

Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
Central Health Education Bureau
Kotla Road, New Delhi -110002

Central Health Education Bureau, Directorate General of Health Services, Ministry of Health & Family Welfare, Government of India invites applications for filling the following contractual position for a period of one year.

Name of the Post	PROJECT ASSISTANT
Name of the Project	Project PRATAP (Programme for Risky Behaviour and Attitude in Trauma Prevention)
Place of Posting	Delhi
Number of Posts	01
Age Limit	Not exceeding 35 years.
Emoluments	Consolidated salary Rs. 40,000/- p.m.
Essential Qualification	Graduation in any field from a recognized university. Preferably with MPH / MHA. Three years' work experience from a recognized institution in health sector
Nature of Duties	<ul style="list-style-type: none">• Visiting schools for Liaison with school authority• Co-ordinating for data collection• Keeping contacts with the schools and project staff for completion of data.• Data Entry• Preparation of progress report• Organising meeting of experts time to time• Report writing, collecting, verifying the accuracy and analysing data• Any other job assigned by principal investigator / designated officer
Duration	01 year
Date of Interview	Will be intimated



VENUE & DEADLINE FOR SUBMISSION OF APPLICATION

Application form, completed in all respects as specified in this document must be submitted at CHEB, Kotla Road, Opposite Mata Sundri College, New Delhi 110002 or as per the enclosed format (**as pdf and excel sheet**) at dir.cheb@nic.in w.e.f. **02.07.2021 to 11.07.2021**.

Terms & Conditions:

1. Eligible candidates may apply on form given with self attested copies of certificates of the qualification and experience to "The Director", CHEB, Kotla Road, opposite Mata Sundri College, New Delhi 110002 or enclosed format (as pdf and excel sheet) at dir.cheb@nic.in. Application received incomplete or after due date will not be entertained.
2. Only shortlisted candidates will be intimated and called for interview.
3. Central Health Education Bureau reserves the right to reject any or all applications without assigning any reason.
4. It is reiterated that this is purely contractual position.
5. The Govt shall not be liable for any regularization of the contractual services.
6. Director, CHEB reserves the right to terminate this contract work at any point of time without assigning any reason.
7. The application should be submitted in the envelope, super scribed hiring of "Project Assistant" clearly labelled / pdf and excel sheet should be labelled accordingly.
8. Applicants must provide details of experience as per the form at provided. The work/service mentioned here should match with the quoted work/service by the applicant in order to satisfy the qualification requirements. Enclose the mandatory supporting documents.



Terms & Conditions

1. Period of engagement

The engagement shall be a period of one year which may be curtailed depending upon the performance of the Project Assistant.

2. Selection Procedure

The application received in response to publicity will be shortlisted on the basis of qualification & experience of the applicants. The shortlisted candidates will be called for the interview. CHEB reserves the right to reject any application without mentioning any reason.

3. Scope of Duties

During the period of such engagement, the Project Assistant would be required to perform the duties assigned to them. They will report to Director CHEB/Designated Officers depending upon the task assigned.

4. Leave

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled for leave of 08 days in a calendar year, to be calculated on pro-rata basis. In special circumstances, the Project Assistant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday's /Sundays/ Other Gazetted holidays they may be given compensatory off.

6. Office time and working hours

Engagement of Project Assistant would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Project Assistant may be called on Saturday/Sunday/ other Gazetted holidays, if required.

7. Tax deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.



8. Confidentiality of data and documents

No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Project Assistant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

9. Conflict of interest

The Project Assistant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office.

10. Termination of contract

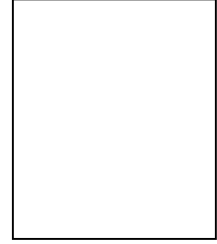
The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Project Assistant desires to leave the assignment, he/she is to give 07 day's notice which can be curtailed/extended depending upon the workload. In the event any Project Assistant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his / her services can be terminated immediately without any notice.

11. CHEB shall not be responsible for any loss, accident, damage; injury suffered by the Project Assistant whatsoever arising in or out of the execution of his work including travel.



**Central Health Education Bureau
Kotla Road, New Delhi-110002**

Application Form for Project Assistant PROJECT PRATAP



1. Name of the Applicant:
2. Father's Name:
3. Mother's Name:
4. Date of Birth:
5. Gender:
6. Educational Qualifications:-

S.no	Academic / Professional qualification	Name of Institution	Board / University	Course Duration / Year of passing out	Division Grade/% of marks

7. Experience:

S.no.	Designation	Name of Institution / Employer	From - To	Field of Experience	Salary Draw n

8. Any Other relevant information:

9. Contact Details:

(a) Mailing Address:

(b) Permanent Address:

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

(d) Email-ID:



10. Documents to be enclosed:

1. Degree/Diploma/Certificate
2. Experience Certificates
3. Age Proof
4. Copy of AADHAR Card/Voter's Card
5. Any Other

11. 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 contractual position.

Date:

Place:

Signature of the Applicant



Excel Sheet - Format

Excel Sheet - Format											
			Educational Qualifications				Experience				
S.No	Name	Age	Academic Qualification	Name of the Institution/ Board / University	Course of duration / year of passing out	Division / Grade of Marks / % of Marks	Designation	Name of the Institution / Employer	Duration	Field of Experience	Salary Drawn

