

## National Centre for Disease Control

For filling up of various contractual positions under proposed NCDC Cell at NCDC, Delhi the Educational qualifications, eligibility conditions and TOR of these positions are given hereunder:

### **1. Senior Consultant(Technical)-1**

#### **Terms of Reference**

1. To guide the Director, NCDC and Nodal Officer for Branches regarding :
  - Upgradation of NCDC and taking over of land in each State/UT ;
  - Construction of building for NCDC Branch(s) ;
  - Liaison with State Authorities/ DHS of State etc. ;
  - Other related work on upgradation of NCDC, Delhi and establishment of branches of NCDC in States/UT.
2. To guide the Consultant (Admin) and Consultant(Finance) for execution of work in respect of establishment of 30 branches (including 8 existing branches) and Upgradation of NCDC.
3. To plan for implementation of the activities in each State.
4. To coordinate with Dt.GHS/ Min of Health & FW/NBCC/HSCC/MCD/State Govts and other Stakeholders regarding upgradation of NCDC and establishment of branches of NCDC in States/UT.
5. Preparation of monthly/quarterly/annual reports as needed.
6. The work shall include frequent travel to assigned States.
7. Any other work/activity assigned by the Director/ Nodal Officer from time to time.

#### **Eligibility Criteria**

Post Graduate Degree in Engineering/Medical/Non-Medical with 15 years experience in management of Govt./PSU projects in respect of planning and construction of medical institution

OR

Degree in Engineering/Medical/Non-Medical with 20 years experience in management of Govt./PSU projects in respect of planning and construction of medical institution

AND

Must be Proficient in computer applications (MS-Word, Excel, and Power point), email and internet.

#### **Desirable:**

- Broad knowledge and understanding of Administration and Finance of public health set up;

**Age Limit:** Not more than 55 yrs. For retired Govt. servants as per DOPT guidelines.

**Remuneration:** Rs.1,00,000/- per month consolidated.

**2. Consultant (Admin/Coordination)-2**  
**Terms of Reference**

1. Dealing with day to day general administration/HR matters.
2. Record Management
3. Assistance in arranging review meetings
4. To assist the Sr. Consultant (Tech) in Coordinating with States Govts/ State Health Authorities in execution of work related to establishment of 30 branches (including 8 existing branches) and Upgradation of NCDC
5. To provide assistance to Consultant Finance in financial matters.
6. To assist Sr. Consultant (Tech) in preparation of monthly/quarterly/yearly reports.
7. Any other work as assigned by the concerned Senior officer/Nodal Officer/Director

**Qualification and experience:**

Graduate with minimum experience of 15 years in Administration preferably in health sector  
**or**  
MBA/Post graduation with minimum of 10 years experience in administration Preferably in health sector.

**Desirable:** Knowledge and experience in Computer Applications.

**Age Limit:** Not more than 55 yrs. For retired Govt. Servant as per DOPT guidelines.

**Remuneration:** Rs. 60,000/- per month consolidated. (each)

**3. Junior Consultant (Finance)-1**  
**Terms of Reference**

1. Preparation of budget (i) upgradation of NCDC. (ii) Estt of 30 Branches of NCDC
2. Arrange periodic release of funds, collect periodic Financial Monitoring Reports, Utilization Certificates and Audit Reports from States.
3. Monitor State Expenditures and implementation of proper finance/accounting procedures by them.
4. Analyse audited accounts of States and submit statement to the GOI.
5. Monitor financial status of outsourced components to other agencies, for hiring manpower and other services for the Branches.
6. Prepare financial statement for periodic submission
7. Organize Departmental/Central audit and comply with their recommendations.
8. Respond to financial correspondences from GOI and State Governments.
9. Travel to States/Districts to monitor financial expenditure etc.
10. Periodically update financial guidelines and disseminate of the same to State authorities.
11. Monthly/Quarterly performance report to be prepared for appraisal.
12. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.

**Qualification and Experience:**

1. M.Com/MBA (Finance) with five years experience in accounts preferably in Govt. Sector **OR** in case of Retired Govt. Servant should be Graduate with 15 years experience in accounts & budget.
2. Knowledge in Computer Application: Word, Excel and Tally etc.

**Age Limit:** Below 45 yrs. In case of Retired Govt. Servant as per DOPT guidelines.

**Remuneration:** Rs. 50,000/- per month consolidated.

**4. Secretarial Assistant-2****Terms of Reference**

1. To assist the Consultant (Tech), Consultant (Admn/Coord) and Jr. Consultant(Fin) in day-today administrative and financial matters
2. To execute all secretarial work of the NCDC Cell
3. Typing, diary, indexing, drafting, management of files
4. All related work of Administration and Finance
5. Any other work assigned from time to time

**Educational Qualification & Experience**

1. Graduate with one year diploma in Computer applications or Secretarial Practices
2. Minimum 5 years experience as an Office Assistant/Secretarial Assistant.
3. Knowledge of Filing, Indexing, drafting and Document Management.
4. Excellent administrative, organizational and planning skills

**Age Limit:** Below 45 yrs. In case of Retired Govt. Servant as per DOPT guidelines.

**Remuneration:** Rs. 30,000/- per month consolidated. (Each)

**Other Conditions of Service**

1. They will be governed by the Contractual Service Agreement (CSA) to be signed at the time of joining.
2. No TA will be paid for attending interview.
3. The positions are purely contractual and will continue on yearly requirement basis.
4. The employees will not be treated the employees of NCDC. They will have no claim for regular employment under NCDC.
5. The appointee will not be granted any claim or right or preference for regular appointments to any posts under the Government of India or any institutions funded by Government of India.
6. He/She will not be entitled for any other allowance, financial benefits or concessions and medical facilities apart from the consolidated remuneration.

7. They will not divulge any information, gathered by him/her during the period of assignment, to anyone who is not authorized to know/have the same.
8. No medical facility shall be provided to him by the NCDC. The remuneration is deemed to include an element to cover the cost of medical cover, if any.
9. The NCDC shall not be responsible for any loss, accident, damages/injury suffered by him/her, whatsoever arising in or out of the execution of his/her work including travel.
10. During the terms of service, he/she shall not engage in any private business or professional activity which could conflict with interest of the Government.
11. 30 days Annual Leave (2 ½ days each completed month) and 10 days C/L or sick leave will be given during a year.
12. The service can be terminated by either side by giving one month's notice.

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