

**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, *Written test and Interview) for (02) Senior Public Health Specialist, (03) Public health Specialist, (02) Microbiologist, (01) Training Manager, (01) Technical Officer (Finance), (02) Technical Officer (IT), (01) Communication Specialist, (02) Data Analyst, (02) Data Manager purely on contract basis, is scheduled to be held in Central Surveillance Unit of Integrated Disease Surveillance Programme at NCDC. The initial tenure of the above positions 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 on Email –id mentioned below by **29th September, 2026**.

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

Candidates must ensure their eligibility as per Terms of References (TORs) before applying. The detailed advertisement along with Application form and ToRs 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 may be conducted in case the number of applications exceeds 10 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 verification. Candidates without original documents will not be permitted to appear in the Written/ Interview process.

Director

Terms of Reference

Name of Post	Essential Qualification & Experience	Duties to be performed	Age	Emolument (per month)
Senior Public Health Officer	MBBS with MD (Community Medicine/Preventive and Social Medicine/Health Administration/Community Health Administration) with at least 7 years' experience in the concerned Specialty after obtaining the Postgraduate degree OR MBBS with DNB in Community Medicine/Preventive and Social Medicine/Health Administration/Community Health Administration) with 7 years' experience in the Specialty of Public health/Epidemiology/ Preventive Medicine after obtaining the DNB OR MBBS with Diploma in Public Health; or Diploma in Industrial Health; or Diploma in Tropical Medicine; or Diploma in Tropical	• Leads the project to deliver core functions and outputs (Project Management, Technical Support, Fiduciary and Enforcement of Environmental and provide technical assistance and programmatic support to the MoHFW and states under the Project. • Develop and update guidelines, TORs, templates, formats along with guidance document to States and support to the states using a national health information reporting platform on activities under the project. • Provide quarterly updates to Project Steering Committee on actions taken on issues identified by implementation support missions along with reports from the states • Prepare and organize quarterly Project Governing Committee meeting, Project Steering Committee meeting, review meetings, and workshops as per project requirement • Support in Situational Analysis on various aspects of the Health Sector. Facilitate development and implementation of the project and proposals/strategies derived from the situational	Not more than 60 years (In case of retired Govt. Servants as per DOPT guidelines)	Rs.1,75,000/- (One lakh seventy-five thousand per month)

	Medicine and Hygiene or Diploma in Health Administration with 10 years' experience in the Specialty of Public health/Epidemiology/ Preventive Medicine after obtaining the Diploma OR MBBS/BDS/BHMS /BSMS with MPH or MBA (Health & Hospital Management) with 10 years' experience in the specialty of Public Health/Epidemiology/ Preventive Medicine after obtaining Master's in Public Health/MBA in Health and Hospital Management	analysis. •Review of epidemiological data and provide feedback to the implementation agencies and MoHFW •Review of Quarterly report based on agreed targets and progress made along with monthly dashboard related to Project indicators and share with MoHFW on a regular basis Ensure consolidation and dissemination of approved annual work plans along with budget to implementing entities and prepare quarterly progress report based on results framework		
Public Health Specialist	MBBS with MD (Community Medicine/Preventive and Social Medicine/Health Administration/Community Health Administration) with at least 3 years' experience in the concerned Specialty after obtaining the Postgraduate degree	•To support the division in carrying out the divisional activities and in the implementation of the NPCCHH programme •Develop training modules related to Climate change and Environmental health •Conduct trainings for capacity building of Nodal Officers - Climate Change in States and UTs •Develop IEC content related	Not more than 60 years (In case of retired Govt. Servants as per DOPT guidelines)	Rs. 1,25,000 (One lac, twenty-five thousand per month)

	OR MBBS with DNB in Community Medicine/Preventive and Social Medicine/Health Administration/Community Health Administration) with 3 years' experience in the Specialty of Public health/Epidemiology/ Preventive Medicine after obtaining the DNB OR MBBS with Diploma in Public Health; or Diploma in Industrial Health; or Diploma in Tropical Medicine; or Diploma in Tropical Medicine and Hygiene or Diploma in Health Administration with 5 years' experience in the Specialty of Public health/Epidemiology/ Preventive Medicine after obtaining the Diploma OR MBBS/BDS/BHMS /BSMS with MPH or MBA (Health &	to the programme activities •Support in Planning and Coordinating surveillance activities of the programme •Support in Reviewing existing programmes of health and non-health sectors for incorporation of health adaptation strategies • Monitoring and evaluation of programme related activities •Report writing and documents maintenance regarding the programme •Help in formulating State and District action plans on Climate change and human health •Support in Intersectoral coordination with various programme officers of National Health Programme as well as other sectors and departments in reference to climate sensitive illnesses. As desired by the HoD of the division/ Institute		
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	Hospital Management) with 7 years' experience in the specialty of Public Health/Epidemiology/ Preventive Medicine after obtaining Master's in Public Health/MBA in Health and Hospital Management			
Microbiologist	MBBS recognized by Medical Council of India (MCI) with Post graduate qualifications (MD/DNB) in microbiology <i>Minimum Experience:</i> 2 years of experience in Medical Microbiology	• Provide technical assistance for implementation of the 'National One Health Program for Prevention & Control of Zoonotic Diseases' and its goals at the centre and state level, as may be agreed upon from time to time. • To assist the focal person for managing lab services at various levels under the initiative • Ensure implementation of Standard Operating procedures, Biomedical-Waste Management and Bio-safety guidelines and implementation of Internal Quality Control and participation in External Quality Assessment Scheme (EQAS) in all laboratories under the initiative. • Supervise through on-site visits and provide technical support for strengthening of state and District Laboratories under the initiative. • Ensure timely submission of reports on laboratory tests carried out in state and	Not more than 50 years	Rs. 1,25,000 (One lac, twenty-Five thousand per month)

		district laboratories to the Division. • Regular monitoring of the functioning lab network under the initiative and coordinate with IDSP for the same; • Willingness to travel to states & districts to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments. • Participate in epidemic/outbreak investigation as member of Rapid Response Team (RRT) for Zoonotic Diseases as and when required and provide support for sample collection and transport of specimens.		
Training Manager	Post-Graduation in Public Health / Community Medicine / Anthropology / Health Management / Hospital Management / Public Health Informatics OR B. Tech (Information Technology / Computer Science / Electronics) with MBA (full time) OR	• Develop capacity building strategies and programs for human resources under NUHM • Plan activities and costs for annual capacity development plan incorporating state level demands • Support in conducting Training Needs Assessments in the States and ULBs • Support the States in developing initiatives in capacity building based on Training Needs Assessment • Assess various proposals for capacity development including costing • Coordinate with partner resource organizations such as NIHFW, SIHFW, State	Not more than 45 years	Rs. 75000 (seventy-five thousand per month)

	MBBS with MBA (full time) from recognized institutions of UGC / AICTE OR Full time Post Graduation in Public Health, Community Medicine/ Health Management / Hospital Management / Nursing / Social Minimum Experience: 2 years Candidates with experience of working in health sector at central / State Government will be given preference.	Level Institutes, organize capacity development activities including twinning arrangements. • Develop appropriate tools (e.g., MOU, contracts as well as additional templates for PIP to capture capacity development needs) to facilitate capacity development activities • Mobilize resources / partners for training and capacity building programmes • Coordinate development of training modules in consultation with other programme divisions and training organizations/agencies. • Providing handholding support to the States in organizing workshops and trainings on programme activities • Monitor and evaluate the progress of training and capacity building initiatives in States/ Districts/ Cities including their effectiveness • Undertake periodic field visits to States/UTs and districts to review Capacity Development initiatives, identify challenges and support States/UTs for overcoming these challenges • Responsible for evaluation of Program Implementation Plan (PIP) of States/UTs with respect to capacity development. Liaison with States/UTs for ensuring adherence to norms and provide inputs to states as		
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		required for revision and submission of final PIPs Undertake other assignments, which may be assigned from time to time by the Reporting Authority.		
Technical officer (Finance)	Post-graduate degree in Commerce/ MBA (Finance) / CA Minimum 5 years of post-qualification work experience in Government accounting, including preparing, implementing PFMS and handling of budgets and finance related activities including coordination with external agencies and other government departments.	• Timely submission of SOE by states and project implementing entities; • Follow up with states and project implementing entities to ensure up-to-date accounting and record keeping to reflect the actual expenditure and fund position; • Provide support and handholding for furthering the implementation of Public Financial Management System (PFMS) by the implementing agencies; • Review of SOE submitted by different implementing agencies to national level for eligibility under financing/lending by different creditors. • Consolidate SOE at the national level and preparation of Interim Unaudited Financial Report every quarter for claiming reimbursements from various creditors; • Prepare and compilation of SOE's from Implementing agencies and submission to the MOHFW along with review Statements of Expenditure (SOE) and determine eligibility for reimbursement • Follow up with implementing entities for timely submission of audit report as well as	Not more than 45 years	Rs. 75000 (seventy-five thousand per month)

		audit compliances; • Prepare quarterly Interim Unaudited Financial Reports (IUFR) and follow up on separate audit reports from the states incurring expenditure and submit to the MOHFW • Coordination with creditors financial management team on related matters. • Support MOHFW to fulfil audit requirements of the funding partners Undertake any other activities / tasks as assigned by the supervisors.		
Technical officer IT	Postgraduate (Computer Science / Information Technology / Electronics) or MBA (Information Technology / System) OR B. Tech (Information Technology / Computer Science / Electronics) with MBA (full time) from recognized institutions of UGC / AICTE Minimum Experience: 2 years	• Proficiency in MS Office, application testing, basic knowledge of mobile technologies, ICT in health, data analysis, data mining and reports. • Experience in designing tools and strategies for data collection, analysis and production of reports. • Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi is also desirable. • Demonstrated ability to work in a multi-disciplinary team environment. • Willingness to travel to States / UTs and districts to provide technical assistance and ability to work on different assignments simultaneously to meet the timelines for assignments. Preference would be given to the candidate having	Not more than 45 years	Rs. 75,000/- (Seventy-five thousand per month)

		experience of working with Centre / State / UT health department.		
Communications Specialist	A bachelor's and/or master's degree in Communications, Marketing, Health Communications, Health Education, Behavioural Science, Public Relations, Advertising, Journalism or related major AND 5 years of previous experience working in an emergency response, crisis management, or risk communication capacity	Design and implementation of a comprehensive communication strategy for the COVID-19 response and India's disease outbreak preparedness efforts. Support States in building capacity for risk communication.	Not more than 45 years	Rs. 50,000 /- (Fifty Thousand only per month)
Data Analyst	Post Graduate degree/ diploma in Health Management, Social Sciences/ MBA in Health Management from reputed University 2 + years of work experience. Experience in Adolescent Health programme / RCH at National or State level is desirable. Good interpersonal skills; should be able to work effectively with persons across	- The Consultant shall be responsible for monitoring and facilitating continuous improvement in use of information and reports at various levels viz., village, block, district and state levels through support to preparation of the data analysis and monitoring components of the state PIPs, undertaking monitoring and field visits and revision/ preparation and dissemination of tools and guidelines. Support States/Districts in preparation of data analysis and monitoring components of State PIPs/District Plans - Annual review/re-design tools for data analysis and monitoring components of	Not more than 45 years	Rs. 50,000 /- (Fifty Thousand only per month)

	levels in a government set up Computer literate Formal educational qualification and experience could be relaxed when there is published work of high quality or whenever there is work experience of specific relevance	State PIPs to ensure that targets, strategies and budgets are internally consistent • Preparation of monthly/ quarterly progress reports against approved plan, e.g., data available in the web based HMIS and planning and web-based system. • Collation, analysis and reporting of data from demographic surveys (e.g., NFHS, DLHS, SRS, AHS, etc.) to assist in evidence-based planning and monitoring • Anchoring Monitoring Process for overall monitoring of AH Programmes and the relevant training and analyse the findings of these reports • Maintaining liaison/coordination with program officers of the Ministry as well as with the State/Districts for ensuring timely submission of data • Develop checklists (with emphasis on implementation of planning & monitoring system and use of reports for initiating corrective action) for visits to States; obtain necessary approvals. Visit States/Districts/Blocks/Villages independently as well as a part of Integrated Monitoring Teams and in particular, assess timeliness/accuracy of information and extent to which reports/data is used for corrective action. Identify strengths and weaknesses and discuss and agree steps to overcome the latter. Follow up to ensure that the agreed steps are implemented		
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Data Manager	Graduate with 1-year Diploma course in computer application with five-year experience in the related field.	• Organize and monitor timely collection, compilation and analysis of surveillance data from the states. • Supervising programme wise, state wise compilation of files and reports. Documentation of data on training, field visits and investigations undertaken under the programme. • liaison with the state/district officials state/district officials • Support effective operational integration of disease control efforts based on the surveillance data • Development of effective data sharing mechanism with division and with IDSP. Feedback to states on monthly progress under the programme	Not more than 45 years	Rs. 50,000 /- (Fifty Thousand only per month)
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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 30.09.2026:
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
1					
2					

8. Experience:

S. No.	Designation	Name of Institution/Employer	From	To	Total Experience
1					
2					
3					

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

10. Reference (with whom you have worked):

Name.

Designation -

11. Contact Details of the applicant:

a. Address:

b. Telephone Number:

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:

