

**Engagement to the post of two National Consultants, one
Finance Consultant, one Programme Assistant, and one Data
Entry Operator on contract basis in the
Department of Health and Family Welfare**

Department of Health & Family Welfare invites applications from suitable persons for engagement to the post of National Consultant, Finance Consultant, Programme Assistant and Data Entry Operator under the **National Programme for the Prevention and Control of Deafness (NPPCD)**. Eligibility criterion, job responsibility and other details have been uploaded on the official website of Ministry of Health & Family Welfare at www.mohfw@gov.in for information of candidates/retired government servants. The duly filled in applications may be forwarded to Shri Ziley Singh Vical , Deputy Secretary, Room No. 435-C, Nirman Bhawan, Maulana Azad Road, New Delhi – 110108. **The last date for submission of application is 30 days from the publication of this advertisement.**

Ministry of Health and Family Welfare(MOHFW)

National Programme for Prevention and Control of Deafness (NPPCD)

Applications are invited for filling up the post on contractual basis under NPPCD:-

Designation	Number of Post	Salary
National Consultant	02	60,000/-(consolidated)
Finance Consultant	01	50,000/-(consolidated)
Programme Assistant	01	30,000/-(consolidated)
Data Entry Operator	01	15,000/-(consolidated)

National Programme for Prevention and Control of Deafness (NPPCD) in Ministry of Health and Family Welfare

1. Engagement of National Consultant under NPPCD (On Contractual basis)

Name of Post : **National Consultant** **(2 posts)**

Qualification & Experience:

- Post Graduate in Community Medicine / Preventive and Social Medicine/Community Health Administration / MPH/MBA Health Care Administration.
- At least 4 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 as per need.

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

Tenure: One year

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

Location: Delhi

Terms and conditions for National Consultant under National Programme for Prevention and Control of Deafness (NPPCD) in Ministry of Health and Family Welfare

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 period of engagement for the said post will be initially for a period of one (01) year from the date of assumption of charge which may be extended subsequently for a period not more than two years on satisfactory completion of service after reviewing the performance of the Consultant once a year by the Head of the Division.
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 un-availed leave in a Calendar year cannot be carried forward to next calendar year.
11. The Consultant shall not be entitled to any other allowance (DA, Transport, Residential accommodation, telephone, medical reimbursement, personal staff etc.)
12. The Ministry shall be free to terminate the contract of the Consultant by giving a prior notice of 30 days.
13. The Consultant shall not claim regular appointment to the post.
14. All other provisions of GFR, 2017 as amended from time to time, shall be applicable.
15. The Consultant shall treat all official information as strictly confidential and use the same for consultancy assignment only.

2. Engagement of Programme Assistant under NPPCD (On Contractual basis)

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. Bachelor's Degree from a recognized University 2. Diploma in Computers Application (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.</p>	As per Annexure attached	Below 40 years	Rs.30,000/- p.m. (consolidated)

		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 Conditions for Programme Assistant under National Programme for Prevention and Control of Deafness (NPPCD) in Ministry of Health and Family Welfare

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 Certificate etc.
6. The period of engagement for the said post will be initially for a period of one (01) year from the date of assumption of charge which may be extended subsequently for a period not more than two years on satisfactory completion of service.
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 shall be free to terminate the contract of the Programme Assistant 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 consultancy assignment only.
14. The Programme Assistant shall report to the Director/DS in-charge of NPPCD in MOHFW.
15. All other provisions of GFR, 2017 as amended from time to time, shall be applicable.
16. Any other work assigned by the Reporting Officer.

3. **Engagement of Data Entry Operator under NPPCD (On Contractual basis)**

Name of the Post	Nos.	Qualification & Experience	Terms and Conditions	Age	Salary Range/Other Entitlements
Data Entry Operator	01	<p>Essential Qualification:</p> <ol style="list-style-type: none"> 1. Bachelor's Degree from a recognized University 2. Certificate in Computer Application (Six Months) with adequate knowledge of MS-Word, Excel, Power Point Presentations. <p>Desirable Qualification:</p> <ol style="list-style-type: none"> 1. English Typing – 35 words 	As per Annexure attached	18-35 years	Rs. 15,000/- p.m. (consolidated)

		<p>per minute</p> <p>2. Degree in Computer Applications (One year) with adequate knowledge of MS-Word, Excel, Power Point Presentations.</p> <p>3. Adequate command over writing and verbal communication skills.</p> <p>4. Adequate command in drafting notes and letters in English.</p> <p>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.</p>			
--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--

Terms and Conditions for Data Entry Operator under National Programme for Prevention and Control of Deafness (NPPCD) in Ministry of Health and Family Welfare

1. Secretarial Assistance to the Ministry Officials /Dte GHS officials / Technical Consultants for smooth implementation of NPPCD.
2. Secretarial Assistance in preparation of SFC/EFC/EPC/MSG/Cabinet note etc. concerning NPPCD.
3. Secretarial Assistance in framing reply to VIP references received from Cabinet Secretariat/PMO/Parliamentary Constituency/ Planning Commission etc.

