

Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services

Applications are invited for following posts, for Secretariat of National Council for Clinical Establishments, located at New Delhi, on contractual basis for one year (extendable by one more year depending on performance).

Name & No. of Post	Qualification	Experience		Age group	Consolidated Remuneration per month
	Essential	Essential	Desirable		
Consultant (Clinical Establishments): One post	i. MBBS and ii. Master of Public Health / Hospital Administration or MD/MS or equivalent in any discipline or MBA (Hospital Administration)	i. One year experience after PG qualification ii. Basic Knowledge of Computers	Two Years' experience of Health/Hospital Administration/Management	30 to 65 years	Rs. 66,000/-
Consultant (Information Technology): One post	B.Tech / BE in Computer Science / Information Technology or Post Graduate qualification in Computer applications / Mathematics / Physics / Statistics	3 years' experience in development of software for Management Information System. (Should be able to host and manage the dynamic information on web site/portals)		25 to 65 years	Rs. 44, 000/-
Statistical Assistant: One Post	Master's Degree in Statistics/ Mathematics/ Economics from any recognized University.	One year experience of compilation, analysis and interpretation of statistical data.	Experience of 6 months in computer data soft wares	25 to 60 years	Rs. 27500/-

The eligible and desirous candidates may send their application on a plain paper along with one latest photograph, Bio-Data and attested copies of relevant documents of qualification and experience to , **Section Officer, MH-II section, Directorate General of Health Services, Room No. 651 A Wing, Nirman Bhawan, New Delhi 110108** with in 15 days of date of publication of this advertisement. **For further details refer to website: www.mohfw.nic.in or www.clinicalestablishments.nic.in**

(Sh. K.L. Sharma)
Joint Secretary

Name of Consultant	Consultant (Clinical establishments)
Terms of Reference	<p>General TOR</p> <ol style="list-style-type: none"> 1. The appointment of Consultant (Clinical Establishments) will be purely on contractual basis for a period one year from the date of joining and Consultant (Clinical Establishment) shall not claim for regularization of her appointment. 2. The Consultant will be bound by the general administrative rules of the Central Government/Ministry of Health as applicable to contractual staff and he/she will be entitled to leave of 12 days in a calendar year on pro-rata basis and the salary shall be deducted for any additional leave. Attendance shall be marked by the Consultant. 3. The appointment is on full time basis with the timing of work from 9.30 AM to 6 PM 4. The consultant would be under control of DGHS and report to Addl. DDG (SG) and Addl. DDG (AK) in the Directorate General of Health Services. His/Her services may also be utilized, whenever required, by the Joint Secretary (R), the Secretary of the National Council or his representative. 5. A monthly progress report will be submitted by the consultant. 6. Performance will be reviewed monthly and unsatisfactory progress may lead to termination of the contract. 7. The contract can be terminated by Dte.GHS/Ministry of Health and Family Welfare at anytime without assigning any reason. 8. The contract can be terminated by the consultant by giving a month's notice, in absence of which one month's salary will be forfeited. 9. He/She will be paid consolidated remuneration of Rs 66000/- per month. 10. The Consultant (Clinical Establishment) will be entitled to TA/DA for official outstation visits as applicable to Group A officers of Grade Pay 5400/ including air-travel by economy class of Air-India wherever applicable. <p>Specific TOR:</p> <ol style="list-style-type: none"> 1. Develop an operational framework for National Council for Clinical Establishments 2. Provide technical guidance and inputs on all the functions of National Council for Clinical Establishments 3. Examine all technical matters referred to the National Council for Clinical Establishments and submit such reports to the National Council. 4. Classify the Clinical Establishments into different categories, as per the laid down procedure in the Clinical Establishment (Registration and Regulation) Act 2010. 5. Facilitate development of an online system of registration for Clinical Establishments. 6. Develop the implementable minimum standards for registration and regulation of different types of Clinical Establishments and their notification, periodic review and updation. 7. Organization of workshops or meetings, if needed for dissemination of information, creating awareness, orientation and training. 8. Organize Training and capacity building including development of training curriculum required for implementation of the Act and the compliance of minimum Standards for Clinical Establishments.

	<ol style="list-style-type: none">9. Coordinate with States/UTs for proper implementation of Clinical Establishment Act10. Preparing replies to all Parliamentary matters, questions and RTI matters.11. Compile and Publish a National Register for Clinical Establishments with in two years from the date of commencement of the act.12. Collect the Statistics in respect of the Clinical Establishments, as determined by the National council.13. Field Visits and Tour to States/UTs as per requirements.14. Guide the National Council about any legal issues in relation to Act.15. Any other work assigned by the National Council for Clinical Establishments / DteGHS/Central Government.
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Name of Consultant	Consultant (Information Technology)
Terms of Reference	<p>General TOR</p> <ol style="list-style-type: none"> 1. The appointment of Consultant (IT) will be purely on contractual basis for a period one year from the date of joining and Consultant (IT) shall not claim for regularization of his/her appointment. 2. The Consultant will be bound by the general administrative rules of the Central Government/Ministry of Health as applicable to contractual staff and he/she will be entitled to leave of 12 days in a calendar year on pro-rata basis and the salary shall be deducted for any additional leave. Attendance shall be marked by the Consultant. 3. The appointment is on full time basis with the timing of work from 9.30 AM to 6 PM 4. The consultant would be under control of DGHS and report to Addl. DDG (SG) and Addl. DDG (AK) in the Directorate General of Health Services. His/Her services may also be utilized, whenever required, by the Joint Secretary (R), the Secretary of the National Council or his representative. 5. A monthly progress report will be submitted by the consultant. 6. Performance will be reviewed monthly and unsatisfactory progress may lead to termination of the contract. 7. The contract can be terminated by Dte.GHS/Ministry of Health and Family Welfare at any time without assigning any reason. 8. The contract can be terminated by the consultant by giving a month's notice, in absence of which one month's salary will be forfeited. 9. He will be paid consolidated remuneration of Rs 44000/- per month. 10. The Consultant (IT) will be entitled to TA/DA for official outstation visits as applicable to officers of Grade Pay 4600. <p>Specific TOR:</p> <ol style="list-style-type: none"> 11. To assist in development of on-line system for registration of Clinical establishments. 12. Develop, maintain and regularly update the website for National Council. 13. To develop digital formats for registration and regulation of clinical establishments. 14. Collect, Compile and analyze registration related information about Clinical Establishments district wise /state wise and at National Level and develop a report. 15. Collect, Compile and analyze the statistics as may be collected from Clinical establishments and develop a report. 16. Publish a National Register of clinical establishments within two years from the date of the commencement of this Act 17. To provide technical inputs on all IT related matters 18. To provide necessary training for state level IT staff. 19. To keep liaison with the National Informatics Centre (NIC), NICS, State/UT and District authorities and other relevant stakeholders. 20. Assisting in preparing replies to all Parliamentary matters, questions and RTI matters. 21. Field visits, as and when needed 22. Any other work assigned by the National Council for Clinical Establishments / DteGHS/Central Government.

Name of Consultant	Statistical Assistant
Terms and Conditions	<p>General TOR</p> <ol style="list-style-type: none"> 1. The appointment of Statistical Assistant will be purely on contractual basis for a period one year from the date of joining and she shall not claim for regularization of his appointment. 2. The Statistical Assistant will be bound by the general administrative rules of the Central Government/Ministry of Health as applicable to contractual staff and he/she will be entitled to leave of 12 days in a calendar year on pro-rata basis and the salary shall be deducted for any additional leave. Attendance shall be marked by the Consultant. 3. The appointment is on full time basis with the timing of work from 9.30 AM to 6 PM 4. The Statistical Assistant would be under control of DGHS and report to Addl. DDG (SG) and Addl. DDG (AK) in the Directorate General of Health Services. Her services may also be utilized, whenever required, by the Joint Secretary (R), the Secretary of the National Council or his representative. 5. A monthly progress report will be submitted by the Statistical Assistant. 6. Performance will be reviewed monthly and unsatisfactory progress may lead to termination of the contract. 7. The contract can be terminated by Dte.GHS/Ministry of Health and Family Welfare at any time without assigning any reason. 8. The contract can be terminated by the Statistical Assistant by giving a month's notice, in absence of which one month's salary will be forfeited. 9. He/She will be paid consolidated remuneration of Rs 27500/- per month. 10. The Statistical Assistant will be entitled to TA/DA for official outstation visits as applicable to Govt. officers of grade pay Rs. 2800 <p>Specific TOR:</p> <ol style="list-style-type: none"> 1. Coordinate with states/UTs for collection of statistics as may be prescribed by the National Council. 2. Checking verification and scrutiny of data obtained from District or states 3. Computer entry of Statistical data. 4. Compile, analyze and interpret information related to registration of Clinical Establishments district wise /state wise and at National Level. 5. Compile, analyze and interpret the statistics as may be collected from Clinical establishments and develop a report. 6. Finalization of Statistical tables/statements/appendices/annexes, etc. and assist the senior officers in the same. 7. Maintenance of Statistical work record. 8. To provide technical inputs on all statistical matters 9. To provide necessary training in statistical matters for state level staff, if needed. 10. Assist officers in imparting training to state/district level implementers and make field visits whenever required. 11. Supervision of the work of Data Entry Operators 12. Assistant in making arrangements for meetings, workshops, seminars and conferences. 13. Assist in publishing a National Register of clinical establishments within two years from the date of the commencement of this Act 14. Attend to other misc. duties assigned to them by their seniors. 15. Any other work assigned by the National Council for Clinical Establishments / DteGHS/Central Government.