

**Ministry of Health & Family Welfare
Nirman Bhavan, New Delhi – 110108**

**National Programme for Prevention and Control of Cancer, Diabetes,
Cardiovascular Diseases and Stroke (NPCDCS)**

VACANCY CIRCULAR

The Ministry of Health & Family Welfare invites application from eligible candidates for the posts of (i) National Programme Coordinator (NPC) and (ii) Epidemiologist for National NCD Cell under NPCDCS on **contract basis**.

A) Terms of Reference (ToR):-

1) Post : National Programme Coordinator

(i) Essential Qualification/Experience

- MBBS with Post Graduate Degree in Community Medicine/Community Health Administration/Public Health or equivalent. At least 5 years experience after PG Degree;

Or

Retired Government Officers (from SAG) having MBBS with Administrative Experience of handling hospitals / programmes / contracts.

- Experience of working in a Public Health Programme at National / State level (desirable).
- Should be conversant with computer, e-mail, word, excel and power point.

(ii) Remuneration:-

- Rs.90,000-1,20,000/- per month (consolidated)
(Remuneration will be fixed in this range depending upon qualification and experience)

(iii) Job Responsibilities:-

- Design study patterns, collection / analysis / interpretation / dissemination of data pertaining to NPCDCS.
- Assist in study relating to disease etiology, outbreak investigation, disease surveillance, screening and monitoring of diseases covered under the programme.
- Assist in policy formulation, identifying risk factors for disease and targets for preventive healthcare.
- Organising review meetings/technical workshops etc relating to his/her work area.
- Field visit to states/UTs for monitoring & Supervision.
- Liaison with State Authorities for proper implementation of the NPCDCS.

...2/-

2) Post : Epidemiologist

(i) Essential Qualification/Experience

- MBBS with Post Graduate Degree in Community Medicine / Community Health Administration / Public Health or equivalent. At least 3 year's experience after obtaining PG degree

Or

Retired Government Officers (from SAG) having MBBS with Administrative Experience of handling hospitals / programmes / contracts.

- Experience of working in a Public Health Programme at National / State level as Epidemiologist (Desirable)
- Should be conversant with computer on Word, Excel and PowerPoint

(ii) Remuneration:-

- Rs.60,000-80,000/- per month (consolidated)
(Remuneration will be fixed in this range depending upon qualification and experience)

(iii) Job Responsibilities:-

- To assist Director(NCD)/DDG(NCD) in designing of study, collection and statistical analysis of data, and interpretation and dissemination of results relating to NPCDCS.
- To assist in study relating to disease etiology, outbreak investigation, disease surveillance, screening and monitoring of diseases covered under NPCDCS.
- To collect statistics, data etc., and draw appropriate conclusions
- To assist in policy formulation, identifying risk factors for disease and targets for preventive healthcare.
- To assist in studying the patterns, causes, and effects of health and disease conditions in defined populations.
- Organizing review meetings/technical workshops etc. relating to his/her work area.
- Field visit to states for monitoring & supervision.
- To assist Director(NCD)//DDG(NCD)/Other Sr. Officers in all program related activities.

Common ToR for both the posts

(i) Age Limit:-

- Upto 55 years. Retired Government / Public Sector Officers upto the age of 65 years.

(ii) Tenure of Service:-

- Initial the appointment will be for one year from the date of joining the post and thereafter extension will be made on mutual agreement and subject to satisfactory performance in the post.

(iii) Place of Duty:- New Delhi

B) General instruction:-

- Eligible candidates shall be required to submit applications in prescribed form, duly filled in all respect to **Under Secretary (NCD), Room No.434, 'C' Wing, Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi - 110108.**
- Last date for submission of application is **20th May, 2017 (5.00 p.m.)**
- **Documents to be attached** with application form: Self-attested copies of certificates in support of Qualification, Experience, Age and any other information claimed, will be attached to the application form.
- All original documents must be brought for **verification** at the time of interview.
- **Application form** can be downloaded from the website of Ministry of Health and Family Welfare (**www.mohfw.nic.in**)

(Yogender Kumar)
Under Secretary (NCD)
Ph: 011-23061141

**National Programme for Prevention and Control of Cancer, Diabetes,
Cardiovascular Diseases and Stroke (NPCDCS)**

Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi – 110108

Application Form

For Office Use :
Name of the post :

Paste a recent pass port size photograph (Self attested)
--

1. **Name:** _____
2. **Father's Name:** _____
3. **Date of Birth:** _____
4. **Gender (Male / Female):** _____
5. **Category (SC /ST/OBC) :** _____
7. **Nationality:** _____
8. **Educational Qualification:**

Sl. No.	Academic / Professional	Name of Institute	Board / University	Year of Passing	Course Duration	Division / Grade / % of marks

9. **Training / Short Course attended :** _____
10. **Awards and/or Outstanding Achievements:** _____

11. Work Experience:

Sl. No.	Organization / Institute	Period of Experience			Nature of Work	Remuneration / Remarks (if any)
		From	To	Duration Year / Month		

12. Name of 2 references who have supervised you in your professional work area and their contact details:-

Sl. No.	Name of the Referees	Organisation & Designation	Phone No.	E-mail address

13. Contact Details:

(a) Mailing address: _____

(b) Permanent Address: _____

(c) Telephone Number: (Res) _____ (Mob) _____

(d) E-mail ID : _____

14. List of Documents attached (Self-Attested) (as a proof of Qualification, Experience, Age and any other information mentioned in the application):

(i)

(ii)

(iii)

(iv)

Undertaking

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified / terminated from the service.

Date : _____

Place: _____

(Signature of the Applicant)

Mobile No.: _____

E-mail ID: _____