

Sanctioned Designation: Consultant Epidemiologist

Functional Designation: Epidemiologist

Eligibility Criteria		
Sl. No.	Qualifications	Remuneration
1	<ul style="list-style-type: none">• A bachelor's degree in any of the following:<ul style="list-style-type: none">• MBBS/BDS/BAMS/BHMS/BUMS• Bsc. Nursing/B.Pharma• Bsc. (Statistics/Biostatistics/Economics/Mathematics/Data Science/Computer Science or Life Science). <p style="text-align: center;">With</p> <ul style="list-style-type: none">• Post-Graduation: A Post Graduate Degree in any one of the following:<ul style="list-style-type: none">• MPH• MD (Community Medicine/Preventive and Social Medicine)• Msc. (Health Informatics/ Biostatistics/ Applied Statistics, Epidemiology)• MBA (Healthcare Management)	Rs. 90000/- to Rs.1,50,000/- Fee Offered within the band will be commensurate with qualification and experience.

Additional Requirements:

- i. Broad knowledge and understanding of disease surveillance system, epidemiology including diseases of Public Health importance;
- ii. Excellent skill in Data analysis in field epidemiology;
- iii. Advanced proficiency in MS Excel (Pivot Tables, Lookups, Dash boarding) is mandatory. Working knowledge of statistical tools like SPSS, STATA, or R is preferred.
- iv. Excellent analytical, oral and written communication skills and willing to travel extensively within India
- v. Proficient in computer applications (MS Word, Excel, Power Point), email and internet etc.

Age: Below 45 years, not more than 65 Years (in case of retired Government Servant as per DoPT Guidelines)

Consolidated Remuneration Offered: This will be applicable as per eligibility criteria and post qualification experience while recruitment and initial remuneration will be offered as per slabs below which will not be treated for increment purposes:

SI. No.	Category	Post Qualification Experience	Remuneration in Rupees
1	Level 1	≤ 3 Years	Rs. 90000
2	Level 2	> 3 Years to <10 years	Rs. 120000
3	Level 3	≥ 10 Years	Rs. 150000

Job Description (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/IHIP 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/IHIP implementation.
7. To analyse and use the data to develop scientifically sound conclusions—which can then be the basis for policy.
8. Monthly 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.

Sanctioned Designation: Consultant Microbiologist

Functional Designation: Microbiologist

Eligibility Criteria	
1) M.D. Microbiology or PhD Medical Microbiology or MSc. (Medical or Applied microbiology)	Rs. 90000/- to Rs.1,50,000/- Fee Offered within the band will be commensurate with qualification and experience.

Additional Requirements:

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

Age: Below 45 years, not more than 65 Years (in case of retired Government Servant as per DoPT Guidelines)

Consolidated Remuneration Offered: This will be applicable as per eligibility criteria and post qualification experience while recruitment and initial remuneration will be offered as per slabs below which will not be treated for increment purposes:

SI. No.	Category	Post Qualification Experience	Remuneration in Rupees
1	Level 1	≤ 3 Years	Rs. 90000
2	Level 2	> 3 Years to <10 years	Rs. 120000
3	Level 3	≥ 10 Years	Rs. 150000

Job Description (Terms of Reference):

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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 (e.g. identifying new strategies to acquire appropriate specimens, analysing 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/IHIP 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 assessments 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. Monthly 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.

Sanctioned Designation: Consultant IT

		Eligibility Criteria	
Sl. No.	Qualifications	Minimum Experience	Remuneration
1	a. Post Graduate (Computer Science/Information Technology/Computer Science such as M.Tech/MBA (Information Technology)/MCA/M.SC (CS/IT) with four years' post qualification experience in Project planning and Implementation of information Technology.	3 years or more	Rs. 60,000/- to Rs. 90,000/- per month
	Or B Tech (Information Technology/ Computer Science/ Bio-Informatics/ Electronics) with MBA (full time) from recognized institutions of UGC/AICTE	7 Years or more	Rs. 90,000/- to Rs. 1,20,000/- per month

Additional

- Excellent analytical, oral and written communication skills and willing to travel within India
- Proficient in computer applications (MS Word, Excel, Power Point), email and internet etc.
- Experience in designing tools and strategies for data collection, analytical and interpersonal abilities, and excellent oral and written communication skills in English. Working Knowledge of Hindi is also desirable.

Age: Upper limit 45 years, in case of retired Govt. servant as per DOPT guidelines (Induction age should be up to 62 Years).

Job Description (Terms of Reference):

1. Implementation of activities for IT operations in Coordination with the BSNL, NIC & other agencies selected for various tasks related to IT operations components of the project, including network connectivity, videoconferencing, and web portal infrastructure.
2. Management of network and web site portal, assuring necessary work plan, consultation with interested stakeholders, resources and capacity.
3. Providing training, and preparation of SOP's etc. to support them (e.g. State and District Data Managers).
4. Preparation of specification for IT equipment and assisting in procurement of as such as and when required for IDSP/NCDC
5. Web content Management for IDSP/NCDC, i.e., "Knowledge Management";

6. In consultation with Director NCDC, planning and implementation of upgradation of available IT infrastructure for NCDC upgradation.
7. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.
8. Monthly Performance appraisal to be prepared
9. Provide technical support and assist in development of the strategic approach for IT support to IDSP/NCDC by reviewing available information on the existing system of reporting disease surveillance information in the country, including:
 - i. Hardware for use of portal, videoconferencing (needed, available at CSU);
 - ii. Software for data collection, database management; data analysis; routine surveillance data; outbreak reporting system; systems to track performance e.g. completeness of reporting etc.

