

National Program for Prevention and Control of Deafness (NPPCD)  
Terms of Reference (TOR) for Appointment of Individual Consultants and Contractual Staff

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***Selection Procedure***

Initial appointment to all the posts will be on contractual basis for a maximum period of one year at a time and renewable for one year at a time subject to satisfactory performance. In case staff are deputed to the posts from State government, the maximum budgetary amount as per budgetary norms may be sanctioned, provided:

- Deputed staff meet all eligibility requirements
- Deputed staff work exclusively on deafness control activities
- Deputed staff is under administrative control of NPPCD Officials.
- State government begins the process of establishing the positions as regular State govt. posts

***Criteria for Selection***

- The posts should be advertised by the State/District Health society in at least two leading newspapers published in the state. Applications, if need be, should be short-listed on the basis of pre-determined criteria subject to fulfilment of eligibility criteria.
- A Selection committee may be constituted by the Chairman of the Society for short-listing and interview of the candidates. Suitable number (at least 5:1 ratio) of Candidates in the panel may be kept in waiting list which should be valid up to one year from date of joining the first candidate.
- In the offer of appointment it should be specifically mentioned that the appointment will be purely on contractual basis. The list of selected candidates may be forwarded for information to the State Nodal Officer.

***Period of Engagement***

- One year (may be extended subject to satisfactory performance)

***Remuneration***

- The budgetary provision for different categories of contractual staff is as under approved financial norms for 2012-17

***Common Points: Everyone joining the program must agree to have:***

1. A Mobile contact number working for incoming calls at least during duty hours
2. Should be computer literate.

*All the existing staff to be continued and contract to be renewed based on satisfactory performance irrespective of the change in the eligibility criteria.*

*These are suggested norms to all states, however state are free to follow their own norms providing the criteria of minimum qualification and maximum remuneration is met.*



## **Contractual Staff at State Level**

Name of the Post:- **Consultant at State Cell.**

### **Qualification:-**

- Degree/Diploma in community Medicine /Preventive and Social Medicine/Community Health Administration/MPH/MBA Health Care Administration from an institute recognised by MCI.
- At least 3 years of experience after obtaining post graduate degree.
- Experience of working in public Health Programme preferably in Non-Communicable Diseases (Desirable)

### **Job Responsibilities**

- Preparation of District plans for implementation of National Programme for prevention and control of Deafness under guidance of SNO.
- Monitor and supervise Implementation of National Programme for Prevention and Control of Deafness in the state in reference to the programme activities related to Training of Medical and non-medical professionals, IEC and Social mobilization and Manpower development under guidance of SNO.
- Release and monitor flow of funds to District Health Societies under guidance of SNO.
- Review and take appropriate measures in the expenditure of funds by District Health Society.
- To assist the State Nodal Officer in program management activities like planning, budgeting implementing, monitoring, supervising evaluating and reporting.
- To link state cell with stake holders of the program within and outside the state.
- To assist State Nodal Officer in gathering political and administrative commitment required for the program.
- To coordinate with State NRHM Office and other State level institutions in matters of programme planning, budgeting and finances, monitoring and supervision, training, etc.
- To assist State Nodal Officer in establishing inter sectoral and interdepartmental coordination for deafness control.
- To conduct supervisory visits to the districts and report to State Nodal Officer.
- To gather information on state/district demographics, special populations, migration, cost for care, deafness management practices and access to care of HI.
- Interpretation of data, mathematic modelling and report writing along with validation of routine surveillance data.
- To assist the State Nodal Officer in establishing systems for Surveillance.
- To collaborate with the district nodal officers. In Preparation of District Micro-plan based on magnitude and distribution of deaf/hearing impaired persons and resources available for ear care, monitoring of programme activities and quality control financial and material management.
- To submit quarterly progress report to GOI.
- Any other job assigned as per programme need by the reporting officer.



- Overall technical supervision and guidance for implementation of NPPCD.

**Tenure: -** One Year

**Emoluments: -** Rs. 50,000/- per month.

**Location: -** Directorate of State

1. The performance of the Consultant will be reviewed once in a year.
2. The consultant shall be eligible for 8 days leave in a Calendar Year on pro-rata basis. The Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also unavailed leave in a Calendar year cannot be carried forward to next calendar year.
3. The consultant shall be not be entitled to any other allowance (DA, Transport, Residential accommodation, telephone, medical reimbursement, personal staff etc..)
4. The Directorate Health Services State or the Consultant shall be free to terminate the contract by giving a prior notice of 30 days.

