

F. No. T-21013/7/07-NCD
Directorate General of Health Services
(NCD Section)

Nirman Bhawan, New Delhi
Dated: November 2, 2010

Subject: Application for the post of a Consultant Psychiatrist and a Research Associate on contractual basis under National Mental Health Programme

One post of Consultant Psychiatrist and a post of Research Associate under National Mental Health Programme is to be filled on contract basis. The eligible and desirous candidates may send their application for this post to the **Chief Medical Officer (JK), Directorate General of Health Services, Room No. 352-A Wing, Nirman Bhawan, New Delhi 110108** latest by **15th November 2010 by post** along with a copy of their application by email to **NMHPcell@gmail.com** .

Terms of Reference and Quantifiable deliverables are enclosed for ready reference.

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(Dr. Jagdish Kaur)
Chief Medical Officer
Telefax:23063120
NMHPcell@gmail.com

To,

1. Notice Board in Nirman Bhawan
2. Director, NIC, Nirman Bhawan, New Delhi with the request to put this notice, terms of reference and quantifiable deliverables prominently on the Web-site of the Ministry. Soft copy is being sent by email/flash drive

High end Medical Consultant of Psychiatry in National Mental Health Programme (NMHP)
Terms of reference for National Consultant under NMHP

Qualifications/job requirements:

Essential:

Qualifications: a) MBBS b) MD/DNB (Psychiatry)

Desirable:

3 years post PG degree experience, Excellent Communication skill, Working knowledge of operating Computer and modern communication equipments.

(a) Exposure to managing large scale National health programmes (b) Demonstrated experience of working with the government sector at national/state level. (c) Experience in NMHP/ Public mental health experience. (d) High motivation

Knowledge and skills:

- i. Relevant and proven skills in implementing programmes or projects at international/national/state level using innovative ideas and schemes to achieve outputs/outcomes of the health programmes.
- ii. Capability to function collaboratively and productively in a multidisciplinary environment.
- iii. Ability to represent the program in interactions with relevant stakeholders in the Government of India and State Government; civil society and other agencies.
- iv. Knowledge of mental health infrastructure at state/district and grass root level in public and private sector.
- v. Knowledge of administrative structure and functioning in the govt. sector and role/functions of various departments/ministries.
- vi. Ability and willingness to travel extensively.
- vii. Excellent interpersonal and management skills with ability to work in a target-driven environment.
- viii. Excellent command over MS-Office, internet and other common softwares.
- ix. Good communication skills in English and Hindi, both written and verbal.

Perform expected high end technical duties for which capacity is not available in Dte.G.H.S./Ministry under supervision of the programme division.

Job Description:

- To provide technical as well as management support to concerned technical units/departments for planning and implementation of National Mental Health Programme (NMHP)
- To assist in management of NMHP for effective implementation of the Program objectives.
- To co-ordinate in-house, National and Regional level meeting regarding NMHP as and when planned.
- To travel for physical monitoring and review of institutions/ district projects in the country.
- To assist the officials dealing with NMHP with high end technical expertise in mental health.
- To coordinate preparation of IEC strategy, development of IEC materials, and monitor the IEC

campaign for NMHP.

- To coordinate development of teaching/training materials for workshops/ training programmes.
- To supervise collection and analysis of data on NMHP.
- To provide technical inputs in preparation of an annual report about the programme.
- To assist in report or paper writing in areas of interest regarding mental health on behalf of Dte.G.H.S./Ministry.
- To assist in implementation and high level monitoring of the programme.
- **To perform other high end technical duties related to mental health as assigned** by the programme managers in DteGHS/MoHFW.

Remuneration: Rs.69,400/- P.M.. Remuneration to be sourced from WHO biennium funds.

Duration: Six months initially (for new appointment) and extendible annually for existing Consultant subject to satisfactory work performance and recommendations of the programme division.

Quantifiable deliverables for High end Medical Consultant of Psychiatry in National Mental Health Programme (NMHP)

1 st Quarter	2 nd Quarter	3 rd Quarter
<p>Organize National level orientation workshop about the revised NMHP.</p> <p>To evolve a monitoring strategy for NMHP</p> <p>Identify institutes for training of DMHP teams on new pattern of implementation of DMHP.</p> <p>Examine proposals received from states for funding under NMHP and provide high end technical inputs for consideration of the Standing Committee on NMHP</p> <p>Visit at least 4 centers funded under manpower development scheme selected at random/identified as per performance to monitor the progress of work.</p> <p>Visit at least 4 districts selected at random/identified due to poor performance to monitor the DMHPs</p> <p>Visit at least one poor performing state to help it develop its mental health plan.</p> <p>Provide high end technical comments on mental health issues referred for examination by the programme division.</p> <p>Prepare and submit quarterly progress report for NMHP</p>	<ul style="list-style-type: none"> • Organize 2 Regional level orientation workshops/reviews about the revised NMHP to increase the scope and reach of NMHP in States. • Coordinate training programme for DMHP teams at identified institutions. • Examine proposals received from states for funding under NMHP and provide high end technical inputs for consideration of the Standing Committee on NMHP • Visit at least 4 centers funded under manpower development scheme selected at random/identified as per performance to monitor the progress of work. • Visit at least 4 districts selected at random/identified due to poor performance to monitor the DMHPs • Visit at least one poor performing state to help it develop its mental health plan. • To assist in implementation of the monitoring strategy for NMHP • Provide high end technical comments on mental health issues referred for examination by the programme division.. • Prepare and submit quarterly progress report for NMHP 	<ul style="list-style-type: none"> • Organize 2 Regional level orientation workshops/reviews about the revised NMHP to increase the scope and reach of NMHP in States. • Coordinate training programme for DMHP teams at identified institutions. • Examine proposals received from states for funding under NMHP and provide high end technical inputs for consideration of the Standing Committee on NMHP • Visit at least 4 centers funded under manpower development scheme selected at random/identified as per performance to monitor the progress of work. • Visit at least 4 districts selected at random/identified due to poor performance to monitor the DMHPs • Visit at least one poor performing state to help it develop its mental health plan. • To assist in implementation of the monitoring strategy for NMHP • Provide high end technical comments on mental health issues referred for examination by the programme division. • Prepare and submit quarterly progress report for NMHP

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Research Associate for National Mental Health Programme (NMHP)

Terms of reference for Research Associate under NMHP

Category: Technical

Qualifications/job requirements:

Essential:

Qualifications: a) MA/M.Phil. (Psychology/Social Work)

Desirable:

Experience of Working at National Level in health programmes, Excellent Communication skills, Working knowledge of operating Computer and modern communication equipments.

Experience in NMHP/ Public mental health experience, High motivation

Knowledge and skills:

- x. Capability to function collaboratively and productively in a multidisciplinary environment.
- xi. Knowledge of mental health issues, policy and programmes in the country.
- xii. Knowledge of administrative structure and functioning in the govt. sector and role/functions of various departments/ministries.
- xiii. Excellent interpersonal and management skills with ability to work in a target-driven environment.
- xiv. Excellent command over MS-Office, internet and other common softwares.
- xv. Good communication skills in English and Hindi, both written and verbal.

Perform expected skilled analytical tasks in mental health programme in Dte.G.H.S./Ministry under supervision of the programme division.

Job Description:

- To provide technical as well as management support to concerned technical units/departments for planning and implementation of National Mental Health Programme (NMHP)
- To assist in management of NMHP for effective implementation of the Program objectives.
- To co-ordinate in-house, National and Regional level meeting regarding NMHP as and when planned.
- To assist the officials dealing with NMHP with analytical and study inputs in areas of mental health.
- To coordinate preparation of IEC strategy, development of IEC materials, and monitor the IEC campaign for NMHP.

- To coordinate development of teaching/training materials for workshops/ training programmes.
- Collection and analysis of data on NMHP.
- To assist in report or paper writing in mental health on behalf of Dte.G.H.S./Ministry.
- To perform other skilled duties related to mental health as assigned by the programme managers and Consultants in DteGHS/MoHFW.

Remuneration: Between Rs.30,000/- P.M. Remuneration to be sourced from domestic programme funds.

Leave: As per Government Rules

Duration: Six months initially (for new appointment) extendible annually subject to satisfactory work performance and recommendations of the programme division/review committee.