Sanctioned Designation: PROGRAM MANAGER CUM ADMINISTRATOR

Functional Designation: Program Administrator

Eligibility criteria:

- Graduate with minimum post qualification experience of 10 years in Administration in public sector preferably in health sector.

OR

- Master's in Business Administration (MBA) or equivalent with specialization in Hospital/ Health Management with 7 years' post qualification experience in Administration in public sector preferably in health sector.

Additional Requirement:

- Excellent analytical, oral & written communication skills and willing to travel extensively within India
- Proficient in computer applications (MS Word, Excel, Power Point), email and internet etc.

Age: Below 50 years, In case of retired Govt. servant as per DOPT guidelines (Induction age should be up to 62 Years).

Consolidated Remuneration: Rs. 90,000/- to 1, 50,000/- per month.

Job Description (Terms of Reference):

1. Provide support and assist in development of the strategic approach for administrative support to CSU-IDSP.
2. Deal with all administrative matter pertaining to Central Surveillance Unit
3. Support State Surveillance Units in administrative and liasoning with other programs/sections in the Ministry
4. Respond to Inquiries, RTI, and Court Cases
5. Initiation and drafting of files notes, letters, office orders, work orders, contracts, agreements, SOPs, and other official communications with minimal guidance.
6. Facilitation of inter-departmental coordination for smooth administrative functioning.
7. Sound knowledge of Government Office Procedures, including file maintenance, noting, drafting and correspondence.
8. Manage the filing, storage and security of documents
9. Assist with preparation and advertising of contract documents, reports and official documents.
10. Providing comprehensive administrative information and assistance to senior officers.
11. Coordination with all the personnel working in CSU-IDSP and Quarterly performance report to be prepared for appraisal.
12. Performing other duties as required & Monthly performance report to be prepared for appraisal.

Sanctioned Designation: Consultant Finance:

Essential Qualification/ Requirements:

Sl. No.	Qualifications	Remuneration
1	a. MBA (Finance)/ICWA/CA with four years' post qualification experience of financial management. Experience in handling projects supported by World Bank is desirable. OR b. M. Com with seven years' post qualification experience of financial management. Experience in handling projects supported by World Bank is desirable.	Rs. 90,000/- to Rs. 1,30,000/- per month.

Additional

- Excellent analytical, oral and written communication skills and willing to travel within India
- Proficient in computer applications (MS Word, Excel, Power Point), email and internet etc.

Age: Below 50 years. In case of retired Govt. servant as per DOPT guidelines (Induction age should be up to 62 Years).

Job Description (Terms of Reference):

1. Planning & preparation of financial implication for IDSP.
2. Prepare budget for State GIA, 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 Training Institutes etc.
6. Compile financial statement and periodic submission to MOHFW, IFD, NRHM, DEA, etc.
7. Organize Central audit and comply with their recommendations.
8. Organize periodic orientation and training to state finance consultants and district accountants.
9. Replies of various paras raised by C& AG (Reasons for savings & Excess-Expenditure out of the allocated budget)
10. To work in close collaboration with NHM finance to achieve the financial objectives of the program.
11. Respond to financial correspondences from GoI and State Governments.

12. Travel to States/Districts to monitor record keepings and provide reports on findings.
13. Periodically update financial guidelines and disseminate the same to State authorities.
14. Monthly 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.

Sanctioned Designation: Consultant Procurement

Eligibility Criteria:

Post Graduate with minimum 5 year experience in planning and organizing procurement of goods/drugs through International and National competitive bidding.

The consultant shall be technically qualified with a Post Graduate Degree/Diploma in finance/ business/ economics/Public Health/Supply Chain Management from a recognized university.

Experience in handling programmes supported by Government of India.

Additional Requirement:

- Excellent analytical, oral and written communication skills and willing to travel within India
- Proficient in computer applications (MS Word, Excel, Power Point), email and internet etc.

Age: Below 45 years, in case of retired Govt. servant as per DOPT guidelines (Induction age should be up to 62 Years).

Consolidated Remuneration: Rs. 90,000/- to Rs. 1,30,000/- per month.

