



Integrated Disease Surveillance Programme (IDSP)

**National Centre for Disease Control
(Directorate General of Health Services)
22-Shamnath Marg, Delhi-110054**



Dated:.....

WALK-IN INTERVIEW

Looking for suitable candidates for the following positions of Consultants and Secretarial staff for Central Surveillance Unit of Integrated Disease Surveillance Programme, NCDC Delhi, 22-Sham Nath Marg, Delhi-110054 on purely contract basis for 1 year:

S.No	Post	Vacancy	Date of Interview
1.	Epidemiologists	9	20.08.2014
2.	Microbiologist	3	20.08.2014
3.	Veterinary consultant	1	20.08.2014
4.	Consultant Procurement	1	21.08.2014
5.	Training Manager	1	21.08.2014
6.	Communication Officer	1	21.08.2014
7.	Program manager cum Administrator	1	21.08.2014
8.	Consultant (IT)	1	22.08.2014
9.	GIS Consultant	1	22.08.2014
10.	Data Processing Assistant	1	22.08.2014
11.	Administrative Consultant	1	21.08.2014
Total		21 posts	

Selection Procedure:

Registration of eligible candidates will be done between 9:30 a.m. and 10:30 a.m. only at NCDC, Delhi. This will be followed by interview on the date mentioned against the position. Candidates must bring their resume alongwith original certificates including experience certificates, photocopy of certificates and 2 passport size photographs on the day.

General Note:

- Knowledge & Experience in Computer Applications is must for above contractual positions. This appointment will be purely on contract basis for a period of one year and may be extended on the basis of performance subject to approval of the competent authority. The experience would not be considered as Government Service and cannot be claimed for seeking permanent service. The selected candidate will have no right for regular employment after the termination of the contract.
- DOPT guidelines will apply in case of retired Govt. servant.
- No TA/DA will be admissible for attending the walk-in-interview.

Director

National Centre for Disease Control, 22, Shamnath Marg, Delhi -110054. Tel No.: 011-23932290

The details of this advertisement i.e. educational qualification, age, remuneration, experience etc. can be eligibility criteria can be viewed at IDSP website www.idsp.nic.in, www.ncdc.gov.in and Ministry website www.mohfw.gov.in

1. CONSULTANT EPIDEMIOLOGIST:

Terms of Reference:

1. Organise and monitor timely collection, compilation and analysis of surveillance data from allotted states and take appropriate action and give feedback to concerned states/UTs.
2. Regular visits for monitoring the IDSP implementation in allocated states.
3. Supervising, monitoring and training states/District epidemiologist and liaison with SSOs/DSOs.
4. Initiate and guide outbreak investigations promptly following Standard Operating Procedures.
5. Support effective operation integration of disease control efforts based on the surveillance data.
6. Use and demonstrate utility of EDUSAT facility/IT networking towards technical discussion, data transfer, training, e-conferencing and to monitor project implementation status in respective allocated states.
7. Co-ordinate regular meeting of key strategic stakeholders, lab partners, field epidemiologist, training partners and potential vertical program collaborations and assist in intersectoral coordination for effective IDSP implementation.
8. To analyse and use the data to develop scientifically sound conclusions - which can be basis for policy.
9. Quarterly performance report to be prepared for appraisal.
10. Work shall include frequent travel to assigned states.
11. Any other work/activity assigned from time to time.

Eligibility Criteria:

- a. MBBS with Post Graduate Degree in Public Health such as MD (PSM), MD (CHA).
OR
 - b. MBBS/BDS with Post Graduate Diploma in Public Health such as MPH/DPH/MAE/DHA with one year experience.
OR
 - c. MBBS with minimum three years experience in epidemiology/Public Health
OR
 - d. MSc Epidemiology with two years experience in Public Health.
- Must be proficient in Computer Applications (MS Word, excel, Power point), email and internet.

Desirable:

- Experience in health and development sector in disease surveillance, epidemiology or analogous Public Health Disciplines.
- Broad knowledge and understanding of disease surveillance system, epidemiology and public health practice.
- Excellent skills in data analysis in field epidemiology/Public Health settings.
- Willing to travel extensively within India

Age: Not more than 60 years.

Remuneration: Medical - Rs 56,448/- (Rs. Fifty six thousand four hundred forty eight) per month consolidated
Non-Medical - Rs. 52,920/- (Rs. Fifty two thousand nine hundred twenty) per month consolidated

Number of Positions: Nine (09)

2. CONSULTANT MICROBIOLOGIST:

Terms of Reference:

1. Guide microbiologist/technicians at SSU/DSU level for laboratory investigations of diseases of public health importance.
2. Supervise through onsite visits and provide technical support to for strengthening the Public Health functions of District Laboratories under IDSP.
3. Supervise the referral lab network in states/UTs.
4. Ensure timely submission by DSUs/SSUs of weekly reports on laboratory tests carried out in priority district laboratories to CSU.
5. To increase the L form reporting units in states for disease surveillance by coordinating with epidemiologists.
6. Ensure implementation of Standard Operating Procedures, Bio Waste Management and Biosafety guidelines and implementation of Internal Quality control and participation in External Quality Assessment Scheme (EQAS) in all laboratories under IDSP.
7. Participate in epidemic investigation as member of Rapid Response team (RRT) as and when required and provide support for sample collection and transport of specimens.
8. Regular monitoring of the functioning of District Public Health laboratories and state referral lab network under IDSP.
9. Quarterly performance report to be prepared for appraisal.
10. Work shall include frequent travel to assigned states.
11. Any other work/activity assigned from time to time.

Eligibility Criteria:

- a) MBBS with MD/DNB in Medical Microbiology/Lab Medicine;
OR
 - b) MBBS with Post Graduate Diploma such as D. Bact./D. Virology with one year experience in clinical Laboratory services.
OR
 - c) MSc in microbiology with PhD with two years experience in clinical Laboratory services.
- Must be proficient in Computer Applications (MS Word, excel, Power point), email and internet.

Desirable:

Experience of working in public health systems, implementation of laboratory quality assurance, assessing and organising training programs and proven ability for planning undertaking operational research.

Age:Not more than 60 years.

Remuneration: Medical - Rs 56,448/- (Rs. Fifty six thousand four hundred forty eight) per month consolidated
Non-Medical - Rs. 52,920/- (Rs. Fifty two thousand nine hundred twenty) per month consolidated.

Number of Positions:Three (3)

3. Veterinary Consultant

Terms of Reference

- Establishment of inter-sectoral coordination with Departments of Animal Husbandry/Agriculture, Wild life, Urban Development, Rural Development and other sectors.
- Coordinate regular meetings of key strategic stake holders and assist in inter-sectoral coordination for effective IDSP implementation.
- Organize and monitor timely collection, compilation and analysis of surveillance data from the states.
- Regular visits for monitoring the IDSP implementation in the States Supervising, monitoring and training state /district officials and liaison with them.
- Initiate and guide outbreak investigations promptly following the standard operating procedures.
- Support effective operational integration of disease control efforts based on the surveillance data.
- Preparation of Training Manuals for State veterinary consultant Quarterly performance report to be prepared for appraisal
- Performing other duties as required

Eligibility criteria:

- A Post graduate degree from a recognized university in Veterinary Public Health or Veterinary Epidemiology or Veterinary Medicine or Veterinary Microbiology or Veterinary Pathology
- Fifteen years experience in Veterinary Public health or Veterinary Epidemiology or Animal Health in Public Sector.
- Registration in the Veterinary Council of India or State Veterinary Council under Indian Veterinary Council Act, 1984.

Desirable:

- Broad knowledge and understanding of animal disease surveillance system, epidemiology including diseases of Public Health importance.
- Excellent skill in data analysis in field epidemiology.
- Excellent analytical, oral and written communication skills willing to travel extensively within India.
- Proficient in computer applications (MS-word, Excel and Power point), email and internet etc.

Age: Not more than 65 years (In case of retired Govt. Servants as per DOPT guidelines)

Remuneration: Rs. 49, 500/- (Forty nine thousand five hundred) per month consolidated

Number of position: One

4. **GIS Specialist**

Terms of Reference

- Co-ordination with other consultants working in CSU to understand IT requirement
- Participation in planning with State partners, Department of IT, NIC & other agencies selected for various tasks related to IT component of the programme.
- Develop GIS related strategy which will support and improve integrated disease surveillance in the country.
- Prepare an outline of the categories of health care facilities (public, private, hospital, outdoor patient; microbiology labs) from which disease surveillance information could be tapped.
- Scripting tool development for automatic data processing or generating reports, mapping.
- To perform integrated and computerized Geographic data systems analyses to address specific issues/problems and reduce future outbreaks.
- Plan and develop GIS related information system on the web. Quarterly performance report to be prepared for appraisal.
- Performing other duties as required.

Eligibility criteria:

Essential:

BE/B.Tech in Computer Science/IT/Electronics or Post Graduate Qualification in IT/Computer Science with minimum six years experience including two years experience preferably in GIS related projects in Health or Social Sector

OR

Masters degree in Geo-Informatics with minimum four years experience preferably in GIS related projects in Health or Social sector

OR

Bachelor's degree in Geo-Informatics with minimum six years experience preferably in GIS related projects in Health or Social sector

Desirable:

Good oral and written communication skills Passionate and confident Team worker – Ability to work effectively as a team member

Age: Not more than 65 years (In case of retired Govt. Servants as per DOPT guidelines)

Remuneration: Rs. 49,500/- (Forty nine thousand five hundred) p.m. (consolidated)

Number of position: One

5. PROGRAM MANAGER CUM ADMINISTRATOR

Terms of Reference

- Provide support and assist in development of the strategic approach for Administrative/Finance support to IDSP
- Deal with all administrative/Finance matter pertaining to Central Surveillance Unit
- Support State Surveillance Units in administrative/Financial issues Liaisoning with other programs/sections in the Ministry
- Respond to Inquiries, RTI, and Court Cases.
- Manage the filing, storage and security of documents
- Assist with preparation and advertising of contract documents.
- Coordination with all the personnel working in IDSP /NCDC Quarterly performance report to be prepared for appraisal.
- Performing other duties as required

Eligibility criteria:

Essential:

Graduate with minimum experience of twenty years in Administration in public sector preferably in health sector.

OR

Masters in Business Administration (MBA) or equivalent with specialization in Hospital/Health Management with 15 years experience in Administration in public sector preferably in health sector.

Desirable:

Must be proficient in computer applications (MS-Word, Excel, and Powerpoint), email and internet etc.

Age:<65 years. (In case of retired Govt. Servants as per DOPT guidelines)

Remuneration: Rs. 49,500/- (Forty nine thousand five hundred) p.m. (consolidated)

Number of position: One

6. CONSULTANT (IT)

Terms of Reference

1. Implementation of activities for IT operations with partner, in:
 - a. Co-ordination with the Epidemiology Team leader, the Microbiology Team leader, to understand data systems and analysis requirements, determine priorities, report progress, and obtain needed management support and attention.
 - b. Participation in planning with State partners.
 - c. Coordination with the Department of IT, NIC & other agencies selected for various tasks related to IT operations components of the project, including network connectivity, videoconferencing, and web portal infra-structure.
2. Management of network and web site portal, assuring necessary work plan, consultation with interested stakeholders, resources and capacity.
3. Provide support and assist in development of the strategic approach for IT support to IDSP, as follows:
 - a. Develop a strategy for how technology should support and improve integrated disease surveillance in the country.
 - b. Review available information on the existing system of reporting disease surveillance information in the country, including:
 - i. *Broadband connectivity (completeness, functioning, and options);*
 - ii. *Hardware for use of portal, videoconferencing (needed, available at DSU, SSU, CSU);*
 - iii. *Software (data collection, database management; data transmission; data analysis-DSU, SSU, CSU; routine surveillance data; outbreak reporting system; systems to track performance eg completeness of reporting etc.);*
 - iv. *Web content for IDSP, i.e. "Knowledge Management";*
 - v. *Personnel needed and systems (training, SOP's etc) to support them (e.g. State and District Data Managers).*
 - c. In consultation with the IDSP Project Director and the National Project Officer, identify examples of critical strategic questions which IDSP systems must provide data and infra-structure to address (e.g. identify and characterize an outbreaks; identify hospitalized cases of infectious diseases, identify an outbreaks).
 - d. Prepare an outline of the categories of health care facilities (public, private, hospital, outdoor patient; microbiology labs) from which disease surveillance information could be tapped; assess strategic importance of different sources based on 3 above.
4. Interaction with ISRO, BSNL and NIC for establishing and maintaining IDSP Health Information Highway
5. Quarterly performance report to be prepared for appraisal.
6. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.

