

Govt. of India
Ministry of Health and Family Welfare
Directorate General of Health Services
National Council Secretariat

Nirman Bhawan, New Delhi
Date:

Applications are invited for following post, for Secretariat of National Council for Clinical Establishments, located at Nirman Bhawan, New Delhi, on contractual basis for a period of one year (extendable by one more year depending on performance).

Name of Post	No. of Posts	Qualification		Experience		Age group	Consolidated Remuneration per month
		Essential	Essential	Desirable			
Consultant (Clinical Establishments)	1	i. MBBS, ii. Master of Public Health / Hospital Administration or MD/MS/ Diploma or equivalent in any medical discipline, recognized by MCI or MBA (Hospital Administration)	i. One year experience after PG qualification. ii. Basic Knowledge of Computers	Two years' experience of health/hospital administration/management	30 to 65 years	(i) Rs. 1,00,000/- for those with Post Graduate Medical Qualification as recognized by MCI and (ii) Rs.80,000/- for those without PG medical qualification as recognized by MCI.	

The eligible and desirous candidates may send their application along with Biodata and copies of documents of qualification and experience by email to help.ceact2010@nic.in within 15 days from the date of publication of this Advertisement on website. The shortlisted candidate will be called to appear for interview before a selection committee.

For further details refer to website: www.mohfw.gov.in or www.dghs.gov.in or www.clinicalestablishments.gov.in

(पद्मजा सिंह)
(PADMAJA SINGH)
संयुक्त सचिव / Joint Secretary
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & F.W.
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

Joint Secretary

Name of Consultant	Consultant (Clinical Establishments)
Terms of Reference	<p data-bbox="351 324 1426 369"><u>General TOR</u></p> <ol data-bbox="351 369 1426 1668" style="list-style-type: none"> 1. The appointment of Consultant (Clinical Establishments) will be purely on contractual basis and Consultant (clinical Establishment) shall not claim for regularization of his/her appointment. 2. The Consultant will be bound by the general administrative rules of the Central Government/Ministry of Health as applicable to contractual staff and he/she will be entitled to leave of 12 days in a calendar year on prorata basis and the salary shall be deducted for any additional leave. Attendance shall be marked by the Consultant. 3. The appointment is on full time basis with the timing of work from 9.30 AM to 6 PM. 4. The consultant would be under administrative control of DGHS and report to Addl DDG (AK) or concerned nodal officer dealing with Clinical Establishment Act and National Council Work in the Directorate General of Health Services His/her services may also be utilized, whenever required by the concerned Joint Secretary, MoHFW, the Secretary of the National Council or his representative. 5. A monthly progress report will be submitted by the consultant. 6. Performance will be reviewed monthly and unsatisfactory progress may lead to termination of the contract. 7. The contract can be terminated by Dte.GHS/Ministry of Health and Family Welfare at any time without assigning any reason. 8. The contract can be terminated by the consultant by giving a month's notice, in absence of which one month's salary will be forfeited. 9. He/She will be paid consolidated remuneration of Rs. 1,00,000/- if he/she is holding Post Graduate Medical Qualification as recognized by MCI and Rs.80,000/- for those without PG medical qualification as recognized by MCI. The Consultant (Clinical Establishment) will be entitled to TA/DA for official outstation visits as applicable to Group A officers of Grade Pay 5400/- including air-travel by economy class of Air-India wherever applicable. <p data-bbox="351 1691 1426 1736"><u>Specific TOR</u></p> <ol data-bbox="351 1736 1426 2049" style="list-style-type: none"> 1. Maintain and update operational framework for National Council for Clinical Establishments. 2. Provide technical guidance and inputs in respect of the functions of National Council for Clinical Establishments. 3. Examine all technical matters referred to the National Council for Clinical Establishments and submit such reports to the nodal officer and if required to National Council and MoHFW. 4. Finalisation of classification of the Clinical Establishments into

different categories based upon the comments of stakeholders received and submit the same to competent authority for approval.

5. Facilitate development of an online system of registration of Clinical Establishments as per the provisions of the Clinical Establishments Act.
6. Finalisation of Minimum Standards of different categories of the Clinical Establishments based upon comments received and submit the same to competent authority for approval. After Approval facilitate the same for notification in due course as per requirements.
7. Drafting of new, review and updation of existing Standard Treatment Guidelines in consultation with experts/professional societies.
8. Provide technical inputs for development of web-portal of Clinical Establishments.
9. Facilitate organizing meeting of National Council and its sub-committees/sub-groups and recording of minute's etc. Take action for implementation of decisions of meeting of national council/ sub-committees/sub-groups.
10. Organization of workshops or meeting, in coordination with respective States/UT Governments, if needed for dissemination of information, creating awareness, orientation and training, monitoring & supervision and visits to concerned States/UTs will be undertaken.
11. Organize Training and capacity building including development of training curriculum required for implementation of the Act and the compliance of minimum standards for Clinical Establishments.
12. Coordinate with States/UTs for proper implementation of Clinical Establishments Act & rules thereunder.
13. Preparing replies to all Parliamentary matters, questions and RTI, RTI Appeal matters etc.
14. Help in preparation of replies, comments, draft affidavit in respect of Court cases related to Clinical Establishments with legal assistant.
15. Coordinate with NHM division of Ministry & State for facilitation/sanction of budget for implementation of provisions of Clinical Establishments Act.
16. Review of PIP's along with Statistical Assistant, of States/UTs in respect of Clinical Establishments Act wherever the Act is applicable and submits the comments to NHM division accordingly.
17. Facilitate compilation and Publishing a National Register of Clinical Establishments.
18. Facilitate collection of the Statistics in respect of the Clinical Establishments, as determined by the National Council.
19. Guide the National Council & States about any matters related to Act.
20. Any other work assigned by the National Council for Clinical Establishments/ Dte.GHS/ MOHFW.