



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
Tel: 23990012

Walk-in-Interview

Directorate of National Vector Borne Disease Control Programme (NVBDCP) is the national agency for prevention, control and elimination of Malaria, Dengue, Chikungunya, Japanese Encephalitis, Lymphatic Filariasis and Kala-azar in the country. For strengthening these measures following positions are required at NVBDCP headquarters and Ministry of Health & Family Welfare. The posts are purely on contractual basis initially for a period of one year.

| Sl. No. | Name of the post | Nos. | Remuneration Consolidated Rs. P.M.) | Interview Date/s |
|---------|--|------|-------------------------------------|-----------------------------|
| 1. | Programme Coordinator | 1 | 87500 | 15 th June. 2015 |
| 2. | Consultant (Monitoring & Evaluation) | 2 | 87500 | |
| 3. | Consultant (Technical) | 2 | 87500 | 16 th June, 2015 |
| 4. | Consultant (Finance) | 1 | 67500 | |

Registration: 0930 to 1030hrs

- a- Interested and eligible candidate may appear for walk-in-interview at Room No. 152-A, First Floor, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi, along with Bio-Data with the photocopy of the original certificates for verification, NOC from employer, if employed.
- b- 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 **No TA/DA will be paid for the interview.**

Director
NVBDCP

Government of India
National Vector Borne Disease Control Programme
Dte. G.H.S. Ministry of Health & Family Welfare
22-Sham Nath Marg, Delhi-110054
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TERMS OF REFERENCE

1. Programme Coordinator:

Purpose

To implement the national JE/AES prevention and control programme, assist in monitoring and evaluation, surveillance and information management for JE/AES so as to ensure use of reliable data for decision-making at all levels of the Programme. In addition, liaise with the MOHFW and other ministries as well as state governments for better programme implementation and monitoring including policy changes as and when deemed necessary. Shall work as a technical advisor to the programme.

Responsibilities

Working in close collaboration with NVBDCP officials, staff and other Consultants:

- i. To assist in all technical components of programme formulation and programme implementation.
- ii. To assist in the implementation of the new JE/AES prevention and control programme, to review its status from time to time. To coordinate with consultants at state and district JE Consultants to ensure quality implementation of programme.
- iii. To develop formats, log frame, matrix for monitoring and evaluating the program implementation in collaboration with NVBDCP staff, public health specialist and IT specialist. To develop or refine indicators for the programme.
- iv. To assist in the development of methodology for mid-term evaluation and to ensure they are undertaken.
- v. To evaluate results of specific reports on computerized management information system (CMIS) and integrate these into planning and project implementation.
- vi. Assist staff and implementing partners in preparing their progress reports and analyses these reports in terms of problem and actions needed.
- vii. To keep liaison with the National Informatics Centre (NIC) Integrated Disease Surveillance Project (IDSP) on implementation of strategies on surveillance, monitoring & evaluation.
- viii. To liaise with ministries converging with the National JE/AES prevention and control programme for effective policy making, implementation, coordination and evaluation of the above said programme.
- ix. To promote preparedness for tackling JE/AES outbreaks and ensuring rapid response.
- x. To consolidate and analyses reports/data received from the districts on monthly/annual basis.

- xi. Contribute in training/capacity building of the health personnel at national and state level as necessary.
- xii. Any other duties assigned given by the Director, NVBDCP.

Qualification and Experience

MBBS with Post Graduate qualification in Preventive & Social Medicine/Community Medicine/MPH/DPH/Microbiology/Pathology/Pediatrics / General Medicine with aggregate 10 years experience after getting PG or 12 years after getting diploma.

OR

M.Sc. (Entomology/Life sciences) with Ph.D. AND minimum 15 years of experience in public health programme

Preferable

Experience at national / state or district level of working in public health programme.

Nature of appointment

The appointment of the Consultant will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable for further years on basis of performance.

Reporting

The overall In charge of Programme co-coordinator would be the Director NVBDCP.

Age

Upto 58 years and ready to travel extensively

Remuneration

Rs. 87500/- per month with a provision for 5% annual increment subject to ceiling of Rs. 1,00,000/- and satisfactory performance assessment by the reviewing officer. Initial amount would be as per period of experience assessment made by Govt.

Leave

12 days CL per year.

