



No.1-45/2013-NVBDCP/(Admn.-I)/Contract-C  
Government of India  
National Vector Borne Disease Control Programme,  
Dte.G.H.S, Ministry of Health & Family Welfare,  
22-Shamnath Marg, Delhi-110 054.  
Telephone No. 23967780, Fax No. 23968329  
Website: [www.nvbdc.gov.in](http://www.nvbdc.gov.in)



Dated: 18 JUL 2013


The Regional Director,  
Regional Office for Health and Family Welfare,  
Bangalore/Jammu/Hyderabad/Kolkata/Imphal/  
Ahmedabad/Bhubaneswar/Lucknow/Chennai/Bhopal  
/Pune/Trivandrum/Patna/Chandigarh/Shillong/Jaipur/shimla.

Subject:- Filling up of the vacant Group-'C' post on contract basis – regarding.

Sir,

This is with reference to letter No.F.No.Z-15018/35/2012-RD dated 30-05-2013 on the above cited subject (Copy enclosed). Vide said letter Ministry has delegated the power to Sr.Regional Director for one year w.e.f. 09-04-2013 to fill up the live and vacant Group'C' post on contract basis till these are filled up on regular basis. In order to fill these posts quickly, it has been decided to advertise in local at the Regional Offices for which these posts are required and walk-in-interviews will be formed, consisting of three members, under the chairmanship of concerned Sr.Regional Director (H&FW) and two other members of Section Officer/Under Secretary of equivalent level from any other Central Government Office located in that station. The copies of draft advertisement, contractual service agreement, Recruitment Rules and duties of the posts are obtained from official website of NVBDCP for further necessary action.

The expenditure will be met from the regular Budget in Plan & Non-Plan under MH 2211 & 2552 (For NE States) available with respective ROH&FW and booked under Sub Head 'Wages'.

Yours faithfully  
  
(G.D.Khulbe)  
Administrative Officer

Copy to:-

- (1) For uploading on the official website of NVBDCP immediately.
- (2) Director (Admn.&Vig.), Directorate General of Health Services, Nirman Bhawan, New Delhi-110011.

35  
F. No. Z-15018/04/2013- RD  
Government of India  
Ministry of Health & Family Welfare  
Directorate General of Health Services  
(RD Cell)

Dated: 30th May, 2013  
Nirman Bhawan, New Delhi

To

All Sr. Regional Directors  
Regional office of Health & Family Welfare

**Subject: Filling up of the vacant Group 'C' post on contract basis.**

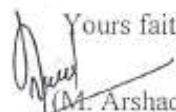
Madam/Sir,

I am directed to refer to this Directorate's letter of even No. dated 23.04.2013 on the subject cited above and to say that since the Ministry has delegated the power to Sr. Regional Director for one year w.e.f. 09.04.2013 to fill up the live and vacant Group 'C' post on contract basis till these are filled up on regular basis, Action in the matter may therefore be initiated at the earliest to fill up all live & vacant posts.

In order to fill up these posts quickly, it has been decided that aforesaid posts will be advertised locally at the Regional Offices for which these posts are required and walk-in-interviews will be conducted. The Selection Committee to conduct the walk-in-interviews will be formed, consisting of three members, under the chairmanship of concerned Sr. Regional Director (H&FW) and two other members of Section Officer/Under Secretary equivalent level from any other Central Govt. office located in that station.

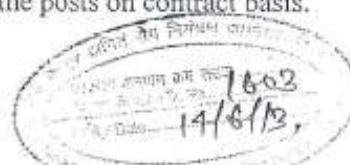
In respect of posts under NVBDCP & CBHI component, copy of Recruitment Rules, draft advertisement, contractual service agreement and duties of the posts will be made available to all Regional Directors by NVBDCP & CBHI. Since Group 'C' posts under Family Welfare component were already being filled by the Regional Directors, educational qualification etc. as given in Recruitment Rules are available with them. The remuneration for contract employees may be fixed as per the minimum wages notified for each category of post by the respective State Govt.

The expenditure will be met from the regular Budget in Plan & Non- Plan under MH 2211 & 2552 (For NE States) available with respective ROH&FW and booked under Sub Head 'Wages'.

