

**No.A.12013/10/2012-PRC (NCDC)**  
**GOVERNMENT OF INDIA**  
**NATIONAL CENTRE FOR DISEASE CONTROL**  
**(DIRECTORATE GENERAL OF HEALTH SERVICES)**  
**22-SHAM NATH MARG, DELHI-110054**

**WALK-IN-INTERVIEW**

The Walk-in-interview/ skill test for filling up of the various posts i.e. Consultant, Administration Consultant, Consultant Finance, Consultant Veterinary, Consultant Entomologist, Consultant Training & Coordination (NCD), Junior Microbiologist, Laboratory Technician, Procurement Assistant & Data Entry Operator/ Data Manager etc. on contractual basis under different programmes will be held at NCDC, Delhi, as under:-

**For Zoonosis**

Programme	Name of the post	No. of vacancies	Date of walk-in-interview	Remuneration	Age limit	Educational & other qualifications
Programme for Prevention & Control of Leptospirosis	Data Entry Operator	01	06.02.2017	Rs.10,406/- pm (No other allowances are permissible)	40 years OR below	Graduate with 1 year Diploma course in computer application with one year experience in the related field
National Rabies Control Program	Consultant	01	06.02.2017	Rs.60,000/- pm Consolidated. No other allowances are permissible except TA/DA on official tours as per Govt. rules.	Not more than 65 years	<b><u>Qualification and Experience:</u></b> Medical Graduate with Post Graduate Degree/ Diploma (preferably in Epidemiology or Public Health such as MD, MPH, DPH, MAE, PhD etc. or Microbiology) <b>OR</b> Medical Graduate with 2 years experience in related field <b>OR</b> Post Graduate in field of Life Sciences or Veterinary Science or Social Science related to Public Health with 2 years experience in Field Epidemiology or experience in handling the health programmes of similar nature
	Consultant Administration	01	06.02.2017	50,000/- pm (consolidated)	Not more than 65 years	<b><u>Qualification and experience:</u></b> Graduate with minimum experience of five years in Administration preferably in health sector <b>OR</b> MBA/Post graduation with minimum of one year experience in administration Preferably in health sector. <b><u>Desirable:</u></b> Knowledge and experience in Computer Applications. <b><u>Experience:</u></b> Minimum 10 years of experience in administration preferably in Health Sector.
	Consultant Finance	01	06.02.2017	50,000/- pm (consolidated)	Not more than 65 years	<b><u>Qualification and Experience:</u></b> MBA (Finance) with two years experience of financial management. <b>OR</b> M.Com with two years experience of financial management. <b>OR</b> B.Com with four years experience in financial management. <b><u>Required Experience:</u></b> Knowledge and experience in Computer Application.
	Data Entry Operator	01	06.02.2017	Rs.10,406/- pm (No other allowances are permissible)	40 years OR below	Graduate with 1 year Diploma course in computer application with one year experience in the related field

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Strengthening of Intersectoral Coordination for Prevention and Control of Zoonotic Disease	Consultant Veterinary	01	06.02.2017	Rs.60,000/- pm Consolidated. No other allowances are permissible except TA/DA on official tours as per Govt. rules.	Not more than 65 years	<p><b>Qualification</b> i. A post graduate veterinary degree from a recognized university in Veterinary public health or veterinary epidemiology or veterinary medicine for veterinary microbiology or Veterinary livestock production management (LPM). ii. Registration in the Veterinary Council of India or Veterinary Council of States</p> <p><b>Experience</b> i. Fifteen years' experience in the veterinary public health or veterinary epidemiology or animal health ii. Relevant experience in public health, preferably in disease surveillance and outbreak investigations</p> <p><b>Desirable</b> i. Broad knowledge and understanding of disease surveillance system, epidemiology and public health practice ii. Excellent skill in data analysis in field epidemiology public health setting iii. Willing to travel extensively within India</p>
	Consultant Entomologist	01	06.02.2017	Rs.60,000/- pm Consolidated. No other allowances are permissible except TA/DA on official tours as per Govt. rules.	Not more than 65 years	<p><b>Qualification</b> M. Sc in Entomology/ Zoology preferably Doctorate (PhD) in Medical Entomology.</p> <p><b>Experience:</b> Experience of 10 years or more in the field of entomological investigations pertaining to Zoonotic diseases of public health importance during outbreaks, Zoonotic disease surveillance in including plague surveillance in India.</p>
	Data Entry Operator	01	06.02.2017	Rs.10,406/- pm (No other allowances are permissible)	40 years OR below	Graduate with 1 year Diploma course in computer application with one year experience in the related field

**For Non Communicable Disease**

Non Communicable Disease	Consultant- Training & Coordination (NCD)	01	08.02.2017	Rs.60,000/- pm Consolidated. No other benefits will be allowed. If the contract is extended for another year, the remuneration will be Rs.80,000/- pm consolidated for 2 <sup>nd</sup> year	Up to 45 years. Retired Govt. / Public sector officer's up to the age of 62	<p><b>Essential qualifications</b> * MBBS with MD Community Medicine/Community Health Administration/Public Health or equivalent with at least 2 years of experience after obtaining post graduate degree. * MBBS with at least five years of experience in training management and evaluation in National programmes after obtaining the degree.</p> <p>* Experience of working in a technical/training institution or public Health programme at National/State level in training management &amp; evaluation (desirable)</p>
	Data Entry Operator	01	06.02.2017	Rs.10,000-12,000/- pm consolidated depending upon the qualification and experience.	40 years	<p>* Graduate in any discipline</p> <p>* One year diploma in computer application</p> <p>* Typing speed of 40 wpm in English</p> <p><b>Experience:</b> Minimum 1 year of relevant working experience preferably in Health sector</p>

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**For Microbiology Division**

National Viral Hepatitis Surveillance Programme	Junior Microbiologist	01	07.02.2017	Rs. 60,000 /- pm consolidated. No other allowances are permissible	Not more than 65 years	<b>Qualifications:</b> 1) MBBS with MD/DNB in Medical Microbiology/Lab Medicine from Govt. recognized institution; Or MBBS with Post Graduate Diploma such as D. Bact./D. Virology with one year experience in clinical laboratory services; Or M.Sc. in Medical Microbiology with PhD (relevant subject) with two year experience in clinical laboratory services. 2. Must be Proficient in computer applications (MS-Word, Excel, and Power point). <b>Desirable:</b> Experience of working in public health systems, implementation of laboratory quality assurance systems, assessing and organizing training programmes. Experience of using WHO Net software for bacteriology data.
	Laboratory Technician	05	07.02.2017	Rs. 15,000/- pm consolidated. No other allowances are permissible.	Not more than 40 years	<b>Essential Qualification:</b> 1. 10+2 in Science Subjects with DMLT from recognized University/ Institute OR 2. B.Sc. from recognized University/ Institute <b>Desirable qualification</b> 1. M. Sc Microbiology/ Life Sciences/ Biotech 2. Work experience in Microbiology laboratory. 3. Knowledge of computer applications
	Procurement Assistant	01	07.02.2017	Rs 45,000/- pm consolidated. No other allowances are permissible	Not more than 65 years	<b>Essential Qualification and experience:</b> 1. MBA (Finance) with two years experience of financial management preferably in government sector. or 2. M.Com with minimum five years experience of financial management preferably in government sector. or 3. B.Com with minimum five years experience in financial management preferably in government sector. At least 10 years of experience in Procurement of which, 4 years should be in a middle management position held in a national public or private sector organization. Working Knowledge and experience in Computer Application <b>Desirable:</b> Experience of contract management within the Government / Public / Private sector. Fluency in English
	Data Manager	01	06.02.2017	Rs. 12,000/- pm consolidated. No other allowances are permissible.	Not more than 40 years	<b>Essential Qualification: 1.</b> Graduate/Post graduate with Degree/ Diploma in Computer Applications from Govt. recognized institution. 2. Computer Proficiency including MS Office word/ excel/ power point, email, internet. 3. Experience of minimum 1 year in Data management preferably in public health sector.
National Programme for Containment of Antimicrobial Resistance	Junior Microbiologist	01	07.02.2017	Rs.60,000/- pm consolidated. No other allowances are permissible	Not more than 65 years	<b>Qualifications:</b> 1) MBBS with MD/DNB in Medical Microbiology/Lab Medicine from Govt. recognized institution; Or MBBS with Post Graduate Diploma such as D. Bact./D. Virology with one year experience in clinical laboratory services; Or M.Sc. in Medical Microbiology with PhD (relevant subject) with two year experience in clinical laboratory services. 2. Must be Proficient in computer applications (MS-Word, Excel, and Power point). <b>Desirable:</b> Experience of working in public health systems, implementation of laboratory quality assurance systems, assessing and organizing training programmes. Experience of using WHO Net software for bacteriology data.

National Programme for Containment of Antimicrobial Resistance	Laboratory Technician	05	07.02.2017	Rs. 15,500/- pm consolidated. No other allowances are permissible.	Not more than 40 years	<b>Essential Qualification:</b> * B. Sc MLT with two year experience in Clinical Laboratory. * Knowledge of computer is desirable.
	Procurement Assistant	01	07.02.2017	Rs 45,000/- pm consolidated. No other allowances are permissible	Not more than 65 years	<b>Essential Qualification and experience:</b> 1. MBA (Finance) with two years experience of financial management preferably in government sector. or M.Com with minimum five years experience of financial management preferably in government sector. or B.Com with minimum five years experience in financial management preferably in government sector. 2. At least 10 years of experience in Procurement of which, 4 years should be in a middle management position held in a national public or private sector organization 3. Working Knowledge and experience in Computer Application <b>Desirable:</b> Experience of contract management within the Government / Public / Private sector. Fluency in English
	Data Manager	01	06.02.2017	Rs.15,500/-pm consolidated. No other allowances are permissible.	Not more than 40 years	<b>Essential Qualification:</b> a. Graduate/Post graduate with Degree/ Diploma in Computer Applications from Govt. recognized institution. b. Computer Proficiency including MS Office word/ excel/ power point, email, internet. c. Experience of minimum 1 year in Data management preferably in public health sector.

**TOR for recruitment of contractual staff for GHS & EIS cell in NCDC**

Programme	Name of the post & place of postings	No. of posts	Date of walk-in-interview	Remuneration	Age limit	Educational & other qualifications
<b>Project Name- India EIS Training</b>	Epidemiologist (Medical)	01	14.02.2017	Rs.75,000/-pm (Consolidated)	Not more than 45 years.	<b>Essential:</b> MBBS AND <ul style="list-style-type: none"> <li>MD PSM/ Community Medicine / PhD Epidemiology from recognized University with minimum three years' public health work experience OR DPH/ MPH from recognized University with minimum five years' public health work experience. <b>Desirable:</b> Relevant experience of working in public health sector.</li> <li>EIS training experience</li> <li>Excellent analytical ability</li> <li>Must be proficient in computer applications (MS-Word, Excel and Power point), email and internet</li> </ul> Good oral and written communication skills
	Public Health Entomologist	01	14.02.2017	Rs.60,000/-pm (Consolidated)	Not more than 45 years.	<b>Essential:</b> M. Sc degree in Zoology with Entomology as specialization from recognized University AND Seven years' experience in teaching and/ or research and/ or in the field of Medical Entomology or Malariology or Filariology or public health entomology. <b>Desirable</b> <ul style="list-style-type: none"> <li>Doctorate in Entomology</li> <li>Training in advanced Medical Entomology or Malariology or Filariology/ or public health entomology</li> <li>Experience of working in public health sector.</li> </ul>

<b>Project Name- India EIS Training</b>	Technical Officer (Graphics and Layout Design)	01	14.02.2017	Rs. 60,000/-pm (Consolidated)	Not more than 45 years.	<p><b>Essential:</b> Regular Full Time M. Tech in Computer Science or Software Engineering or IT/ MCA from recognized University AND</p> <ul style="list-style-type: none"> <li>• Minimum Five years relevant work experience in health/ social sector after obtaining essential qualification AND</li> <li>• Certificate course in Desktop publishing &amp; DTP Applications.</li> </ul> <p><b>Desirable:</b> Experience of working in graphics and layout design in health sector</p> <ul style="list-style-type: none"> <li>• Good formatting, typesetting skills along with Photoshop, Coral Draw, Page Maker, Indesign</li> <li>• Preferably a certificate course or work experience in commonly used Geographic information system (GIS) software/s</li> </ul> <p>Preferably a certificate course or work experience of maintenance of database in relational database management system platform (RDMS)</p>
	Training Manager	01	14.02.2017	Rs. 45,000/-pm (Consolidated)	Not more than 45 years.	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Regular full time MBA (HR) from recognized University AND</li> <li>• Minimum Five years relevant work experience in health/ social sector OR</li> <li>• Regular full time Post-Graduate Diploma in Management (HR) from a recognized institution AND</li> <li>• Minimum seven years of relevant experience in health or social sector.</li> </ul> <p><b>Desirable</b> Certificate course in computer applications (MS-Word, Excel and Power point),</p>
	Multipurpose Assistant	01	15.02.2017	Rs. 25,000/-pm (Consolidated)	Not more than 40 years	<p><b>Essential:</b> Graduate Degree of a recognized University/ Institute AND</p> <ul style="list-style-type: none"> <li>• Typing speed 40 WPM minimum AND</li> <li>• Stenography speed 80 WPM</li> </ul> <p><b>Desirable:</b> At least one year diploma in Secretarial course</p> <ul style="list-style-type: none"> <li>• Minimum 3 years post qualification experience in office related work in public or private sector</li> </ul>
	Multitasking staff	01	15.02.2017	Rs.10,000/-pm (Consolidated)	Not more than 30 years.	<p><b>Essential: Minimum</b> class 10 pass</p> <p><b>Desirable</b> Minimum 3 years post qualification experience in office related work in public or private sector</p>

<b>Project Name- Cell</b> <b>GHS</b>	Manager (Administration and Finance)	01	14.02.2017	Rs.60,000/- pm (Consolidated)	Not more than 65 years.	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Regular Full time M.Com/ MBA Finance from recognized University AND</li> <li>Minimum 15 years' experience in Govt./PSU preferably in health/ social sector in accounts, administration and establishment work OR</li> <li>Regular Full time B Com/ BBA from recognized University AND</li> <li>Minimum 20 years' experience in Govt./PSU preferably in health/ social sector in accounts, administration and establishment work</li> </ul> <p><b>Desirable</b> Certificate course or relevant work experience in MS Office and accounting software-Tally or equivalent</p>
	Administrative Officer	02	15.02.2017	Rs.45,000/- pm (Consolidated)	Not more than 45 years.	<p><b>Essential:</b> Regular Full time M Com/ MBA AND</p> <ul style="list-style-type: none"> <li>Minimum 7 years' experience in Govt./ PSU preferably in health/ social sector in accounts, administration and establishment work OR</li> <li>Regular Full time B Com/ BBA Degree AND minimum 10 years' experience in Govt./PSU preferably in health/ social sector in accounts, administration and establishment work</li> </ul> <p><b>Desirable:</b> Certificate course or relevant work experience in MS Office and accounting software-Tally or equivalent</p>
	Finance Officer	02	15.02.2017	Rs.45,000/- pm (Consolidated)	Not more than 45 years.	<p><b>Essential:</b> Regular Full time M Com/ MBA AND</p> <ul style="list-style-type: none"> <li>Minimum 7 years' experience in Govt. /PSU preferably in health/ social sector in cash, accounts and budget OR</li> <li>Regular Full time B Com/ BBA Degree AND minimum 10 years' experience in Govt./PSU preferably in health/ social sector in cash, accounts and budget AND</li> </ul> <p>Certificate course or relevant work experience in MS Office and accounting software</p>
	Data Analyst	02	15.02.2017	Rs.50,000/-pm (Consolidated)	Not more than 45 years.	<p><b>Essential:</b> M Sc/ Post graduate qualification in Statistics/ Mathematics or Masters in Population studies from recognized University with minimum 5 years' Work experience of data management in health/ social sector</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Preferably a certificate course or work experience in use of statistical software for quantitative data such as STATA/ Epi Info/ SPSS/ SAS AND</li> <li>Preferably a certificate course or work experience of dealing with large epidemiological/ health related data sets and maintenance of database in relational database management system platform (RDMS)</li> </ul>

<b>Project Name- GHS Cell</b>	Multipurpose Assistant	01	15.02.2017	Rs. 25,000/-pm (Consolidated)	Not more than 40 years	<b>Essential:</b> Graduate Degree of a recognized University/ Institute AND <ul style="list-style-type: none"> <li>• Typing speed 40 WPM minimum AND</li> <li>• Stenography speed 80 WPM</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• At least one year diploma in Secretarial course</li> <li>• Minimum 3 years post qualification experience in office related work in public or private sector</li> </ul>
	Multitasking staff	03	15.02.2017	Rs.10,000/-pm (Consolidated)	Not more than 30 years.	<b>Essential</b> <ul style="list-style-type: none"> <li>• Minimum class 10 pass</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>Minimum 3 years post qualification experience in office related work in public or private sector</li> </ul>

Eligible candidates fulfilling the educational qualification, experience etc. as mentioned above may appear for the walk-in-interview/ skill test on the date and time as mentioned against each post at National Centre for Disease Control, 22-Sham Nath Marg, Delhi -110 054 (Near Civil Line Metro Station). The eligible candidates may register their names for interview/ skill test between 9.30 AM to 10.30 AM alongwith a resume, original certificates and their attested copies. Registration will be closed at 10.30 AM sharp. Candidate reporting after 10.30 AM will not be entertained.