15 days EL per year to be recommended on yearly basis, non-cumulative, non-encashable.

Maternity Leave: As per Govt. of India norms.

Travel:

TA/DA as per Govt rules.

Recession

Either party can terminate the contract at any time giving one month notice in writing.

Deliverables

The programme coordinator will be required to submit a Monthly & Annual Report to Director NVBDCP. Evaluation of performance will be done based on these activity reports.

Selection

Selection and appointment shall be carried out through advertisement in national dailies and website of MOHFW/NVBDCP.

2. Consultant (Monitoring and Evaluation):

Purpose

To strengthen the national JE/AES prevention and control programme system of programme monitoring and evaluation, surveillance and information management for control of JE/AES for decision-making at all levels of the Programme.

Responsibilities

Working in close collaboration with NVBDCP / other ministries' officials and other Consultants:

- i. To assist in all technical components of programme formulation and implementation especially for newer components.
- ii. To develop comprehensive plan for monitoring & evaluation in high risk endemic areas and to ensure that an effective and participatory M&E system is established in as decentralized manner. .
- iii. To develop and test instruments for supportive supervision to support monitoring.
- iv. To assist in the implementation of the new HMIS, to review its status from time to time. To coordinate with JE consultant at state and district JE Consultants to ensure quality implementation of programme.
- v. To develop formats, log frame, matrix for monitoring and evaluating the program implementation in collaboration with NVBDCP officials, and IT specialist. For developing or refining indicators for the programme.
- vi. To assist in the development of methodology for mid-term evaluation and to ensure they are undertaken.
- vii. To evaluate results of specific reports on computerized management information system (CMIS) and integrate these into planning and project implementation.
- viii. To keep liaison with the National Informatics Centre (NIC) Integrated Disease Surveillance Project (IDSP) on implementation of strategies on surveillance, monitoring & evaluation.
- ix. To promote preparedness for tackling JE/AES outbreaks and ensuring rapid response.
- x. To consolidate and analyses reports/data received from the districts on monthly/annual basis.
- xi. Contribute in training/capacity building of the health personnel at national and state level as necessary.
- xii. Any other duties assigned given by the Director, NVBDCP.

Qualification and Experience

Essential: M.B.B.S. with Post Graduate qualification in Preventive Social Medicine / Community Medicine / Public Health including MPH/ Microbiology/Pathology/Pediatrics/internal medicine with 5 years experience after getting PG or 7 year experience after getting diploma.

OR

M Sc in Microbiology/Entomology from Recognised institute/university with 10 years total experience in related field.

Desirable: Experience of working with Govt. programme at national/state/district level.

Nature of appointment

The appointment of the Consultant will be on contract basis initially for a period of one years (subject to satisfactory performance) and extendable further years on basis of performance.

Reporting

The overall in charge of Consultant would be the Director NVBDCP.,

Age

Up to 45 years and ready to travel extensively.

Remuneration

Rs 87500/- per month with a provision for 5% annual increment subject to ceiling of Rs. 100,000/- and satisfactory performance assessment by the reviewing officer. Initial amount would be as per period of experience assessment made by Govt.

Leave

12 days CL per year.

15 days EL per year to be recommended on yearly basis, non-cumulative, non-encashable.

Maternity Leave: As per Govt. of India norms.

Travel:

TA/DA as per Govt rules.

Recession

Either party can terminate the contract at any time giving one month notice in writing.

Deliverables

The programme coordinator will be required to submit a Monthly & Annual Report to Director NVBDCP. Evaluation of performance will be done based on these activity reports.

Selection

Selection and appointment shall be carried out through advertisement in national dailies and website of MOHFW/NVBDCP

3. Consultant (Technical)

Purpose

To strengthen the NVBDCP's JE/AES control programme by giving technical inputs for implementation & supervision.

Responsibilities

Working in close collaboration with NVBDCP administrative staff and other Consultants:

- i. To assist in all technical components of programme formulation and implementation especially for newer components.
- ii. To ensure that current Programme Guidelines for planning, training, service provision, monitoring, supervision and surveillance of JE/AES are applied in all health facilities and by all health workers concerned.
- iii. Conduct regular field visits for ensuring quality implementation of the programme and provide technical support to the concerned staff on site, including ongoing on-the job training and supportive supervision to District JE/AES consultants
- iv. To ensure timely data analysis, presentation and interpretation
- v. To supervise the JE/AES control logistics so as to ensure against stock-outs.
- vi. To provide technical support to State Programme Officer (SPO) and guide District VBD Officers, for the preparation of district plans for control of JE/AES
- vii. To actively seek involvement of state administration, NGOs, CBOs and the private sector (health and non-health) under various schemes.
- viii. To assist the SPO and specialized staff in development of the BCC / IEC plan for the state.
- ix. Any other duties assigned by the Director, NVBDCP.

Qualification and Experience

Essential: M.B.B.S. with Post Graduate qualification in Medicine/ Pediatric / Anesthesia / Critical intensive care/ PMR / Community Medicine / Public Health with 5 years of experience in related field after PG and 7 years with diploma holder.

Desirable: Experience of working in critical care of pediatrics cases and rehabilitation of disabled at national/state/district level.

Nature of appointment

The appointment will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable further on basis of performance.

Reporting

The overall in charge of Consultant would be the Director NVBDCP.,

Age

Up to 45 years and ready to travel extensively.

Remuneration

Rs. 87500/- per month with a provision for 5% annual increment subject to ceiling of Rs. 100,000/- and satisfactory performance assessment by the reviewing officer. Initial amount would be as per period of experience assessment made by Govt.

Leave

12 days CL per year.

15 days EL per year to be recommended on yearly basis, non-cumulative, non-encashable.

Maternity Leave: As per Govt. of India norms.

Travel

TA/DA as per Govt rules.

Recession

Either party can terminate the contract at any time giving one month notice in writing.

Deliverables

The consultant (Technical) will be required to submit a Monthly & Annual Report to Director NVBDCP. Evaluation of performance will be done based on these activity reports.

Selection

Selection and appointment shall be carried out through advertisement in national dailies and website of MOHFW/NVBDCP.

4. Consultant (Financial Management)

Purpose

To maintain proper accounting including analysis, financial reporting, budgeting, financial software and reporting systems as per programme requirement to strengthen the financial management arrangements within JE/AES control programme of NVBDCP and to ensure adherence to the norms of Gol

Responsibilities

Working in close collaboration with NVBDCP administrative staff:

- i. To prepare annual budget for the implementation of JE/AES control programme in the country.
- ii. To keep and maintain a separate account for the JE/AES component of the programme
- iii. To prepare monthly financial statements.
- iv. To compile monthly account on the basis of monthly receipts and expenditure accounts received from various States and the Headquarter.
- v. To render financial advice to the project on all financial matters.
- vi. To liaison with the Ministry of Health in getting financial sanctions whenever required.
- vii. Any other assignment to be given by the Director, NVDBCP.
- viii. To prepare financial guidelines on the line of FMG (NRHM) guidelines.

Qualification and Experience

CA/ ICWA/ MBA or equivalent **And** Minimum 5 years experience after qualification degree preferable in Govt./ Public sector in accounting, including analysis, financial reporting, budgeting and financial software and reporting systems.

Desirable: Prior experience as Asst. Manager/Manager Finance at National/State/District level.

Nature of appointment

The appointment of the Consultant will be on contract basis initially for a period of one year (subject to satisfactory performance) and extendable further years on basis of performance.

Reporting

The overall in charge of Consultant would be the Director NVBDCP.,

Age

Up to 45 years and ready to travel extensively.

Remuneration

Rs. 67500/- per month with a provision for 5% annual increment subject to ceiling of Rs. 75,000/- and satisfactory performance assessment by the reviewing officer. Initial amount would be as per period of experience assessment made by Govt.

Leave

12 days CL per year.

15 days EL per year to be recommended on yearly basis, non-cumulative, non-encashable.

Maternity Leave: As per Govt. of India norms.

Travel:

TA/DA as per Govt rules.

Recession

Either party can terminate the contract at any time giving one month notice in writing.

Deliverables

The consultant will be required to submit a Monthly Activity Report to Dte NVBDCP and a year ending Annual Report. Evaluation of performance will be done based on monthly activity report.

Selection

Selection and appointment shall be carried out through advertisement in national dailies and website of MOHFW/NVBDCP.