Eligibility criteria:

- Post Graduate Degree in IT/Computer Science such as M Tech/MBA/ MCA with two years experience in Project planning and Implementation of Information Technology.
- Graduate in IT/Computer Science with minimum five years experience in Project planning and Implementation of Information Technology.

Age: Below 45 years.

Remuneration: Rs. 49,500/- per month consolidated.

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Number of Positions: One (1)

7. CONSULTANT (PROCUREMENT)

Terms of Reference and deliverables:

1. Responsible for all procurement (goods, commodities, civil works, consulting services and other services) within the project.
2. Update the procurement plans on regular basis and responsible for its implementation for works, goods and consulting Services as needed by the programme.
3. Work with specialists, both internal and external to review and update the procurement schedules, to ensure that all agreed time frames are managed in accordance with the schedule, and in keeping with the needs of the programme.
4. Ensure total compliance with the GFR Guidelines, and to update the NPO, IDSP and other project staff when changes occur.
5. Ensure that procurement arrangements are consistent with the programme requirements, implementation and development objectives and, discuss options and possible solutions with the NPO
6. Monitor contract cash flow projections, ensure that budgetary allocations are appropriated prior to making commitments and verify that all proposed purchase are eligible for financing under the project.
7. For procurement of goods and works: (i) assist programme in preparing bidding documents including technical specifications, bid evaluation criteria, qualifying requirements, contract conditions related to security, warranties, liquidated damages, payment terms, preparation of purchase orders, etc.; (ii) provide guidance on notification/advertising procedures, sourcing of goods, preparation of short lists of potential suppliers for shopping; (iii) assist in the receipt and opening of bids, evaluation procedures including post qualification of bidders and preparation of bid evaluation reports to be submitted to the Bank for clearance/no objection; (iv) prepare contract documents and contract change orders/amendments and (v) assist in the preparation of detailed plans for the proper allocation, distribution and storage of goods.
8. The selection and contracting of consultants: (i) assist in preparation of the terms of reference, proposed short lists, letters of invitation for proposals, request for proposals, clarifications, draft contracts, etc.; (ii) provide guidance on notification/advertising procedures, sourcing and short listing of consultants; (iii) assist in the receipt and evaluation of proposals, preparation of evaluation reports, contract documents and negotiations with selected firms/individuals.
9. Organize evaluation committees with the participation of representatives from the programme for the opening and evaluation of bids; propose contract awards in accordance with the Bank Guidelines and arrange submittal to the Bank as and when required for no objection/clearance.
10. Coordinate with the Ministry of Health to obtain Final Acceptance as and when required
11. Assist the programme in the monitoring, documenting and administering contract performance, preparing and negotiating contract change orders/amendments, conducting pre and post shipment inspections (including any testing if needed). Assist NPO and Finance Officer in setting up of efficient payment procedures, verifying payments due under the contracts, ensuring quick channeling of funds, resolution of claims (warranty, insurance, etc.) and disputes, evaluation of supplier/consultant's performance, enforcement of liquidated damages and remedies for non-performance.
12. Ensure the Maintenance of a proper filing system for all relevant procurement documents in the project and prepare reports and documents for any review missions;
13. Carry out any other procurement related tasks, including the management of contracts that may be assigned by the NPO, IDSP.
14. Quarterly performance report to be prepared for appraisal.

15. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.

Eligibility Criteria:

Pot Graduate with minimum 10 years of planning and organizing procurement of goods through International and National competitive bidding.

Experience: Experience in handling programmes supported by Government of India.

