSG/Cabinet Note etc. concerning NPPCD.
3. Secretarial Assistance in framing reply to VIP reference received from Cabinet Secretariat /PMO/ Parliamentary Committees/ Planning Commission etc.
4. Secretarial Assistance in preparation of NPPCD progress report, expenditure statement, compilation of Utilization Certificates etc.
5. The period of appointment for the said post will be till 31.03.2017 from the date of assumption of charge.
6. The performance of the Programme Assistant will be reviewed once in a year by the Head of the Division.
7. The normal working hours of consultant will be 9.00 am to 5.30 pm on all working days of Ministry.
8. The Data Entry Operator shall be eligible for 8 days leave in a Calendar Year on pro-rata basis. The Programme Assistant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also unavailed leave in a Calendar year cannot be carried forward to next calendar year.
9. The Data Entry Operator shall not be entitled to any other allowance (DA, Transport, residential accommodation, telephone, medical reimbursement, personal staff etc.).
10. The Ministry or the Data Entry Operator shall be free to terminate the contract by giving a prior notice of 30 days.

11. During the period of assignment, he shall not engage in any business or professional activity which can conflict with the interest of the Government.
12. Data Entry Operator shall treat all official information as strictly confidential, and use the same for performance of consultancy assignment only.
13. The Data Entry Operator shall report to the Director in-charge of NPPCD in MoHFW.
14. All other provisions of GFR, 2005 as amended from time to time shall be applicable.
15. Any other work assigned by the Reporting Officer.
