



संख्या No.T-18015/5/IDSP-WB(Part6)(NCDC)(8337512)

भारत सरकार

Government of India

राष्ट्रीय रोग नियंत्रण केन्द्र

National Centre for Disease Control

(स्वास्थ्य सेवा महानिदेशालय)

(Directorate General of Health Services)

22-शाम नाथ मार्ग, दिल्ली - 110 054

22-Sham Nath Marg, Delhi -110 054

**PUBLIC NOTICE**

Applications are invited for engagement for two posts of System Admin and one post of Graphic Designer, for a period of one year at NCDC, Delhi on contract basis through Screening cum Selection Mode at NCDC, 22-Sham Nath Marg (Near Civil Lines Metro Station), Delhi- 110054, as under: -

S. No.	Name of post	No. of Post	Age Limit	Consolidated remuneration per month	Educational Qualifications Required	Roles and Responsibilities
1	System Admin	2	Not exceeding 45 years	Rs.75, 000/-. No other allowances are permissible	Essential qualification: B.E./B. Tech. in Computer/IT/ M Sc. (IT/CS) or M.C.A or higher from a recognized university. Experience (Years): Minimum of 5+ years hands-on working experience in Windows/Linux Must be proficient in Windows/Linux, Operating System Management, Apache, tomcat. Desirable: 1. Monitor and Test application performance for potential bottlenecks, identify possible solutions and work with developers to implement those. 2. Experience with integrating open source and third-party applications into existing	• Installation of Server for Network, CCTV, User and Device sharing. • Support the network team in implementation of Network in entire NCDC Campus which is under planning. • Assist in implementation of networking in the campus and documentation of its architecture, specially for Internet/Intranet. • Manage & configure various hardware devices and existing VMs in cloud for NCDC. • Support the updation of contents in website as and when required. • Facilitate/

				systems. 3. Experience with addressing scalability and replication. Familiarity with Continuous Integration (CI) and Continuous Delivery (CD). 4. Familiarity with source control systems such as Subversion (SVN), GIT, RTC, etc. 5. Results oriented, reliable, able to work under pressure. 6. Ability to communicate technical ideas to business users and other teams (Design, QA) 7. Ability to both collaborate with team members and to work independently. 8. Exposure to Govt. Projects is preferred.	coordinate with various divisions to understand user requirements. • Facilitate / coordinate with the Department of IT, NIC & other agencies like BSNL, etc. • Preparation of SoPs for device usage like PC, Laptops etc. • Assistance in evaluation of the bids received and installation thereof. • Compilation of list of Hardware after warranty. • Quarterly performance report to be prepared for appraisal. • Any other work / activity assigned from time to time. • The Server Admin (Linux) will be responsible for installing and upgrading the cloud server and application tool. • Optimizing servers. • Management of server environment, assist in overseeing integrity and safety of data server. • Monitor and Test application performance for potential bottlenecks, identify possible solutions and work with developers to implement those. • Write and maintain custom scripts to
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						increase system efficiency and lower the human intervention. • Allocating system storage and planning storage requirements for the application systems. • Taking regular backup. • Patching and updating servers as per advisory of the cloud service team. • Deployment of Application, Managing server logs. • Testing of application. • Preparation of Technical handbook.
2	Graphic Designer	1	Not exceeding 45 years	45,000/-. No other allowances are permissible	Essential qualification: Graduate with Diploma/Certificate courses in Graphic Designing/ Multi-Media/ Video Creation/Editing. Experience - At least 2+ years of post-qualification experiences as Graphic Designer. Desirable: 1. Adobe Photoshop, Corel Draw and Adobe Illustrator and Adobe InDesign. 2. Designing logos, banners, social media graphics, posters etc. 3. Designs, concepts, and sample layouts based on knowledge of layout principles and aesthetic design concepts. 4. Graphics and layouts for product illustrations, logos, and portal / applications.	• Designing of the various types of material for workshop, conferences and events of various divisions of NCDC. • Designing of contents for Leaflets, Pamphlets and books as per requirement. • Gathering of requirements from various divisions of NCDC. • Support the updation of contents in Website as and when required. • Co-ordination with various divisions to understand user requirements. • Quarterly

					5. Illustrations or rough sketches of material, discussing them with clients and / or supervisors and making necessary changes. 6. Designing within social media sites such as Facebook, Instagram, etc.	performance report to be prepared for appraisal. Any other work / activity assigned from time to time.
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Other Conditions of Service

1. They will be governed by the Contractual Service Agreement (CSA) to be signed at the time of joining.
2. No TA will be paid for attending interview.
3. The positions are purely contractual and will continue on yearly requirement basis.
4. The employees will not be treated the employees of NCDC. They will have no claim for regular employment under NCDC.
5. The appointee will not be granted any claim or right or preference for regular appointments to any posts under the Government of India or any institutions funded by Government of India.
6. He/She will not be entitled for any other allowance, financial benefits or concessions and medical facilities apart from the consolidated remuneration.
7. They will not divulge any information, gathered by him/her during the period of assignment, to anyone who is not authorized to know/have the same.
8. No medical facility shall be provided to him by the NCDC. The remuneration is deemed to include an element to cover the cost of medical cover, if any.
9. The NCDC shall not be responsible for any loss, accident, damages/injury suffered by him/her, whatsoever arising in or out of the execution of his/her work including travel.
10. During the terms of service, he/she shall not engage in any private business of professional activity which could conflict with interest of the Government.
11. 30 days Annual Leave (2 ½ days each completed month) and 10 days C/L or sick leave will be given during a year.
12. The service can be terminated by either side by giving one month's notice.

The last date of submission of application is 16.10.2026. The application must reach this office on or before 16.10.2026, by speed post/ by hand on all working days from 10.00 AM to 5.00 PM at General Services Section, Room No. 202, NCDC, 22 -Sham Nath Marg, Delhi - 110054. Application received after 16.10.2026 (5.00PM) will not be entertained.

After scrutiny of the application forms, only eligible candidates as per ToR will be informed through email to appear for interview with date and time.

The Educational Qualification, ToR and other conditions may be viewed on the NCDC Website: www.ncdc.mohfw.gov.in.

NOTE: The Competent Authority reserves the right to modify or cancel selection process (in part or full), if need so arises without issuing any further reasons whatsoever.

(Prakash Doval)
Assistant Director (Admin.)
Email: prakashdoval@ncdc.gov.in

APPLICATION FORM**Post applied for:****1. Name of the Applicant: (In capital letter)** _____**2. Father/Husband's Name:** _____**3. Mother's Name:** _____**4. Date of Birth:** _____Self-
attested
colour
photo**5. Age as on 05.06.2025:** _____ Years _____ Months _____ Days.**6. Gender (Male/Female):** _____**7. Educational Qualifications:**

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

8. Desirable Qualification:

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

9. Experience:

Sl. No.	Designation	Name of Institution/Employer	From	

(Reference with whom you have worked: Name: _____)

Designation _____ and Contact No. _____)

10. Training/Short course attended (if any):**11. Award and/or Outstanding Achievements:****12. Contact Details:****a. Mailing Address:**

b. Permanent Address:

c. Telephone Number: _____ (Mob.) _____

d. Email ID: _____

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

1. Degree/Diploma/Certificate ()
2. Experience Certificate ()
3. Age Proof ()
4. 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 termination from the assignment.

Signature of the Applicant**Date:** _____**Place:** _____