

**Integrated Disease Surveillance Programme (IDSP)  
DIRECTORATE OF HEALTH & FAMILY WELFARE,  
PUNJAB (CHANDIGARH)**

**PUBLIC NOTICE- RECRUITMENT WALK-IN INTERVIEW (IDSP)**

The State Health Society IDSP invites the eligible candidates (**For Reserved Category Candidates Only**) for Walk-in Interview for filling up the posts of Distt. Epidemiologists on contractual basis for Integrated Disease surveillance Programme in State of Punjab.

SNo	CATEGORY	NO.OF VACANCIES	QUALIFICATION	SALARY (CONSOLIDATED)	Age	Date & Place of Interview
1.	<b>Epidemiologists (For reserved category only)</b> (Vacancies at Districts Amritsar, Gurdaspur, Moga, Pathankot & Tarn Taran)	5 (Five) Epidemiologists Reserved Category:- •SC -3 •OBC- 1 Ex. Servicemen- 1	<b>1.</b> Any Medical Graduate (MBBS/BDS) with Post Graduate Degree/Diploma in Preventive and social Medicine/Public Health or Epidemiology( such as MD, MPH, DPH, MAE etc.) <b>2. a.</b> Any Medical Graduate (MBBS) with 3 years experience in Epidemiology/Public Health <b>2. b.</b> Other Medical Graduates (BAMS/BHMS with MPH with total experience of 3 years including MPH <b>3.</b> M.Sc. in Life Sciences with MPH and total experience of 3 years including MPH <b>4.</b> M.Sc. Epidemiology with experience of 2 years in Public Health	1).Rs. 40,000/- p.m .  2.a).Rs. 35,000/- p.m  2.b).Rs. 30,000/- p.m.  3).Rs. 25,000/- p.m.  4).Rs. 25,000/- p.m.	45 years or below (in exceptional cases age upto 60 years may be considered)	<b>Date:-</b> 03-01-2014 <b>Time:-</b> 10::00 am <b>Place:-</b> Directorate of Health & Family Welfare, Parivar Kalyan Bhawan, Sector-34A, Chandigarh

**Note : The condition of minimum one year experience after post graduation as MPH etc will apply to all categories except where candidate possesses MBBS Degree with Post Graduation in Preventive & Social Medicine**

1.	Reservation	:	Reservation Policy of the Government of Punjab will be followed in the recruitment of above category of staff .
2.	Knowledge of Punjabi	:	Candidates should have passed subject of Punjabi up to Matric standard. The selected candidates will have to pass Punjabi in 6 months time, if not done earlier.
3	Number of post/ Nature of job	:	Purely on contract basis and the posts will be place specific and non-transferable. Number of posts may increase or decrease at time of interview. Further, waiting list of above mentioned post will be valid for one year from the date of declaration of results.
4	Qualification/Experience /Age/ Duties	:	Please visit our website <a href="http://www.pbhealth.gov.in">www.pbhealth.gov.in</a> .
5	Verification of documents:-	:	The documents in original, two passport size photographs and photocopy of each document to be brought at the time of interview for verification.

- Further, no separate notice for interview/counseling would be published/issued to any candidate separately. Applicants are advised to visit the department website [www.pbhealth.gov.in](http://www.pbhealth.gov.in) regularly.
- For the post of Epidemiologists preference will be given to candidates with qualification mentioned at serial no. '1' (column 3), followed by candidates with qualification mentioned at serial no. '2' and so on. Preference will also be given to candidates who have obtained Degree/Diploma in the stream through regular course
- The selected candidates will be informed individually also and will be required to join in the allotted district within stipulated period.
- For all updates/information related to general conditions, qualification/eligibility, criteria and job description etc. for each post, please visit department website [www.pbhealth.gov.in](http://www.pbhealth.gov.in) regularly.

**Director Health & Family Welfare (Punjab)**

**TORs FOR CONTRACTUAL STAFF**  
**AT DISTRICT SURVEILLANCE UNIT**  
**Integrated Disease Surveillance Project (IDSP), PUNJAB**

**EPIDEMIOLOGIST AT DISTRICT HQS**

**Objective of the assignment**

The main objectives of the assignment are to:

1. Provide technical support to District Surveillance Officers to implement IDSP and ensure operational continuity for the program.
2. Provide oversight for data collation, reporting, analysis and local action including outbreak investigation.
3. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the district.
4. Organize Rapid Response Teams for undertaking prompt outbreak investigations. Feedback to lower level institutions on reporting, trends and outbreaks. Local media monitoring.
5. Support capacity building by organizing training for state IDSP staff, monitoring training impact on the field and assessing emerging training needs
6. Liaison with other departments that have relevance to disease surveillance (Animal Husbandry, Women and Child Welfare, Panchayat Raj etc.) and Organize activities to strengthen partnerships with Medical Colleges,
7. NGO sector & Private sector in disease surveillance and control of diseases. Monthly reviews and compilation of periodic reports and plans under the project.
8. Support the organization of annual district dissemination meetings on disease surveillance and preparation of “*district annual disease surveillance report*” by December every year.
9. Provide technical support for National Vector Borne Diseases program (NVBDCP) through supporting fever surveillance and oversight for the line listing of vector borne diseases.
10. Other work assigned by Civil Surgeon.

**Job Responsibilities:**

1. Organize and monitor timely collection of data from all Reporting Units. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the district.
2. Analyze surveillance data and prepare weekly surveillance graphs and charts
3. Identify outbreaks of diseases targeted in IDSP for all reporting units using triggers agreed with State and Central Surveillance Unit.

4. Prepare and send monthly summaries of the disease situation to the State Surveillance Unit and Regional Project Coordinators.
5. Initiate outbreak investigations promptly following the standard operating guidelines of IDSP
6. Coordinate movement of Rapid Response Team & participate in all outbreak investigations
7. Ensure timely submission of FIR (First Information Report) and detailed Outbreak Report to SSU and Regional Project Coordinators.
8. Prepare and timely submit annual project report and annual surveillance report for the DSU to SSU and Regional Project Coordinators.
9. Support effective operational integration of disease control efforts based on the surveillance data
10. Coordinate involvement of Medical Colleges, Private Sector, Community and Media in surveillance activities
11. Provide regular feedback to all reporting units on disease trends and outbreaks
12. Organize, coordinate & monitor training of district staff under IDSP.
13. Identify emerging training needs at the district and revise training calendars accordingly.
14. Organize dissemination of training manuals and materials for training courses.
15. Assist in organizing independent evaluation studies under IDSP and its outcome
16. Supervise Data Entry Operators and Accountants appointed under IDSP to ensure timely submission of quality information required in relation to data and finance / procurement matters
17. Monitor proper use of EDUSAT facility/IT networking towards data transfer, training, e-conferencing.
18. Coordinate regular meetings of District Surveillance Committee and assist in inter-sectoral coordination for effective IDSP implementation.
19. Organize regular meetings of IDSP stakeholders.
20. Make supervisory visits to reporting units to monitor implementation of project activity
21. Support district surveillance officers in carrying out other works related to effective implementation of IDSP.
22. Other work assigned by Civil Surgeon.