

Integrated Disease Surveillance Programme
National Centre for Disease Control
(Directorate General of Health Services)
Ministry of Health & Family Welfare
Government of India
22, Sham Nath Marg, Delhi-110054

WALK-IN-INTERVIEW

A Walk-in-interview for selection of (08) Consultant (Epidemiologist); (01) Consultant (Microbiologist), (01) Veterinary Consultant, (01) Consultant (Finance), (01) Consultant (Procurement) (01), Statistician-cum-Programmer, (01) Administrative Consultant, and (01) Accounts officer, purely on contract basis initially for a period till the end of fiscal year, subject to further extension on year to year basis, is scheduled to be held in Central Surveillance Unit of Integrated Disease Surveillance Programme under National Health Mission at NCDC, Delhi on **18th August,2021**

Selection Procedure:

Registration of the candidates will be carried out on **18th August,2021**, between 9:30 a.m. and 10:30 a.m. at NCDC, Delhi, followed by personal interview on the same date, the candidates are required to submit their resume along with photocopies of all documents/testimonials and 2 passport size photographs at the time of registration.

Terms & Conditions:

- a) No TA/DA will be admissible for attending the Walk-in-Interview
- b) Candidate must ensure their eligibility as per Terms of Reference (TOR) before appearing in Walk-in-Interview, detailed advertisement can be viewed at website www.idsp.nic.in, and www.ncdc.gov.in.
- c) Candidates must bring all the original certificates including experience certificates for the verification, candidates without original documents will not be permitted to appear in the interview.

Director

CONSULTANT (EPIDEMIOLOGIST)

Terms of Reference

1. Organize and monitor timely collection, compilation and analysis of surveillance data from allotted States and take appropriate action and give feedback to concerned States/UTs.
2. Regular visits for monitoring the IDSP implementation in allocated states.
3. Supervising, monitoring and training State/District Epidemiologists and liaison with SSOs/DSOs.
4. Initiate and guide outbreak investigations promptly following the Standard Operating procedures.
5. Support effective operational integration of disease control efforts based on the surveillance data.
6. Coordinate regular meetings of key strategic stakeholders, lab partners, field epidemiologists, training partners and potential vertical program collaborations and assist in inter-sectoral coordination for effective IDSP implementation.
7. To analyse and use the data to develop scientifically sound conclusions—which can then be the basis for policy.
8. Quarterly performance report to be prepared for appraisal.
9. The work shall include frequent travel to assigned States.
10. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.

Eligibility criteria:	
Qualifications	Remuneration
<input type="checkbox"/> MBBS recognized by Medical Council of India (MCI) with MD (PSM/Community Medicine) / MD (CHA) / MD (Tropical Medicine) recognized by MCI or DNB (Social and Preventive Medicine / Community Medicine); OR	Rs. 85000/- per month consolidated
<input type="checkbox"/> MBBS recognized by MCI with Masters of Public Health (MPH) / Diploma in Public Health (DPH) / Master in Applied Epidemiology (MAE) / Diploma in Health Administration (DHA) from recognized University of India along with two years of experience in Public Health after acquiring mentioned post graduate qualifications; OR	Rs. 75000/- per month consolidated
<input type="checkbox"/> MBBS recognized by MCI with EIS Training Course Certificate.	Rs. 75000/- per month consolidated

Age:

Not more than 60 Years (in case of retired Government Servant as per DoPT Guidelines)

