

**Ministry of Health & Family Welfare,  
Nirman Bhawan, New Delhi-110108**

**RECRUITMENT OF STAFF FOR PROGRAMME MANAGEMENT UNIT (TRAUMA & BURNS)**

The Ministry of Health & Family Welfare is implementing following National Programmes:

- 1.** Capacity Building for developing Trauma care facilities in Govt. Hospitals on National Highways
- 2.** National Programme for Prevention and Management of Burn Injuries

For planning, implementing and monitoring , a Programme Management Unit (Trauma & Burns) is being set up in the Ministry for which applications are invited for following contractual posts :

S.No	Position	Minimum Qualifications	Remuneration Rs.
1	Programme Officer	MD in any discipline	80,000
2	Program Coordinator	MBA or PG Diploma in Health/Hospital Management or equivalent	60,000
3	Consultant (Finance)	M.Com or equivalent	50,000
4.	Administrative. Assistant	Graduate with minimum 2 years experience	20,000

**Notes:**

- Applicants for posts on S.No. 1 to 4 should be conversant with the use of computers in word processing, worksheets for data compilation, basic analysis, internet use and presentations.
- Applicants with experience, preferably in health sector would be desirable
- The applicants should be able to tour extensively for monitoring and supervision.
- Age limit: up to 50 years.
- Tenure: One year
- Place of duty shall be New Delhi.
- The remuneration offered is consolidated and fixed, without any allowances.

Eligible candidates shall be required to submit application in prescribed form dully 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. Prescribed form can be downloaded from the website of the Ministry of Health & Family Welfare.

Application form should be submitted at the address given below latest by **15<sup>th</sup> September, 2013**

Deputy Commissioner (NCD)  
Room. No.407-D Wing  
Ministry of Health & Family Welfare  
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