

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

Nirman Bhawan, New Delhi

Date: 01st June 2023

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

Name of Post	No. of Post	Qualification	Experience		Age group	Consolidated Remuneration per month
			Essential	Desirable		
Statistical Assistant	One	Master's Degree in Statistics/Mathematics/Economics From any recognised University.	Upto ten years experience of compilation, analysis and interpretation of statistical data	Experience of 6 months in computer software data	25 to 60 Years	Rs.50,000/-

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, <https://dghs.gov.in> and www.clinicalestablishments.gov.in


(राजीव प्रधान)
(RAJIV PRADHAN)
सलाहकार / Advisor
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
(राजीव वाटवानी)
(RAJIV WADWANI)
सलाहकार / Advisor
Ministry of Health & Family Welfare
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

	Statistical Assistant
Terms and Conditions	<p>General TOR</p> <ol style="list-style-type: none"> 1. The appointment of Statistical Assistant will be purely on contractual basis for a period one year from the date of joining and he/she shall not claim for regularization of his appointment. 2. The Statistical Assistant 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 30 days in a calendar year on pro-rata 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 Statistical Assistant would be under control of DGHS and report to Addl. DDG (AK) in the Directorate General of Health Services. His/her services may also be utilized, whenever required, by the Joint Secretary (Medical Services), the Secretary of the National Council or his representative. 5. A monthly progress report will be submitted by the Statistical Assistant. 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 Statistical Assistant 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 Rs.50,000 per month. 10. The Statistical Assistant will be entitled to TA/DA for official outstation visits as per existing guidelines and procedures for engagement of Consultants in the Department of Health & Family Welfare vide OM No-Z.28015/10/2017-Estt-II dated 2nd September, 2021. <p>Specific TOR</p> <ol style="list-style-type: none"> 1. Coordinate with states/UTs for collection of statistics as may

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- be prescribed by the National Council.
2. Checking verification and scrutiny of data obtained from District or states
 3. Computer entry of Statistical data.
 4. Compile, analyze and interpret information related to registration of Clinical Establishments district wise /state wise and at National Level.
 5. Compile, analyze and interpret the statistics as may be collected from Clinical establishments and develop a report.
 6. Finalization of Statistical tables/statements/appendices/annexes, etc. and assist the senior officers in the same.
 7. Maintenance of Statistical work record.
 8. To provide technical inputs on all statistical matters
 9. To provide necessary training in statistical matters for state level staff, if needed.
 10. Assist officers in imparting training to state/district level implementers and make field visits whenever required.
 11. Assist in making arrangements for meetings, workshops, seminars and conferences.
 12. Attend to other misc. duties assigned to them by their seniors.
 13. Any other work assigned by the National Council for Clinical Establishments/Dte.GHS/Central Government.



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