4. Secretarial Assistance in preparation of NPPCD progress report, expenditure statement, compilation of Utilisation Certificate etc.
5. The period of engagement for the said post will be initially for a period of one (01) year from the date of assumption of charge which may be extended subsequently for a period not more than two years on satisfactory completion of service.
6. The performance of Data Entry Operator will be reviewed once in a year by the Head of the Division.
7. The normal working hours of Data Entry Operator 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 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 allowance, residential accommodation, telephone, medical reimbursement, personal staff etc.)
10. The Ministry shall be free to terminate the contract of the Data Entry Operator 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 consultancy assignment only.
13. The Data Entry Operator shall report to the Director/DS in-charge of NPPCD in MOHFW.
14. All other provisions of GFR, 2017 as amended from time to time, shall be applicable.
15. Any other work assigned by the Reporting Officer.

4. Engagement of Finance Consultant under NPPCD (On Contractual basis)

Name of Post : Finance Consultant (1 post)

Qualification & Experience:

- B.Com with 2 years of experience in Government Accounting activities.
- 1 year course in computer application with knowledge of MS Word, MS Excel, Tally, etc.

Job Responsibilities:

- Examine and assess proposals from States/UT's under NPPCD.
- Examine/prepare State PIPs and allocation of funds to States.
- Prepare notes/agenda/presentation etc., for workshops/national review meetings/regional review meetings.
- Prepare accounts of NPCCD budgetary work like monitoring/settlement of UCs/ financial reports.
- Assist in release of funds to States/UT's under NPPCD.
- Prepare expenditure statement.
- Prepare and forward approved UCs to PAO, MoHFW.
- Update and maintain performance data received from States/UTs.
- Process release of funds/sanction for all scheme related activities.
- Coordination with Cash section, PAO and Principal Account Officer.
- Would assist officers in training and clarification on MIS.
- Monitor data received through MIS.
- Maintenance of periodical reports and returns.
- Any other work as and when assigned by senior officers.

Age limit: Not more than 50 years on the last date of receipt of application.

Tenure: One year

Emoluments: Rs.50,000/- per month (Consolidated)

Location: Delhi

Terms and conditions for Finance Consultant under National Programme for Prevention and Control of Deafness (NPPCD) in Ministry of Health and Family Welfare

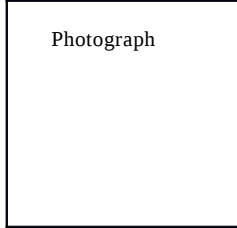
1. Examine and assess proposals from States/UT's under NPPCD.
2. Examine/prepare State PIPs and allocation of funds to States.
3. Prepare notes/agenda/presentation etc., for workshops/national review meetings/regional review meetings.
4. Prepare accounts of NPPCD/budgetary work like monitoring/settlement of UCs/ financial reports.
5. Assist in release of funds to States/UT's under NPPCD.
6. Prepare expenditure statement.
7. Prepare and forward approved UCs to PAO, MoHFW.
8. Update and maintain performance data received from States/UTs.
9. Process release of funds/ sanction for all scheme related activities.
10. Coordination with Cash section, PAO and Principal Account Officer.
11. Would assist officers in training and clarification on MIS.
12. Monitor data received through MIS.
13. Maintenance of periodical reports and returns.
14. Any other work as and when assigned by senior officers.
15. 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.
16. The period of engagement for the said post will be initially for a period of one (01) year from the date of assumption of charge which may be extended subsequently for a period not more than two years on satisfactory completion of service after reviewing the performance of the Consultant once a year by the Head of the Division.
17. The Finance Consultant shall be eligible for 8 days leave in a Calendar year on pro-rata basis. The Finance 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, un-availed leave in a Calendar year cannot be carried forward to next calendar year.
18. The Finance Consultant shall not be entitled to any other allowance (DA, Transport, Residential accommodation, telephone, medical reimbursement, personal staff etc.)

19. The Ministry shall be free to terminate the contract of the Financial Consultant by giving a prior notice of 30 days.
20. The Finance Consultant shall not claim regular appointment to the post.
21. All other provisions of GFR, 2017 as amended from time to time, shall be applicable.
22. The Finance Consultant shall treat all official information as strictly confidential and use the same for consultancy assignment only.



**Ministry of Health & Family Welfare, NirmanBhawan, New Delhi-110108
NATIONAL PROGRAMME FOR PREVENTION AND CONTROL OF DEAFNESS (NPPCD)**

Recruitment of Contractual staff



Photograph

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 1/1/2019 : _____
5. Gender : M/F : _____
6. Educational Qualification : _____

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

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 : (Res.)_____ (Mob)_____

(c) Telephone Number : _____

(d) E-mail ID : _____

10. Documents to be enclosed: Self attested (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