

GOVT OF INDIA  
MINISTRY OF HEALTH & FAMILY WELFARE  
DIRECTORATE GENERAL OF HEALTH SERVICES  
(CENTRAL LEPROSY DIVISION)  
Nirman Bhawan New Delhi-110008.

WALK -IN -INTERVIEW

Walk –in-interview for the following posts in Central Leprosy Division of Ministry of Health & FW purely on contract basis will be held on **6<sup>th</sup> Jan , 2014** at **11:00 AM** in the chamber of **Dr S.Y. Kothari, Special DG (PH)**, Directorate General of Health Services Room No 439- A-I, A- Wing, at Nirman Bhawan New Delhi-110008.

Sl No	Name of the Post	No of Post	Gonsolidated monthly remuneration
1.	Consultant (Public Health)	1	Rs 70,000
2.	Consultant(Training/IEC)	1	Rs 70,000
3.	Consultant(Programme monitoring)	1	Rs 70,000
4.	Budget & Finance Officer	1	Rs 40,000
5.	Logistic & supply officer	1	Rs 40,000

For detail Terms of Reference viz. Age , Qualification, Experience etc.& Application format, please visit NLEP website ([www.nlep.nic.in](http://www.nlep.nic.in) )



(L Thahgen)  
Director Administration(LT)  
Ph no. 23061969

# National Leprosy Eradication Programme

## Terms of Reference (TOR) for hiring contractual positions in Central Leprosy Division

S. No	Designation	Qualifications & Experience	Job Profile
1.	Consultant (Public Health) (1 Post)	<p><b>Qualification:</b> Post Graduate qualification in Preventive Social Medicine/Community Medicine/Public Health</p> <p><b>Experience:</b> 2 years of experience in the area of specialization. Knowledge of Computer &amp; Internet usage.</p> <p style="text-align: center;">Or</p> <p>MBBS with 5 years experience in health programmes. Knowledge of Computer &amp; Internet usage.</p> <p>Age limit: upto 65 years, Remuneration: Rs. 70,000/- Per month (Consolidated)</p>	<ul style="list-style-type: none"> <li>➤ Plan for Implementation of the activities under the XIth Plan at central as well as State/UT level.</li> <li>➤ Assist all policy level and VIP related matters.</li> <li>➤ Preparation of Annual Plan for Central level.</li> <li>➤ Assist in preparation of annual guidelines to State/UT for their Annual Plan Preparation.</li> <li>➤ Scrutiny of Annual Plan (PIP) received from State/UTs.</li> <li>➤ All matters relating to Technical Resource Group (TRG) for NLEP.</li> <li>➤ Assist in planning and organising national level meetings whether sponsored by Govt. of India, ILEP, WHO or any other Partner Organization.</li> <li>➤ Field visits to State/UTs as required.</li> </ul>
2.	Consultant (Training/IEC) (1 Post)	<p><b>Qualification:</b> Post Graduate Degree or Diploma in PSM/Community, Medicine/Community Health Administration/Public Health.</p> <p style="text-align: center;">Or</p> <p>Post Graduate Degree or Diploma in Social Communication/Advertising/Social Sciences/Developments Studies/Communications/Media Research or Health Education.</p> <p><b>Experience:</b> 2 years experience in the field of Teaching/Training/IEC. Knowledge of Computer &amp; Internet usage.</p> <p>Age limit: upto 65 years, Remuneration: Rs. 70,000/- Per month</p>	<ul style="list-style-type: none"> <li>➤ To assist in all matters relating to training in NLEP.</li> <li>➤ To monitor the training activities being carried out in different State through their quarterly report and visits.</li> <li>➤ To assist in implementation of the Govt. of India guidelines to remove social stigma attached to leprosy and monitor progress.</li> <li>➤ To assist in preparation of Media Plan as per IEC guidelines.</li> <li>➤ Field visit to the States/UTs.</li> <li>➤ To assist in preparation of the training modules/ manuals for each level of institution workers and its use.</li> <li>➤ Preparation of Annual report of training &amp; IEC</li> </ul>

		(Consolidated)	
3.	Consultant (Programme Monitoring) (1 Post)	<p><b>Qualification:</b> Post Graduate qualification in Preventive Social Medicine/Community Medicine/public health/Community Health Administration.</p> <p style="text-align: center;">Or</p> <p>MBBS with 5 years and above experience in National Health Programme may also apply.</p> <p><b>Experience:</b> 2 years of experience in the National Health Programmes specialization. Knowledge of Computer &amp; Internet usage.</p> <p>Age limit: upto 65 years, Remuneration: Rs. 70,000/- Per month (Consolidated)</p>	<ul style="list-style-type: none"> <li>➤ Compilation, analysis and evaluation of epidemiological and related information of States/ UTs</li> <li>➤ Collection of annual information on predesigned formats and compile and analyse same for programme planning.</li> <li>➤ Maintenance of Monthly Progress Report and handling of correspondence with States/UTs.</li> <li>➤ Maintenance of Treatment Completion Rate annually from all States/UTs.</li> <li>➤ Perform quarterly data analysis and feedback report to States/UTs.</li> <li>➤ Preparation of physical data for NRHM on monthly basis.</li> <li>➤ Maintaining the Information System &amp; NLEP Website</li> <li>➤ Preparing different types of epidemiological maps of States &amp; Districts,</li> </ul>
4.	Budget & Finance Officer (1 Post)	<p>Graduates with 5 years experience in the field of Budgeting and Accounting/ Expenditure Control in Govt. Departments/Ministries. Knowledge of Computer.</p> <p>Age limit: upto 65 years, Remuneration: Rs. 40,000/- Per month (Consolidated)</p>	<ul style="list-style-type: none"> <li>➤ All Accounts matters in Central Leprosy Division.</li> <li>➤ Preparation of yearly budget proposal.</li> <li>➤ Submission of release of Grant-in-aid to all States/UTs</li> <li>➤ Monitoring day to day expenditure and maintain up to date information.</li> <li>➤ Issuing of Utilization Certificates to PAO, DGHS</li> <li>➤ To assist review of expenditure statements submitted by States/UTs</li> <li>➤ To assist reviewing audited account submitted by States/UTs</li> <li>➤ Assist the Audit parties in smoothly conducting the periodic Audit and preparing replies of all the audited paras.</li> </ul>

<p><b>5.</b></p>	<p>Logistics &amp; Supply Officer (1 Post)</p>	<p>Graduate with 5 years experience in procurement, supply and management of stores. Knowledge of Computer &amp; Internet usage.</p> <p>Age limit: upto 65 years, Remuneration: Rs. 40,000/- Per month (Consolidated)</p>	<ul style="list-style-type: none"> <li>➤ Working out the yearly indent for NLEP on requirements of MDT drugs for sending to the WHO</li> <li>➤ Scrutinize drug indent received from States and calculate the supply to be made to the States and UTs.</li> <li>➤ Co-ordination of MDT drugs supply from WHO to GMSDs and from GMSDs to States.</li> <li>➤ Issue release orders to the concerned GMSD, Karnal, Mumbai, Kolkata, and Hyderabad &amp; Chennai for dispatching the drugs to the States.</li> <li>➤ The monthly MDT stock positions received from GMSDs are compiled for submission to WHO for supply of drugs in time.</li> <li>➤ To monitor MDT drugs stock position at the level of PHC, District &amp; States and take suitable action.</li> </ul>
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# National Leprosy Eradication Programme

APPLICATION FORM FOR ENGAGEMENT TO THE POST OF \_\_\_\_\_

ON CONTRACT BASIS

(All the columns are to be compulsorily filled neatly in capital letters or should be type-written using only A-4 size paper in the prescribed format)

- |   |
|---|
| Affix attested<br>passport size<br>photograph |
|---|
1. Advertisement No. : \_\_\_\_\_
  2. Name of the post applied for : \_\_\_\_\_
  3. Name of the applicant : \_\_\_\_\_
    - a. Postal address for : \_\_\_\_\_  
communication : \_\_\_\_\_
    - b. Permanent Address : \_\_\_\_\_
  4. Telephone No. : Landline with STD code \_\_\_\_\_  
: Mobile \_\_\_\_\_
  5. E-mail : \_\_\_\_\_
  6. Father / Husband Name: \_\_\_\_\_
  7. Date of Birth : \_\_\_\_\_
  8. Gender :
  9. Nationality : \_\_\_\_\_
  10. Category : \_\_\_\_\_

Scheduled Caste (SC)/

Scheduled Tribe (ST)/ Other Backward Community (OBC)/General (UR)

Physically Handicapped (PH)/ Ex-Servicemen (Ex-Ser)

(Should enclose valid certificate (Non Creamy Layer / Validity) as applicable issued by the competent authority in the form prescribed by Govt. of India)

11. Have you ever been convicted by a court of law or is there any criminal case/disciplinary action/vigilance enquiry pending against you? \_\_\_\_\_  
If yes, specify
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14. If selected, how much time will you require for joining the post?

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15. Any other relevant information:

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16. Details of Enclosures

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I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied by me and all statements made and information furnished in this application are true and complete to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact. made in my application form.

Place: \_\_\_\_\_

Signature

Date: \_\_\_\_\_