



**National Centre for Disease Control
(Directorate General of Health Services)
Ministry of Health & Family Welfare
Govt. of India**

For filling up of contractual position of **Senior Consultant (Technical) and Consultant (Admn./Coord)**, one position each, in Project Management Unit at NCDC, Delhi a Walk-in interview will be held on **28th June, 2019 (Friday)** at NCDC 22, Shamnath Marg, Delhi – 110054. Eligible candidates may register names for interview between 9.30 to 10.30 a.m. on the same day. They may bring resume alongwith original certificates, experience certificates, photocopies of all documents and one passport size photograph. The position is purely temporary and will be filled on contractual basis for one year. His/her services will be governed by the Contractual Service Agreement to be signed at the time of joining. No TA/DA will be paid for attending interview. The Educational Qualification, TOR and other eligibility conditions may be viewed on the NCDC Website www.ncdc.gov.in

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.

Consultant (Admin/Coordination)-1

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)