Yours faithfully,  
  
(M. Arshad Khan)  
Director (Admin. & Vig.)

Copy to:-

1. Dir. NVBDCP/ Dir. CBHI: with the request to make available to all Regional Directors the copies of Recruitment Rules for all Group 'C' post, duties of the posts, draft contractual service agreement and draft advertisement for filling up the posts on contract basis.
2. MOHFW (Estt. III) - for information.





Government of India

GOVERNMENT OF INDIA  
DIRECTORATE OF NATIONAL VECTOR BORNE DISEASE CONTROL PROGRAMME  
(DIRECTORATE GENERAL OF HEALTH SERVICES)  
MINISTRY OF HEALTH & FAMILY WELFARE  
22-SHAMNATH MARG, DELHI-110054



## Walk-in-Interview

Regional Office for Health & Family Welfare is the focal point for intensifying prevention and control of Vector Borne Disease in the country. For strengthening these measures following positions are required at \_\_\_\_\_. The posts are purely temporary on contractual basis for a period of one year/till the post is filled. The remuneration is as per the minimum wages notified for each category of post by the State Government.

Sl. No.	Category of Post	Vacancy
1		
2		
3		
4		
5		
6		

For Sl. No. 1, 2 & 3

: Interview to be held on  
(Registration will commence from \_\_\_\_\_ hrs)

For Sl. No. 4, 5 & 6

: Interview to be held on  
(Registration will commence from \_\_\_\_\_ hrs)

The details of educational qualifications, experience, age limit and other requirements necessary for filling up the posts can be downloaded from websites: [www.nvbdc.gov.in](http://www.nvbdc.gov.in). Interested and eligible candidate may appear for Walk-in-interview at \_\_\_\_\_ alongwith Bio-Data with the photocopy of the testimonials and original certificates for verification, NOC from employer, if employed. **No TA/DA will be paid for the interview**

Sr.Regional Director  
NVBDCP

F.No. \_\_\_\_\_

**Government of India**  
**Directorate of National Vector Borne Disease Control Programme**  
**22-Sham Nath Marg, Delhi - 110 054**

**CONTRACTUAL SERVICE AGREEMENT**

**Dated:** \_\_\_\_\_

This MEMORANDUM OF AGREEMENT MADE THIS (.....) between National Vector Borne Disease Control Programme (for National Vector Borne Disease Control Project), hereinafter referred to as NVBDCP and Dr/Shri/Ms. \_\_\_\_\_ hereinafter referred to as the Signatory, whose address is:

**Name & Address:-**

WHEREAS the National Vector Borne Disease Control Programme/Project (NVBDCP) desires to engage the services of the Signatory as \_\_\_\_\_ on the terms and conditions hereinafter set forth; and

NOW, THEREFORE, the parties hereto agree as follows:

**1. TERMS OF REFERENCE**

(a.) The Signatory will be assigned the position at DELHI RHO —

The objectives and Job responsibilities for the position is annexed.

Subject to the agreement of both parties, the terms of reference may be modified from time to time, as required in the interest of the Project.

Working hours and holidays shall be those applying to the activity of Directorate of National Vector Borne Disease Control Programme (NVBDCP) to which the Signatory is assigned.

(b.) The Signatory will work as \_\_\_\_\_ under the direction and administrative control of the Controlling Officer i.e. Director, National Vector Borne Disease Control Programme, 22-Sham Nath Marg, Delhi-110 054.

**2. DURATION OF AGREEMENT**

This agreement will be deemed to have come into effect on the (\_\_\_\_\_). The contract shall be initially **for a period of** \_\_\_\_\_ and may ordinarily, subject to satisfactory performance of duties and also to the provisions of Articles 6 and 7 of this agreement, be renewed on year-to-year basis upto the project period. First three (3) months of the assignment will be considered as probation period.

3. As full consideration for the performed by the Signatory under the terms of Agreement, the Directorate of National Vector Borne Disease Control Programme shall pay the Signatory a consolidated sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_) per month.

**4. TRAVEL & DAILY ALLOWANCE**

As per norms of the counterparts at office of Directorate of National Vector Borne Disease Control Programme (NVBDCP)

Contd:2..