Job Description (Terms of Reference):

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 Government Procurement Guidelines, and to update the NPO, IDSP 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 is eligible for financing under the project.
7. For procurement of goods and works:
 - a. 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.
 - b. Provide guidance on notification/advertising procedures, sourcing of goods, preparation of short lists of potential suppliers for shopping;
 - c. Assist in the receipt and opening of bids, evaluation procedures including post qualification of bidders and preparation of bid evaluation reports to be submitted for clearance/no objection;
 - d. Prepare contract documents and contract change orders/amendments and

- e. Assist in the preparation of detailed plans for the proper allocation, distribution and storage of goods.
8. The selection and contracting of consultants:
 - a. Assist in preparation of the terms of reference, proposed short lists, letters of invitation for proposals, request for proposals, clarifications, draft contracts, etc.
 - b. Provide guidance on notification/advertising procedures, sourcing and short listing of consultants
 - c. 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 Government Guidelines and arrange submission 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).
12. 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.
13. 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;
14. 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.
15. 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.
16. Carry out any other procurement related tasks, including the management of contracts that may be assigned by the NPO, IDSP.
17. Monthly performance report to be prepared for appraisal.
18. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.
19. Well versed with all Procurement Documentation, Condemnation procedures/documentation, GeM procurement practices and GFR procedures applicable for procurement of products and services along with applicable Government rules.

Sanctioned Designation: Training Manager

Eligibility Criteria: Graduate with MBA (HR)/ PGD (HR)

Additional Requirement:

- Excellent analytical, oral & written communication skills and willing to travel within India
- Proficient in computer applications (MS Word, Excel, Power Point), email and internet etc.

Preferential Qualification/Skills:

- I. Five years' experience in managing Human resources preferably in Public Health.
- II. Experience in managing training in Public Health Programme at National/State Level.

Age: Up to 65 years.

Required Experience: Minimum three years of relevant post qualification experience preferably in health or social sector.

Consolidated Remuneration:

Remuneration Range: Between Rs.90, 000 /- to Rs. 1, 30,000/- per month.

Job Description (Terms of Reference):

1. Review existing trainings under the project for Health personnel and other associated staff. (Project trainings, Trainings in Epidemiology, Orientation workshops of Health personnel regarding project activities and others)
2. Identifying institutions for training of various categories of personnel, based on selection criteria of IDSP.
3. Collate and review training plans submitted by each State
4. Organize development, publication and dissemination of training manuals for various training courses
5. Monitor training activities in various States
6. Monitor expenditure incurred on training and related activities
7. Plan, organize and execute independent evaluation of training and its outcome
8. Development of training curriculum and manuals for various training courses
9. Monitor functioning of Consultant Training at State level
10. Release of funds to various training institutions including receipt of SOEs and utilization certificate
11. Will work in close coordination with HR Manager
12. Visits states to evaluate training needs and progress.
13. Monthly 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.

**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**

Vacancy notice at CSU, IDSP, NCDC

A 3 Stage selection Process (Screening, Shortlisting, *Written test and Interview) for (03) Consultant Microbiologist, (05) Consultant Epidemiologist, (01) Program manager-cum-Administrator, (01) Consultant (IT), (01) Consultant Finance, (01) Training Manager, (01)

Consultant Procurement, purely on contract basis in Central Surveillance Unit of Integrated Disease Surveillance Programme at NCDC, Delhi. The initial tenure will be up to September, 2026, with the possibility of extension on yearly basis.

Selection Procedure:

The Candidates are required to submit their Resume along with Application form and relevant documents on Email – id mentioned below by 30th June

Email I'd: idsp-omc@nic.in

Candidate must ensure their eligibility as per Terms of Reference (TOR) before applying. The detailed advertisement along with application form can be downloaded from website *www.idsp.mohfw.gov.in, and www.ncdc.mohfw.gov.in*

Terms & Conditions:

A. Only shortlisted candidates will be invited for written/ Interview Process.

* Written test will be conducted in case the number of application exceeds more than 10 candidates per post.

B. No TA/DA will be admissible for attending the written/ Interview Process.

C. Candidates must bring all the original certificates including experience certificates for the verification process. Candidates without original documents will not be permitted to appear in the interview.

Director

Application Form

1. Name of the Applicant: (In capital letters) _____
2. Father/Husband's Name: _____
3. Mother's Name: _____
4. Date of Birth: _____
5. Age as on 30.06.2026: _____
6. Gender (Male/Female): _____
7. Educational Qualifications:



S. No.	Academic/ Professional Qualification	Name of Institution	Board/ University	Course Duration/ Year of passing out	Division/ Grade/ Percentage

8. Experience:

S. No.	Designation	Name of Institution/Employer	From	To	Total Experience

9. Training/Short course attended (if any):

10. Reference (with whom you have worked):

Name. _____

Designation _____ Contact No. _____

11. Contact Details of the applicant:

a. Address: _____

b. Telephone Number: _____(Mob.) _____

c. Email ID: _____

12. Documents to be enclosed: Duly self-attested (Please Tick)

- a) Degree/Diploma/Certificate ()
- b) Experience Certificate ()
- c) Age Proof (10th Mark sheet) ()
- d) Any Other ()

Undertaking

I hereby certify that all the information given above is true and correct to the best of my knowledge. If any of the above information is found to be incorrect or concealed at a later stage, I shall be liable to be disqualified and terminated from the assignment.

Signature of the Applicant

Date: _____

Place:

