

Government of India
National Programme for Health Care of the Elderly (NPHCE)
Ministry of Health & Family welfare
Nirman Bhawan, New Delhi- 110018

RECRUTMENT OF CONTRACTUAL STAFF UNDER NPHCE

The Ministry of Health & Family Welfare is inviting applications from eligible candidates/retired Government servants for engagement to the post of Consultant, National Programme for Health Care of the Elderly (NPHCE) with a consolidated monthly remuneration of Rs. 40,000/-.

Eligibility:

- (i) Graduate in any discipline (preference will be given to candidates having Diploma in computers of one year duration)
- (ii) Good knowledge of computers in word processing, worksheets for data compilation, basic analysis, internet use and presentation.
- (iii) Basic knowledge of accounts.
- (iv) Age of the applicant must be less than 65 year.

Job Responsibility:


- (a) Planning, implementation and monitoring of NPHCE.
- (b) Examination of the proposals pertaining to PIPs and allocation of funds/release of funds to States/UTs
- (c) All budget related works including full monitoring and settlement of UCs.
- (d) Maintaining of head-wise expenditure statement.
- (e) Any other work as and when assigned by Joint Secretary/Deputy Secretary from time to time

Notes:

- Applicants with experience in accounts/budget in health sector would be preferred.
- The applicants should be able to tour extensively for monitoring and supervision
- Tenure : One Year
- Place of duty shall be New Delhi.
- The remuneration offered is consolidated and fixed. No allowance is admissible.

Eligible candidates shall be required to submit application in prescribed form duly filled up with copies of certificates as proof of age, qualification, experience to Ms. Valsamma K. Daniel, Deputy Secretary, Room No. 402-D, 'D' Wing, Ministry of Health & Family, Nirman Bhawan, New Delhi- 110108 **latest by 15.12.2014** in the enclosed proforma.

All original documents must be brought for verification at the time of interview.


(S.K. Gupta)

Under Secretary to the Government of India
Tel : 011-23061342

**Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi-110108
NATIONAL PROGRAMME FOR THE HEALTH CARE OF THE ELDERLY**

Recruitment of contractual staff

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. Age as on _____ : _____
5. Gender : M/F : _____
6. Educational Qualification : _____

S. No.	Academic/ Professional Qualification	Name of Institution	Board/ University	Course Duration Year of Passing	Division/ Grade/% of Marks

7. Experience

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

8. Training/Short Course attended:

9. Contact Details:

- (a) Mailing Address : _____
- (b) Permanent Address : _____
- (c) Telephone Number : (Res) _____ (Mob) _____
- (d) E-mail ID : _____

10. Documents to be enclosed : Duly attested by Gazetted Officer (Please tick)

- (i) Degree/Diploma/Certificate ()
- (ii) Experience Certificates ()
- (iii) Age Proof ()

11. 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