2. Name of the Post: **Programme Assistant:-**

**Essential Qualification:-**

- Bachelor degree from a recognised University.
- Diploma in Computer Application (One Year) with Adequate Knowledge of MS word, Excel, Accesses, Power point presentation recognised by the council for technical education/DOEACC

**Desirable Qualification**

- English Typing- 35 words per minute
- Knowledge of filing, indexing and document Management
- Excellent writing and verbal communication skills.
- Proficient in drafting notes and letters in English.

**Experience**

- 6 months of post qualification work experience as a Programme Assistant in any Ministry of Govt. of India/State Govt. at the Secretariat Level. Preference will be given to those candidates who have experiences of working in Health Sector of either Govt. of India at the Ministry level or any State/UT Govt. at the Secretariat levels.



### **Job Responsibilities:-**

- Overall in-charge for the Secretarial related work of the Monitoring Cell at State Level in DHS for the National Programme for Prevention and Control of Deafness (NPPCD).
- Secretarial Assistance to the DHS Officials /state consultant for smooth implementation of NPPCD.
- Secretarial Assistance in preparation of NPPCD progress report, expenditure statement, compilation of Utilisation Certificates and other technical matters etc.
- The performance of Programme Assistant will be reviewed once in a year by the Head of the Division.
- The Programme Assistant shall be eligible for 8 days leave in a Calendar Year on pro-rata basis. The Programme Assistant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (Calculated on pro-rata basis). Also unavailed leave in a Calendar Year cannot be carried forward to next calendar year.
- The Programme Assistant shall not be entitled to any other allowance (DA, transport allowance, residential, accommodation, telephone, medical reimbursement, personal staff etc.)
- Programme Assistant shall treat all official information as strictly confidential, and use the same for performance of consultancy assignment only.
- The Programme Assistant shall report to the Director in-charge of NPPCD in MOHFW.
- All other provisions of GFR, 2005 as amended from time to time shall be applicable.
- Any other work assigned by the Reporting Officer.
- Responsible for maintenance of records/file and tracking of important documents.
- Keep track of important documents
- Maintain database of addresses, telephone nos.of the persons/organizations frequently required to be contacted.
- Proper maintenance of office equipment's

<b>Tenure:-</b>	One Year
<b>Emoluments:-</b>	Rs. 25,000/- per month.
<b>Location:-</b>	Directorate of State



3. Name of the Post: **Data Entry Operator:-**

**Essential Qualification:-**

- 10+2 with Diploma/Degree in Computer Application or equivalent recognized by the Council for Technical Education/ DOEACC.
- Should be well conversant with various computer programming including MS Word, Excel and simple statistical packages.

**Desirable Qualification**

- English Typing -35 words per minute.
- Adequate command overwriting and verbal communication skills
- Adequate command drafting notes and letters in English.

**Experience**

One year of post qualification work experience as a Data Entry Operator in any Ministry of Govt. of India/State Govt. at the Secretariat level. Preference will be given to those candidates who have experience of working in Health Sector of either Govt. of India at the Ministry level or any State/UT Govt. at the Secretariat level.

**Job Responsibilities**

- To receive mails to the State Cell, sort and produce before the SNO at a daily basis.
- To e-file the mails and attached documents.
- To send e-mails to the addressees as per the instruction of SNO.
- To maintain and update the contact details of all program stakeholders.
- To enter the data in the prescribed formats, as instructed by the SNO.
- To maintain computer, peripherals and connections assigned.
- To install and regularly update antivirus software.
- To take periodic back up of data stored in the system.
- Any other job assigned as per programme need by reporting officer.
- The performance of the Data Entry Operator will be reviewed once in a year by the head of the division.
- The Data Entry Operator shall be eligible for 8 days leave in a Calendar Year on pro-rata basis. The Programme Assistant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also unavailed leave in a Calendar year cannot be carried forward to next calendar year.
- The Data Entry Operator shall not be entitled to any other allowance (DA, Transport, residential accommodation, telephone, medical reimbursement, personal staff etc.).
- The Ministry or the Data Entry Operator shall be free to terminate the contract by giving a prior notice of 30 days.
- During the period of assignment, he shall not engage in any business or professional activity which can conflict with the interest of the Government.



- Data Entry Operator shall treat all official information as strictly confidential, and use the same for performance of consultancy assignment only.
- The Data Entry Operator shall report to the Director in-charge of NPPCD in MoHFW.
- All other provisions of GFR, 2005 as amended from time to time shall be applicable.
- To provide assistance in preparation of NPPCD progress report, expenditure statement, compilation of Utilization Certificates etc.

**Tenure:-** One Year  
**Emoluments: -** Rs. 15,000/- per month.  
**Location:-** Directorate of State

#### **Contractual Staff at District Level**

**Name of Post:-** ENT Surgeon to be provided where ENT specialist are not present in the district hospital.

#### **Essential Qualification:-**

MD/Diploma in ENT from institution recognized by Medical Council of India.

#### **Job responsibilities:-**

- ◆ Preparation of District Micro-plan based on magnitude and distribution of deaf/hearing impaired persons and resources available for ear care.
- ◆ Over all implementation of the programme through utilization of government facilities, involvement of NGOs and community participation.
- ◆ Monitoring of programme activities and quality control along with submission of quarterly progress report to states and Monthly visit to CHC/PHC for smooth implementation of NPPCD.
- ◆ Financial and Material Management ;
- ◆ Social mobilization and public awareness
- ◆ Orientation of various functionaries of health and other related sectors.
- ◆ Procurement of equipments and other materials.
- ◆ Arrangements for screening camps in collaboration with Ministry of Social Justice and Empowerment.
- ◆ To provide ENT Clinical/surgical Services at the District Hospital,
- ◆ Conducting Training Programmes.
- ◆ Supervision of IEC activities.
- ◆ To link District with stake holders of the program within and outside the district.

**Tenure: -** One Year  
**Emoluments: -** Rs. 60,000/- per month.(with yearly increment of 5%)  
**Location: -** District

2. Name of Post: - Audiologist (Audiologist & Speech language Pathologist



**Essential Qualification:** - A bachelor in Audiology & Speech language Pathology/B.S.C.(speech and hearing) from RCI recognised institute.

**The job responsibility** of the Audiologist will be as under:

- Provision of audio logical services, Speech – language assessment and rehabilitation & prescribing hearing aids in collaboration with ENT Surgeon.
- Assist in training programmes
- Monitoring and Evaluation of the Programme
- Maintenance of Database
- Help DNO in quarterly submission of quarterly report.
- Monthly visit to accompany DNO/ENT Surgeon to CHC/PHC.
- Supervision of IEC activities/camps in collaboration with ENT Surgeon/DNO

**Tenure:** - One Year

**Emoluments:** - Rs. 30,000/- per month (with yearly increment of 5%).

**Location:** - District

**3. Name of the Post:-Audiometric Assistant:**

**Essential Qualification:** - A technical person with 1 year diploma in hearing, language and speech (DHLS) from a RCI recognised institute. The audiometric assistant will provide support to CHC in screening of HI persons.

**The job responsibility** of the Audiometric assistant will be as under:

- a. Assist in providing audio logical, speech ,language services under supervision of Audiologist and speech- language pathologist
- b. Visit CHC by visiting on fixed day for screening of HI persons
- c. Assist in training programmes
- d. Monitoring and Evaluation of the Programme
- e. Maintenance of audio logical database

**Tenure:** - One Year

**Emoluments:** - Rs. 15,000/- per month (with yearly increment of 5%).

**Location:** - District

**4. Name of the Post: - Instructor for the Young Hearing Impaired Children:**

**Essential Qualification:** - Diploma in training young deaf and hearing handicapped (DTYDHH) from RCI recognised institute to look after the therapy and training of the young hearing impaired children at the district level.

**Job responsibility** of the Instructor will be to provide training, therapy and early education for the young hearing impaired children.

**Tenure:** - One Year

**Emoluments:** - Rs. 15,000/- per month (With yearly increment of 5%).

**Location:** - District