Number of positions: (7) Seven

Consultant Microbiologist

Terms of Reference

1. Guide microbiologists/technicians at SSU/DSU level for laboratory investigations of disease of Public Health importance
2. Facilitate capacity building of laboratory professionals by organizing training programs
3. To increase utilization of laboratory testing for disease surveillance (eg identifying new strategies to acquire appropriate specimens, analyzing test positivity rates, etc) including collaboration with CSU epidemiologists responsible for the same states.
4. Ensure implementation of Standard Operating Procedures (SOP) for laboratory techniques developed by IDSP in all labs under IDSP
5. Ensure implementation of guidelines for Biomedical Waste Management developed under IDSP in all labs under IDSP
6. Ensure timely submission by DSUs/SSUs of weekly and monthly status report on laboratory tests carried out in priority district laboratories to CSU.
7. Ensure timely submission by DSUs of weekly L-Form report on laboratory tests carried out in laboratories in the district to the CSU through the IDSP portal.
8. Participate in epidemic investigations as member of Rapid Response Team (RRT) as and when required and provide support for sample collection and transport of specimens.
9. Liaise with medical college, private and other related sectors on issues related to laboratory diagnosis of outbreak prone disease
10. Monitor Internal Quality Assurance and External Quality Assessment of laboratories under IDSP.
11. Supervise through on site visits and provide technical support to District Public Health Laboratories (DPHL) being strengthened under Integrated Disease Surveillance Project.
12. Supervise the referral lab network in States/UTs.
13. Make regular assessment reports of District public health laboratories and state referral lab network
14. Undertake the various other activities including traveling to various laboratories under the project as required under the laboratory strengthening component of the IDSP project.
15. Quarterly performance report to be prepared for appraisal.
16. The work shall include frequent travel to assigned States.
17. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.

Eligibility criteria:

Qualifications	Remuneration
1.MBBS with MD/DNB in Medical Microbiology/Lab MedicineOR MBBS with Post Graduate Diploma such as D.Bact./Virologywith one year experience in clinical laboratory services; OR	Rs. 85000/- per month consolidated Rs. 75000/- per month consolidated

CONSULTANT (VETERINARY):

Terms of Reference:

- 1) Establishment of inter-sectoral coordination with Departments of Animal Husbandry/Agriculture, Wild Life, Urban Development, Rural Development and other sectors;
- 2) Coordinate regular meetings of key strategic stake holders and assist in inter-sectoral coordination for effective IDSP implementation;
- 3) Organize and monitor timely collection, compilation and analysis of surveillance data from the States;
- 4) Regular visits for monitoring the IDSP implementation in the States Supervising, monitoring and training State / District Officials and liaison with them;
- 5) Initiate and guide outbreak investigations promptly following the Standard Operating Procedures;
- 6) Support effective operational integration of disease control efforts based on the surveillance data;
- 7) Preparation of Training Manuals for State Veterinary Consultant, Quarterly performance report to be prepared for appraisal; and
- 8) Any other work/activity assigned from time to time.

Eligibility Criteria

A Post graduate Veterinary degree from a recognized university in Veterinary Public Health or Veterinary Epidemiology or Veterinary Medicine or Veterinary Microbiology or Veterinary preventive medicine/Veterinary Pathology (as per DoPT Guidelines). Registration in the Veterinary Council of India or Veterinary Council of States

Experience:

- 1) Three (03) years' experience in Veterinary Public health or Veterinary Epidemiology or Animal Health.
- 2) Relevant experience in public health, preferably in disease surveillance and outbreak investigations.

Desirable:

- 1) Broad knowledge and understanding of disease surveillance system, epidemiology including diseases of Public Health importance;
- 2) Excellent skill in Data analysis in field epidemiology;
- 3) Excellent analytical, oral and written communication skills willing to travel extensively within India; and
- 4) Proficient in computer applications (MS Word, Excel, Power Point), email and internet etc.

Age:

Not more than 65 years (in case of retired Government Servant as per DoPT Guidelines)

Remuneration:

Rs. 56,448/- (Rs. Fifty-six thousand four hundred and forty-eight only per month Consolidated.

Number of Positions: One (01).

CONSULTANT (FINANCE):

Terms of Reference and deliverables:

1. Work financial budget for IDSP.
2. Prepare budget for State GIA, arrange periodic release of funds, collect periodic Financial Monitoring Reports, Utilization Certificates and Audit Reports from States.
3. Monitor State Expenditures and implementation of proper finance/accounting procedures by them.
4. Analyse audited accounts of States and forward statement to the World Bank.
5. Monitor financial status of outsourced components to other agencies such as NIC, ICMR, Training Institutes and HSCC etc.
6. Compile financial statement and periodic submission to MOHFW, IFD, NRHM, MoF, DEA, World Bank etc.
7. Organize reimbursement from the World Bank.
8. Organize Central audit and comply with their recommendations.
9. Respond to financial correspondences from GoI, World Bank and State Governments.
10. Organize periodic orientation and training to state finance consultants and district accountants.
11. Travel to States/Districts to monitor record keepings and provide reports on findings.
12. Periodically update financial guidelines and disseminate the same to State authorities.
13. Quarterly performance report to be prepared for appraisal.
14. Performing other duties as required in the interest of the programme and any other work / activity assigned from time to time.

Eligibility criteria and Experience:

- a) MBA (Finance) with two years' experience of financial management. Experience in handling projects supported by World Bank is desirable.
OR
- b) M.Com with five years' experience of financial management. Experience in handling projects supported by World Bank is desirable.
OR
- c) B.Com with ten years' experience in financial management. Experience in handling projects supported by World Bank is desirable.

Required Experience: Knowledge and experience in Computer Application.

Age: Below 60 years. In case of retired Govt. servant as per DOPT guidelines.

Remuneration: Rs 49,500/- (Forty Nine Thousand Five Hundred) per month consolidated.

Number of Positions: One

CONSULTANT (PROCUREMENT)

Terms of Reference and deliverables:

1. Responsible for all procurement (goods, commodities, civil works, consulting services and other services) within the project.
2. Update the procurement plans on regular basis and responsible for its implementation for works, goods and consulting Services as needed by the project.
3. Work with specialists, both internal and external to review and update the procurement schedules, to ensure that all agreed timeframes are managed in accordance with the schedule, and in keeping with the needs of the project
4. Ensure total compliance with the World Bank Procurement Guidelines, and to update the NPO, ISDP and other project staff when changes occur.
5. Ensure that procurement arrangements are consistent with the project requirements, implementation and development objectives and, discuss options and possible solutions with the Project NPO
6. Monitor contract cash flow projections, ensure that budgetary allocations are appropriated prior to making commitments and verify that all proposed purchase are eligible for financing under the project.
7. For procurement of goods and works: (i) assist project in preparing bidding documents including technical specifications, bid evaluation criteria, qualifying requirements, contract conditions related to security, warranties, liquidated damages, payment terms, preparation of purchase orders, etc.; (ii) provide guidance on notification/advertising procedures, sourcing of goods, preparation of short lists of potential suppliers for shopping; (iii) assist in the receipt and opening of bids, evaluation procedures including post qualification of bidders and preparation of bid evaluation reports to be submitted to the Bank for clearance/no objection; (iv) prepare contract documents and contract change orders/amendments and (v) assist in the preparation of detailed plans for the proper allocation, distribution and storage of goods.
8. The selection and contracting of consultants: (i) assist in preparation of the terms of reference, proposed short lists, letters of invitation for proposals, request for proposals, clarifications, draft contracts, etc.; (ii) provide guidance on notification/advertising procedures, sourcing and short listing of consultants; (iii) assist in the receipt and evaluation of proposals, preparation of evaluation reports, contract documents and negotiations with selected firms/individuals.
9. Organize evaluation committees with the participation of representatives from the project for the opening and evaluation of bids; propose contract awards in accordance with the Bank Guidelines and arrange submittal to the Bank as and when required for no objection/clearance.
10. Coordinate with the Ministry of Health to obtain Final Acceptance as and when required
11. Assist the project in the monitoring, documenting and administering contract performance, preparing and negotiating contract change orders/amendments, conducting pre and post shipment inspections (including any testing if needed). Assist NPO and Finance Officer in setting up of efficient payment procedures, verifying payments due under the contracts, ensuring quick channelling of funds, resolution of claims (warranty, insurance, etc.) and disputes, evaluation of supplier/consultant's performance, enforcement of liquidated damages and remedies for non-performance.
12. Ensure the Maintenance of a proper filing system for all relevant procurement documents in the project and prepare reports and documents for any review missions;
13. Carry out any other procurement related tasks, including the management of contracts that may be assigned by the NPO, IDSP.
14. Quarterly performance report to be prepared for appraisal.
15. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.

Eligibility Criteria:

Post Graduate with minimum 10 years of planning and organizing procurement of goods through International and National competitive bidding. The consultant shall be technically qualified with a Post Graduate degree in finance/ business/ economics/Public Health from a recognized university.

Experience:

Experience in handling programmes supported by Government of India

Responsibilities:

The Procurement Consultant (PC) will assist NPO, IDSP to manage the procurement of IDSP, provide to others the needed technical support and guidance in all aspects of procurement in accordance with the GFR Guidelines.

The PC is required to ensure the maintenance of quality procedures, transparency in all actions, plans and processes, problem solving of procurement issues, and to facilitate smooth and prompt implementation of the program. In addition, the PC will co-ordinate with the Financial Officer and other key members of the project to ensure the overall integration of the procurement plans and reports.

Age: Below 60 years

Remuneration: Rs 49,500/- (Forty Nine Thousand Five Hundred) per month consolidated.

Number of Positions: One

Statistician cum Programmer

Terms of Reference and deliverables:

1. Intensive examination of available surveillance data from S, P and L forms in consultation and collaboration with Epidemiologists and Microbiologists at CSU and key States to identify optimal presentation and analysis (which may vary for different diseases/syndromes) ie best approaches to identify temporal trends, outbreaks, geographic clusters, age grouping(s), at state, district, sub-district level. Objective will be:
 - a) To understand potential quality and utility of collected data;
 - b) To identify diseases where additional laboratory diagnosis of cases should be encouraged (eg in State Referral lab network strategic plan)
 - c) To create templates for analysis (using whatever analytic software package is commonly available and familiar to users, and can work with database structure in use). Templates should be accessible via the portal and used by epidemiologists and/or data managers at district and state level.
 - d) Evaluate options for GIS analyses of data.
2. Compilation of Weekly Surveillance Data of Diseases received in S, P & L forms by week, for each State, including comparison with preceding month, and with same time period from preceding year. Data should be presented in tabular and graphical format.
3. Outbreak detection of various diseases, through rising trends, disease clusters or geographical clusters in Graphs.
4. District wise Analysis of Diseases received in P & L forms for each States.
5. Consider other approaches for support of analysis in IDSP portal.
6. Coordination and Communication with SSUs and DSUs for outbreak detection and response
7. Assist in training epidemiologists in preparation of investigation figures and graphs.
 - a) Week wise compiled and graphed data send to state epidemiologists on a weekly basis for further action.
 - b) Week wise and District wise Graphical representation of the weekly surveillance data for each state.
8. Feedback sent to the States to resolve any discrepancy in weekly surveillance data.
9. Provide assistance in periodic studies and surveys conducted during the course of the project.
10. Quarterly performance report to be prepared for appraisal.
11. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.

Eligibility criteria:

M.Sc./Post Graduate qualification in Statistics/Mathematics or Master in Population Studies with essential experience of IT Data Management in a health /Social sector.

Required Experience:

Minimum of four years' experience in any public health programme preferably in Disease Surveillance.

Age: Below 40 years

Remuneration: Rs 30,000/- (Thirty Thousand) per month consolidated.

Number of Positions: One

Accounts Officer

Terms of Reference: -

1. Dealing with day to day establishment General Administration Matters
2. Preparation, verification, sanction and pre check of all kinds of bills
3. Maintenance of Expenditure control register
4. Record Management
5. Reconciliation of Head wise expenditure with PAO NCDC
6. Assistance in arranging review meetings, conferences etc.
7. To provide assistance to consultant (F) in grant in Aid matters
8. Monitoring of all advances and maintenance of Advance register
9. Preparation of inventories of non-expandable assets acquired in CSU IDSP from inception
10. All matters relating to Audit
11. Any Other work as assigned by the senior officers

Eligibility Criteria: -

M. Com with one-year experience or B. Com with three years' experience in accounts in Government Sector or in case of retired person should be graduate and the candidates must have passed SAS with at least three years' experience.

Age: -

Below 60 Years, in case of Retired Government servants as per DOPT guidelines,

Remuneration: -

Remuneration Rs. 30,000- (Rs. Thirty Thousand) per month consolidated

Number of Positions: One

ADMINISTRATIVE CONSULTANT

Terms of Reference and deliverables: Is required to deal with all administrative matter pertaining to Central Surveillance Unit.

Eligibility Criteria: Graduate with minimum experience of 10 years in Administration preferably in health sector.

Age: Below 60 years.

Desirable: Knowledge and experience in computer applications

Remuneration: Rs 19,000/- (Rupees Nineteen Thousand) per month consolidated.