

National Program 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 Program for Prevention and Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke (NPCDCS).

S. No.	Name of post	TOTAL
1.	National Program Officer (NCD)	1
2.	National Program Officer (Training & Coordination)	1
3.	National Program Officer (M&E, Surveillance)	1
4.	National Epidemiologist	1
5.	Financial Consultant	1
6.	Technical Officer (Health Management)	1
7.	Technical Officer (Counselling, Nutrition & Care)	1
8.	Technical Officer (Physiotherapy)	1
9.	Technical Officer (IEC)	1
10.	Logistic Coordinator	1
11.	M& E Officer	1
12.	Data Manager	1
13.	Computer Assistant	2
14.	Technical Assistant	2
	TOTAL	16

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 duly 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 10th November, 2010.

Applications can also be submitted via e-mail at jobs.ncdcell@gmail.com

Note: For candidates submitting application via e-mail should submit hard copies of application and supporting documents at the time of interview

Details of Terms & Conditions 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”.

Sd/-
Under Secretary (NCD)
File No. T.21020/91/2010-NCD

Dated: 22nd October, 2010

Address:
Under Secretary (NCD)
Room No. 503-A
Ministry of Health & Family Welfare
Nirman Bhawan, New Delhi-110108

Terms of Reference for Appointment of Contract Staff in National NCD Cell

1. National Programme Officer (NCD)

Qualifications & 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).

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

Job Responsibilities:

- Preparing Program Implementation Plan.
- Formulating technical guidelines and training modules.
- Organizing and participating in meetings of the Technical Resource Groups constituted under NPCDCS.
- Resource person in central training programmes for trainers and specialist.
- Visiting states & districts to monitor the NCD activities.
- Any other job assigned by DDG (NCD).

Remuneration: 70,000 - 80,000 per month (consolidated).

2. National Programme Officer (Training & Coordination)

Qualifications & Experience:

- M.B.B.S with Post Graduate Degree in Community Medicine/Community Health Administration/Public Health or equivalent
- At least 5 years experience after obtaining post graduate degree
- Experience of working in a teaching/training institution or Public Health Programme at national/State level (Desirable).

Age Limit: Up to 45 years. Retired Govt./Public Sector officers up to the age of 62 years are eligible to apply.

Job Responsibilities:

- Preparation of National Training Plan under NPCDCS
- Review and development of strategy, curriculum, material and modules for various training programmes
- Organize National & Regional level meetings.
- Coordinate with State Programme Officers in planning, organizing and implementation of training programmes at District and State levels.
- Organize and monitor Central level training programmes
- Visit State & Districts to monitor and supervise training programmes.
- Plan & organize evaluation of training programme to assess effectiveness and quality
- Any other job assigned by DDG (NCD).

Remuneration: 70,000 - 80,000 per month (consolidated).

3. National Programme Officer (M&E, Surveillance)

Qualifications & Experience:

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

Age Limit: Up to 45 years.

Job Responsibilities:

- Plan, organize and monitor M &E & Surveillance activities under NPCDCS.
- Monitor and guide the State and District NCD Cells in executing M & E Plans.
- Plan, organize and supervise Surveillance of NCD Risk Factors.
- Plan, organize and supervise operational research and evaluation studies.
- Analysis of data received from implementing States/Districts for Policy & Programme Management.
- Preparation of periodic and annual report on NPCDCS.
- Capacity building of personnel engaged in M&E and Surveillance through training.
- Visit States & Districts to assess quality of information relating to NPCDCS
- Any other job assigned by DDG (NCD).

Remuneration: 70,000 - 80,000 per month (consolidated).

4. National Epidemiologist

Qualifications & Experience:

- Post Graduate degree in Epidemiology/ Demography/ Statistics/ Bio-statistics 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).

Age Limit: Up to 45 years.

Job Responsibilities:

- Situational analysis of NCD at State/National level
- Plan, organize and supervise epidemiological studies under NPCDCS
- Review, analysis and interpretation of NCD program and surveillance data and provide feedback.
- Develop NCD Database at national level.
- Capacity building of institutes in NCD surveillance and M&E.
- Generate quarterly and annual performance report of the states with district-wise analysis and disseminate.
- Analyse the State and District level data and bring out the disease profile and utilize it in policy, planning and programme management.
- Any other job assigned by DDG (NCD).

Remuneration: 50,000 - 60,000 per month (consolidated).

5. Technical Officer (Health Management)

Qualifications & Experience:

- Post Graduate Degree/Diploma in Community Health Administration/Health Management/Rural Management/Public Health Nurse.
- Experience Of 2-3 tears in managing Public Health/Community Based Programmes (Desirable).

Age Limit: Up to 40 years.

Job Responsibilities:

- Assist preparation of Program Implementation Plan.
- Assist in formulation of operational and financial guidelines for NPCDCS.
- Assist in organizing National & Regional level review meetings, orientation workshops, central level training programmes.
- Visiting states & districts to monitor the NCD activities.
- Desk research relating to NPCDCS.
- Collaborating with States, Medical colleges, and other sectors.
- Preparing and submitting quarterly progress report for NPCDCS.
- Any other job assigned by DDG (NCD).

Remuneration: 35,000 - 45,000 per month (consolidated).

6. Technical Officer (Counselling, Nutrition and Care)

Qualifications & Experience:

- MSc. Degree in Nursing or MSc. Nutrition or MA in any social sciences or Masters in Social Work (MSW) from a recognised University/ Institution or equivalent and
- Experience of 2-3 years in the field of Nutritional Interventions (Desirable).

Age Limit: Up to 40 years.

Job Responsibilities:

- Preparation of guidelines for nutritional counselling of persons with Cancer, Diabetes, CVD, Stroke, elderly persons attending the public health facilities at different levels.
- Planning, supervision and participation as resource person in training programmes for paramedics on Nutrition Care and Support.
- Planning and dissemination of health education material on health dietary habits.
- Coordination with other departments and programmes providing nutritional services.
- Monitoring and supervision of nutrition education programmes in districts/States.
- Planning and organizing operational and intervention research on nutrition & NCDs.
- Any other job assigned by DDG (NCD).

Remuneration: 35,000 - 45,000 per month (consolidated).

7. Technical Officer (Physiotherapy)

Qualifications & Experience:

- Post Graduate Degree in Physiotherapy/ Occupational Therapy/ Physical Medicine & Rehabilitation (M.Sc. Physiotherapy/MPT/MOT or equivalent).
- Experience of 2-3 years in Physiotherapy/ Occupational Therapy/Rehabilitation (Desirable).

Age Limit: Up to 40 years.

Job Responsibilities:

- Preparation of technical guidelines of physiotherapy services for patients with Cancer, Diabetes, CVD, Stroke and elderly attending various public health facilities.
- Planning, organizing and participation as resource person in training of paramedics in physiotherapy and home-based care of serious patients and the elderly.
- Monitoring and supervision of physiotherapy services at various levels.
- Any other job assigned by DDG (NCD).

Remuneration: 35,000 - 45,000 per month (consolidated).

8. Technical Officer (IEC)

Qualifications & Experience:

- Postgraduate degree/diploma in Mass Communication/Mass Media
- Experience of 2-3 years in Mass Communication/Health Promotion/Health Education/Social Mobilization in Health Sector.

Age Limit: Up to 40 years.

Job Responsibilities:

- Planning and Management of Health Promotion activities at the central level
- Organizing Communication Needs Assessment to identify gaps in knowledge, attitude and practices relating to prevention and management of NCDs
- Organizing training and participation as resource person in Health Promotion/IEC & allied activities.
- Monitoring, supervision and evaluation of Health Promotion/IEC material and activities.
- Utilization of budget allocated for Health Promotion/IEC (Central/State).
- Coordination in production of materials and development of prototype material with regard to Health Promotion/IEC.
- Assist in organizing workshops/conferences/review meetings for the development and strengthening of Health Promotion initiatives.
- Any other job assigned by DDG (NCD).

Remuneration: 35,000 - 45,000 per month (consolidated).

9. Financial Consultant

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)

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

Job Responsibilities:

- All matters relating to financing, budgeting, accounts.
- Preparing annual and quarterly budgets for the States.
- Prepare proposals for release of funds to States as per approved budget
- Monitor timely submission of quarterly reports on expenditure, annual audited statement of accounts and utilization certificate from States
- Intensive monitoring the financial management in each District/State NCD cells.
- 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 control weaknesses, issues of disallowances, if any.
- Any other job assigned as per program needs.

Remuneration: 50,000 - 60,000 per month (consolidated).

10. Logistic Coordinator

Qualifications & Experience:

- Post Graduate in any discipline
- Experience in procurement of goods and services and logistic management preferably in Health Sector.

Age Limit: Up to 40 years.

Job Responsibilities:

- Planning and organising procurement of goods under NPCDCS at Central/State level
- Logistic management of goods procured centrally including quality checks and supply
- Monitoring installation/supply of equipment and consumables and utilization.
- Participation in training of Finance cum Logistics Officer at State & District levels
- Reviewing the records of stores of various facilities on a periodic basis.
- Any other job assigned as per program needs.

Remuneration 35,000 - 45,000 per month (consolidated).

11. Monitoring & Evaluation Officer

Qualifications & Experience:

- Maters in Computer Applications (MCA) or equivalent
- Experience of relevant 2-3 years in M&E/MIS preferably in Health Sector.
- Training/experience in Data Analysis, interpretation and preparation of reports

Age Limit: Up to 40 years.

Job Responsibilities:

- Develop M&E Plan for NPCDCS including development of MIS, monitoring indicators, tools and guidelines
- Maintain updated database on NCDs at National level
- Plan, organize and monitor training of DEOs of States/Districts for capacity building on M&E
- Assist in Surveillance, Evaluation & OR studies
- Any other job assigned by DDG (NCD).

Remuneration: 35,000 - 45,000 per month (consolidated).

12. Data Manager

Qualifications & Experience:

- Graduate with minimum one year Diploma in Computer Applications.
- At least 2 years of relevant working experience in managing databases and worksheets and/or development and implementation of MIS preferably in Health Sector

Age Limit: 40 years.

Job Responsibilities:

- Ensure regular computerization of physical and financial information on NPCDCS
- Data analysis and compilation of reports.
- Update website with latest data and other information
- Any other job assigned by DDG (NCD).

Remuneration: 25,000 - 30,000 per month (consolidated).

13. Computer Assistant (2)

Qualifications & Experience:

- Graduate with one year diploma in Computer Application.
- Knowledge of Windows-based packages/ applications and Management Information System (MIS)
- Minimum 1 year of relevant working experience

Age Limit: Up to 40 years.

Job Responsibilities:

- Data entry of information on NCD and NPCDCS
- Word processing: Reports, Correspondence, Notes
- Preparation of Power Point Presentations
- Any other job assigned by DDG (NCD).

Remuneration: 15,000 - 20,000 per month (consolidated).

14. Technical Assistant (2)

Qualifications & Experience:

- Graduate from a recognized University
- Knowledge of shorthand and typing
- Working Knowledge of computers
- Relevant experience of minimum 1 year

Age Limit: Up to 40 years.

Job Responsibilities:

- Dictation and transcription on typewriter/computer.
- Systematic maintenance of records/files.
- Timely submission of papers/Dak.
- Drafting of letters of routine nature.
- Maintaining record of receipt and issue of letters.
- Maintaining appointment diary and attend the visitors.
- Attending telephonic calls in a tactful manner and keeping their records.
- Maintain database of addresses, telephone numbers of the persons/organizations frequently required to be contacted.
- Proper maintenance of office equipments of personnel section.
- Any other job assigned by DDG (NCD).

Remuneration: 15,000 - 20,000 per month (consolidated).

Notes

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*

Selection Procedure:

1. The posts would be placed on the website of mohfw.nic.in.
2. Applications, if needed, will be short-listed on the basis of pre-determined criteria subject to fulfilment of eligibility criteria.
3. A selection committee will be constituted for interviewing eligible/short-listed candidates. Suitable number of candidates in the panel will be kept in waiting list.
4. For some posts, written test and/or skills test may be required.

Period of Engagement:

One year. This may be extended subject to satisfactory performance.

Transport:

No transport facility will be provided. Reimbursement of conveyance charges for official work is permissible. TA/DA would be provided for official journeys as per GoI rules.

Leave Entitlement:

Casual Leave of 8 days per year. All government holidays including restricted holidays as applicable in Government of India and or Delhi.

Work:

This is a full time job. No private practice or part-time employment is allowed. The work may be required on Saturday/ Sunday on some occasions.

Termination:

The contract of appointment can be terminated from either side with one month's notice.

Contract Agreement:

All contractual staff will draw a contractual agreement with the Government before joining the post.

TERMS & CONDITIONS FOR RECRUITMENT

1. The list of eligible candidates short listed for the interview along with the venue, date, time and schedule of the interview will be displayed on the program website.
2. Candidates short listed for the posts of Computer Assistant and Office Assistant may also be required to undergo a written/skills test.
3. No TA/DA will be paid to the candidates for attending the Interview / Skill Test.
4. Govt. of India reserves the right to cancel the interview process for any or all the posts without assigning any reason before or during the process.
5. Appointment to the posts is purely on Contractual basis for a period of 12 months initially, likely to be extended, depending upon the need of the post, and work & conduct of the candidate.
6. The remuneration offered is consolidated and fixed, without any allowances (unless specified).
7. Appointee will work under the administrative control of Officer in-charge
8. Govt. of India can terminate the services of any candidate at any time without assigning any reason
9. The contract agreement can be terminated by either side by serving one month's notice in writing or submitting one month's remuneration in lieu thereof.
10. This is a full time job. No private practice or part-time employment is allowed.
11. Working hours will be same as observed at the place of posting or as decided by Officer in-charge. Extended working hours may be required occasionally.
12. Casual Leave of 8 days per year. All government holidays including restricted holidays as applicable under Government of India and or Delhi.
13. The Appointee will not be provided any transport facility. Reimbursement of conveyance charges for official work is permissible. TA/DA would be provided for official journeys as per GoI rules.