Age: Below 60 years

Responsibilities:

- The Procurement Consultant (PC) will assist NPO, IDSP to manage the procurement of IDSP, provide to others the needed technical support and guidance in all aspects of procurement in accordance with the GFR Guidelines.
- The PC is required to ensure the maintenance of quality procedures, transparency in all actions, plans and processes, problem solving of procurement issues, and to facilitate smooth and prompt implementation of the program. In addition, the PC will co-ordinate with the Financial Officer and other key members of the programme to ensure the overall integration of the procurement plans and reports.

Remuneration: Rs.49,500/- (Rs. Forty nine thousand five hundred) per month (consolidated)

Number of positions: One (1)

8. **COMMUNICATION OFFICER**

Terms of Reference:

1. To conduct community need assessment for information about target disease.
2. Development of communication/IEC strategies based on community needs assessment.
3. Development and dissemination of prototype material for communication through various media.
4. Development of monitoring and evaluation tools to assess the behaviour changes among people regarding disease surveillance.
5. To develop liaison with Government Partners, Community Based Organisations, NGOs etc for improving the visibility of project.
6. Preparation and compilation of progress report and other relevant documents for further use.
7. Development of suitable audio video communication materials like radio slot, television spot and print.
8. Preparation of quarterly report on performance appraisal
9. Any other work/activity assigned from time to time.

Eligibility Criteria:

- a. Post Graduate degree in mass communication or Journalism with atleast 3 years experience.
OR
- b. Post Graduate diploma in mass communication or Journalism with 5 years experience.
 - Proficient in computer and media applications

Age: Below 45 years.

Desirable: Experience in undertaking similar assignments preferably in health/social sector.
Excellent analytical, oral and written communication skills.

Remuneration: Rs 49,500/- (Forty nine thousand five hundred) per month consolidated.

Number of positions: One (1)

9. TRAINING MANAGER

Terms of Reference:

1. Review existing trainings under the project for Health personnel and other associated staff. (Project trainings, Trainings in Epidemiology, Orientation workshops of Health personnel regarding project activities and others)
2. Identifying institutions for training of various categories of personnel, based on selection criteria of IDSP.
3. Collate and review training plans submitted by each State
4. Organize development, publication and dissemination of training manuals for various training courses
5. Monitor training activities in various States
6. Monitor expenditure incurred on training and related activities
7. Plan, organize and execute independent evaluation of training and its outcome
8. Development of training curriculum and manuals for various training courses
9. Monitor functioning of Consultant Training at State level
10. Release of funds to various training institutions including receipt of SOEs and utilization certificate
11. Will work in close coordination with HR Manager
12. Visits states to evaluate training needs and progress.
13. Quarterly performance report to be prepared for appraisal.
14. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.

Eligibility Criteria:

Graduate with MBA in HRD or equivalent with minimum 3 years of relevant experience preferably in health or social sector and knowledge in Computer is must.

Age:Below 40 years.

Required Experience: Minimum three years of relevant experience preferably in health or social sector and knowledge of computer.

Remuneration: Rs 35,000/- (Rupees Thirty five Thousand) per month consolidated.

Number of positions: One (1)

10. ADMINISTRATIVE CONSULTANT

Terms of Reference and deliverables: Is required to deal with all administrative matter pertaining to Central Surveillance Unit.

Eligibility Criteria: Graduate with minimum experience of 10 years in Administration preferably in health sector.

Age: Below 60 years.

Desirable: Knowledge and experience in computer applications

Remuneration: Rs 19,000/- (Rupees Nineteen Thousand) per month consolidated.

Number of positions: One (1)

11. DATA PROCESSING ASSISTANT

Terms of Reference and deliverables:

All secretarial support to officers dealing with procurement, Finance, Accounts officer matters, training, Avian Influenza Surveillance, officers dealing with IDH Network, Community based surveillance, NCD Risk factor survey etc..

Eligibility criteria: Graduate with at least One year Diploma in Computer Application.

Age:Below 40 years.

Experience:Minimum five years experience preferable in Health Sector.

Remuneration: Rs.19,000/- (Rs. Nineteen Thousand) per month (consolidated)

Number of positions:(One) 1