**5. LEAVE**

The Signatory shall be entitled to the following sick, annual and /accrued, maternity leave provisions:

- Annual leave to be accrued for one year:30 days per annum (2 ½ days per month)
- Sick leave : 10 days per annum
- Maternity Leave equal to 60 days half pay leave

The leave remaining unutilized at the end of the contract shall not be en-cashed.

**6. STATUS OF THE SIGNATORY**

The signatory shall have the status of contractual employee and shall not be considered in any respect as a regular staff of National Vector Borne Disease Control Programme (NVBDCP).

**7. RIGHT AND OBLIGATION OF THE SIGNATORY**

The rights and obligations of the Signatory are strictly limited to the terms and conditions of this Agreement. Accordingly, the Signatory shall not be entitled to any benefit, payment, subsidy, compensation or pension from National Vector Borne Disease Control Programme (NVBDCP), as expressly provided in this Agreement.

THE SIGNATORY SHALL NOT BE EXEMPTED FROM TAXATION AS PER INCOME TAX LAWS OF GOVERNMENT OF INDIA AND SHALL NOT BE ENTITLED TO REIMBURSEMENT OF ANY TAXES WHICH MAY BE LEVIED ON THE REMUNERATION RECEIVED.

**8. RESCISSION**

Either party may rescind this Agreement at any time by giving the other party, at least 15 calendar days notice in writing of its intention to do so. Compensation may be paid in lieu of notice, which will not be less than one week's remuneration for each unexpired month of the Agreement.

**9. TERMINATION**

In case of improper conduct by the Signatory, having regard in particular to Articles 12 and 13, the Director, National Vector Borne Disease Control Programme may terminate this Agreement; no compensation shall be payable in such a case.

**10. DESIGNATION OF BENEFICIARY (to be filled by the Signatory)**

The Signatory has designated

Name :  
Relationship :  
Address :

as her/his beneficiary for all amounts standing to the Signatory's credit under the terms of Agreement in the event of the Signatory's death.

**11. TITLE RIGHTS**

The title rights, copyrights and all other rights of whatsoever nature in any material produced in the framework of this Agreement shall be vested exclusively with Directorate of National Vector Borne Disease Control Programme (NVBDCP).

**12. UNPUBLISHED INFORMATION**

The Signatory shall exercise the utmost discretion in regard to all matters of official business. She/he shall not communicate to any person information known to her/him by reason of her/his official position which has not been made public, except in the course of her/his duties or by authorization of the Directorate of NVBDCP. At no time shall she/he in any way use to private advantage information known to her/his by reason of her/his official position. These obligations do not cease with expiry of this Agreement.

**13. DISCLOSURE**

The Signatory shall disclose to Directorate of NVBDCP any business or professional employment or activity in which he may be engaged prior to or at any time in the course of the present Agreement. These activities shall not be incompatible with the performance of the services outlined under Article 1.

**14. PERFORMANCE OF DUTIES AND STANDARDS OF CONDUCT**

In the performance of her/his duties her/his Agreement, the signatory shall be exclusively responsible to Directorate of NVBDCP and shall neither seek nor accept instruction from any authority/external agency, unless otherwise specified in Article 1(b).

The Signatory shall not engage in any activity that is incompatible with those purpose and principles or the proper discharge of her/his duties with National Vector Borne Disease Control Programme .(NVBDCP). She/he avoids any action and in particular any kind of public pronouncement which may adversely reflect on that relationship or on the integrity, independence and impartially which are required by her/his relationship with NVBDCP.

Any favour, gift or remuneration from any source other than Directorate of National Vector Borne Disease Control Programme (NVBDCP) shall not be accepted unless approval from Director, NVBDCP has been obtained before hand.

**15. AMENDMENT**

This agreement may be amended by mutual consent between the parties.

**16. SETTLEMENT OF DISPUTES**

Any claim or dispute relating to the interpretation of the execution of the present Agreement which cannot be settled amicably or through conciliation procedures shall be settled by arbitration, unless the parties agree on another mode of settlement.

The arbitral panel shall be composed of one member nominated by Secretary (H&FW), Govt. of India (NVBDCP) or his representative as Chairman and one member nominated by the Signatory. The parties shall accept the arbitral award as final.

Signature  
Date:

Signature  
NVBDCP