

Engagement to the post of Consultant (on contract basis)
in the Department of Health & Family welfare

Department of Health & Family Welfare invites applications from suitable persons for engagement to the following post of Consultants (contract basis) under the **National Programme for Health Care of the Elderly(NPHCE):-**

Sl. No.	Post	Consolidated monthly remuneration
1.	One consultant for coordination and administration	Rs. 80,000/-
2.	One consultant for training and IEC	Rs. 80,000/-
3.	One consultant for Financial Management	Rs. 60,000/-
4.	One consultant for Monitoring and Evaluation	Rs. 40,000/-

Eligibility criteria, job responsibility and other details have been uploaded in the official website of Ministry of Health & Family Welfare at www.mohfw@nic.in for information of candidates. The duly filled in applications may be forwarded to Sh. Ziley Singh Vical, Deputy Secretary, Room No. 435-C, Nirman Bhawan, Maulana Azad Road, New Delhi-110108. The last date for submission of application is 7.11.2017.

Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi-110108
NATIONAL PROGRAMME FOR HEALTH CAE OF THE ELDERLY (NPHCE)

Recruitment of Contractual staff

APPLICATION FORM

Photograph

To be filled by office only

Name of the post_____

Post applied for _____

1. Name of the Applicant : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Age as on_07/11/2017 : _____
5. Gender : M/F : _____
6. Educational Qualification : _____

S.No.	Academic/Professional Qualification	Name of Institution	Board/ University	Course Duration Year of Passing	Division/ Grade & %age

7. Experience

S.No.	Designation	Name of Institution/ Employer	From..... To.....	Field of Experience	Salary drawn

8. Training/Short Course attended:

9. Contact Details:

(a) Mailing Address : _____

(b) Permanent Address : _____

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

(d) E-mail ID : _____

10. Documents to be enclosed: Self attested (Please tick)

(i) Degree/Diploma/Certificate ()

(ii) Experience Certificates ()

(iii) Age Proof ()

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.

Date: _____

Place: _____

Signature of the Applicant

ToR for 01 High end Admin Consultant (Monitoring & Evaluation) under National Programme for Health Care of the Elderly (NPHCE)

Qualification:

- ❖ **Essential:-** Bachelor Degree in any discipline from a recognized university/ institute with training in management of Public Health programme on monitoring and evaluation .
- ❖ **Desirable:** Master in public health, master Business Administration in Health and Hospital, Master in computer application.

Age Limit (as on 01.10.2017): Less than 45 years

Job requirements/ responsibilities: They will be assigned to NPHCE in the MoHFW/Dte. GHS and will responsible for:-

- i. Assist in planning monitoring and evaluation of NPHCE in States/UTs and RGCs
- ii. Compile the monthly performance data, analyses and prepare reports for giving feedback to the States/RGCs.
- iii. Providing Admin support for handling Admin matter received from States/RGCs at the National HQ.
- iv. Assist sorting out pending admin and organization matter from States/RGCs and other programme division.
- v. Assist in coordination with other programme divisions to clarify and sort out matter referred from States/RGCs to seek necessary sanctions and approval.
- vi. Visit States/RGCs and undertake supervision and monitoring of programme activities and provide on the spot guidance if some gaps are observed.
- vii. Provide reference and existing guidelines in sorting out admin matters of the institutes.
- viii. To assist in planning and implementation of budget allocation & utilization, sorting out court cases and long standing audit para.
- ix. Assist in planning and organization of routine, regional and annual meeting/workshops and prepare the proceeding of the meetings.
- x. Examine the PIP proposals received from the State/UTs and give comments
- xi. Maintain confidentiality in relation to admin policies of Central Governments
- xii. Assist in administration of programme activities and extend necessary guidance to identify the weak links and suggests remedial measures.
- xiii. To attend to the issues of the staff and employees from the institute and assist in sorting out appropriately.
- xiv. To assist in establishing simplified information system on admin activities and giving feedback on monthly basis.
- xv. To submit progress report on the status of admin activities of Institute and any other important development on monthly basis and submit end assignment report.
- xvi. Uploading status report of the programme in website of the MoHFW.
- xvii. Provide annual report on admin performance.
- xviii. Any other activity

Experience required-

- ❖ **Essential:-** Minimum of 3 years of experience in relevant field of Public Health system, teaching/ training, Monitoring/ Evaluation and IEC.
- ❖ **Desirable:** Practical experience of working in Public health programme or allied discipline

Duration for which consultant is required:- Initially one year, extendable depending on performance.

Proposed Salary & total cost involved: High end (Medical) Consultant Rs. 40,000/- PM (4,60,000 per annum/ consultant) plus TA and DA as admissible under rules.

ToR for the 02 High end Technically skilled Consultants (Coordination and IEC) under National Programme for Health Care of the Elderly (NPHCE)

Qualification:

- ❖ **Essential:-** PG Degree/Diploma in Public Health or other allied Discipline from a recognized Institute. Preferable Master of Public Health and/training in Epidemiology.
- ❖ **Desirable:** MBBS from recognized institution, working experience on computers

Age Limit (as on 07.11.2017): Less than 50 years

Job requirements/ responsibilities: They will be assigned to NPHCE in the Dte. GHS and will responsible for:-

- i. Coordinate and Providing technical support for training, supervision and monitoring of activities of NPHCE being implemented in the state.
- ii. Assist in coordination NPHCE activities in their allocated states and RGCs and guide in the implementation of programme activities in the States.
- iii. Facilitate cooperation among NPHCE and other sister health programme being implemented in the States/UTs
- iv. Visit States & Districts where programme is being implemented to undertake supervision, monitoring and coordinate programme & policies of GOI.
- v. Assist in developing the guidelines for undertaking supervision, monitoring and evaluation of the health programme.
- vi. To plan and organize routine, regional and annual meetings with NPOs and RGC, prepare minutes and meeting and issues to all concern after approval.
- vii. Examine the PIP proposals received from the State/UTs and give comments.
- viii. Compile and update the monthly performance reports and prepare presentation on programme performance.
- ix. Upload the status of the programme performance in the website of Dte. GHS/MoH&FW
- x. Estimate funds requirement of funds by the States/UTs and RGCs and monitoring utilization.
- xi. Assist in preparation of training plans and implementation of the same in the states/UTs.
- xii. Maintain confidentiality in relation to policies of Central Government.
- xiii. Assist State health programme managers in indentifying weak links and suggests skill-strengthening measures.
- xiv. Facilitate operational and health system research projects through NPHCE.
- xv. To assist in establishing simplified information system and giving feed back on quarterly progress reports from states.
- xvi. To submit progress report on the status of functioning of NPHCE in States & Districts and any other important development on monthly basis and end assignment report.
- xvii. Provide annual report.
- xviii. Any other activity

Experience required- minimum of 5 years of experience in relevant field of Public Health system, teaching/training, Monitoring/ Evaluation and IEC.

Duration for which consultant is required:- Initially one year, extendable depending on performance.

Proposed Salary & total cost involved: High end (Medical) Consultant Rs. 80,000/- PM (9,60,000 per annum/ consultant) plus TA and DA as admissible under rules.

ToR for the Financial cum Logistic Consultant under National Programme for Health Care of the Elderly (NPHCE)

Qualification:

Essential:- Inter CA/Inter ICWA/ M. Com/ MBA with Knowledge of computer.

Desirable:

- I. At least 5 years experience in accounting including analysis, financial reporting, budgeting and financial software and reporting system.
- II. Experience of working in Health Care Financing/ National Health Accounts

Age Limit (as on 01.10.2017): Up to 50 Years

Job requirements/ responsibilities:

- To support all matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to NPHCE in the Centre/State.
- To organize and maintain the fund flow mechanism from Centre to State and then from State to Districts.
- Accurate and timely submission of monthly/quarterly/annual reports on expenditure to Centres, annual audited statement of accounts and intensively monitoring the financial management in each District NCD Society.
- Financial aspects of activities in NPHCE.
- Any other job assigned by concerned officers.

Specific :

- ❖ Preparing annual and quarterly budgets for the States & District.
- ❖ Ensuring that adequate internal controls are in place to support the payments and receipts.
- ❖ Ensuring timely consolidation of accounts/ financial statements at the National/ State/ District.
- ❖ Training of Finance cum Logistics Officer at State & District level in fund flow mechanism and filling up the reporting formats.
- ❖ Supporting the audit of the accounts of the State and District in accordance with the financial guidelines.
- ❖ Monitoring expenditure and receipt of Utilization Certificate (UC) & Statement of Expenditure (SOE) from the States and Districts.
- ❖ Reviewing the accounts and records of the State and District on a periodic basis.
- ❖ Preparing consolidated SOE of NPHCE on a quarterly basis.
- ❖ Coordinating with the State and district to address the audit objection/ internal control weaknesses, issues of disallowances, if any.

Remuneration:-

Rs. 60,000/- p.m. (consolidated)