

No. NCDC/CARD/HIV Testing (NFHS6) (8207441)
Government of India
National Centre for Disease Control
(Directorate General of Health Services)
22-Sham Nath Marg, Delhi -110 054

PUBLIC NOTICE

Applications are invited for engagement of the **various posts under National Family Health Survey - 6 (NFHS-6) activity at National Reference Laboratory for HIV, Centre for AIDS & Related Diseases for a period of one year in NCDC, Delhi on contract basis through Walk-In-Interview/ Written Test/ Skill Test** at NCDC, 22-Sham Nath Marg (Near Civil Line Metro Station), Delhi- 110 054, as per ToR, as under:

Name of the post	Total no. of posts	Age limit	Consolidated remuneration per month (Rs.)	Educational Qualifications Required	ToRs
1	2	3	4	5	6
Technical Officer	01	50 years	Rs. 35,000 /- per month consolidated. No DA and other benefits admissible.	<p>Essential qualification & Experience:</p> <ul style="list-style-type: none"> • M.Sc in Microbiology/ Biotechnology/ Life Sciences with 2 years' experience of working in a biomedical laboratory after completion of M.Sc <p>Desirable:</p> <ul style="list-style-type: none"> • <ul style="list-style-type: none"> ○ Knowledge of Computer Applications/ Data Management/ Biostatistics and Data Analysis ○ Experience in quality assurance will be preferred ○ Knowledge of Quality Management System (QMS) in Medical Laboratories with principles of National Accreditation Board for 	<ul style="list-style-type: none"> • Follow common plan, procedures, SOPs, and forms as agreed upon by the participating labs. • Sample receiving, logging-in and storage of samples. • Ensure maintenance of all samples for sample repository for later evaluation. • Supervise testing of samples and verification of results. • Ensure not to undertake independent testing other than testing for NFHS-6 • Ensure confidentiality of specimen at all levels. • Accountable for every report generated by the laboratory. • Attend all training organized for NFHS-6.

				<p>Testing and Calibration Laboratories (NABL) and Good Laboratory Practices (GLP)</p>	<ul style="list-style-type: none"> • Meet standards of quality assessment. • Monitor the IQC results regularly. • Report generation, QA & QC • Inventory Management. • Equipment maintenance & calibration. • Follow the established bio-safety laboratory protocol. • Documentation and Data Management • Submit certified statement of expenditure at periodicity defined by funding agency. • Any other role assigned by Officer-in-Charge
Laboratory Technician	02	40 years	Rs. 21,000 /- per month consolidated. No DA and other benefits admissible	<p>Essential qualification & Experience:</p> <ul style="list-style-type: none"> • Graduate in Medical Laboratory Technology (MLT) from recognized university <p>OR,</p> <ul style="list-style-type: none"> • Diploma in Medical Laboratory Technology (MLT) with the course of at least 2 years' duration from a recognized University + 1 year experience of working in a biomedical laboratory after completing DMLT <p>OR,</p>	<ul style="list-style-type: none"> ○ ○ Follow common plan, procedures, SOPs, and forms as agreed upon by the participating labs. ○ Sample receiving, logging-in and storage of samples. ○ Ensure maintenance of all samples for sample repository for later evaluation. ○ Perform testing of samples as per the testing algorithm approved by NACO.

				<ul style="list-style-type: none"> • Diploma/Certificate in Medical Laboratory Technology (MLT) with the course of at least 1 year duration from a recognized University + 2 years' experience of working in a biomedical laboratory after completing Diploma/Certificate in Medical Laboratory Technology (MLT) <p>OR,</p> <ul style="list-style-type: none"> • Graduate in Science + 1 year experience of working in a biomedical laboratory after completing graduation <p>Desirable:</p> <ul style="list-style-type: none"> • <ul style="list-style-type: none"> ○ Knowledge of Computer Applications/ Data Management/ Biostatistics and Data Analysis ○ Experience in quality assurance will be preferred ○ Knowledge of Quality Management System (QMS) in Medical Laboratories with principles of National Accreditation Board for Testing and Calibration Laboratories (NABL) and 	<ul style="list-style-type: none"> ○ Ensure not to undertake independent testing other than testing for NFHS-6 ○ Ensure confidentiality of specimen at all levels. ○ Prepare SOPs and WDIs and other documents. ○ Attend all training organized for NFHS-6 ○ Meet standards of quality assessment. ○ Preparation of IQC panel and IQC charts. ○ Inventory Management. ○ Equipment maintenance & calibration. ○ Follow the established bio-safety laboratory protocol. ○ Any other role assigned by Officer-in-Charge
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				Good Laboratory Practices (GLP)	
Laboratory Attendant	01	40 years	Rs. 15,800/- per month consolidated. No DA and other benefits admissible	<p>Essential qualification & Experience:</p> <ul style="list-style-type: none"> Secondary School Certificate (SSC) or equivalent with 5 years' experience of working in a biomedical laboratory after completing SSC <p>OR,</p> <ul style="list-style-type: none"> Higher Secondary Certificate (HSC) with science subjects with 3 years' experience of working in a biomedical laboratory after completing HSC <p>Desirable:</p> <ul style="list-style-type: none"> Knowledge of Computer Applications Experience in quality assurance will be preferred 	<ul style="list-style-type: none"> Sample receiving, logging-in and storage of samples. Ensure maintenance of all samples for sample repository for later evaluation. Assist in testing of samples as per the testing algorithm approved by NACO. Ensure not to undertake independent testing other than testing for NFHS-6 Ensure confidentiality of specimen at all levels. Keep the laboratory working area neat and clean at all times and maintain cleaning record. Biomedical waste management Equipment cleaning and maintenance Follow the established bio-safety laboratory protocol. Any other role assigned by Officer-in-Charge

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 written test/ skill test/ interview.
 3. The positions are purely contractual and valid for a period of one year.
 4. The appointee shall perform the duties assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/ additional allowance shall be admissible in case of such an assignment.
 5. The appointment will be purely on contract basis and the incumbent selected cannot claim regular employment under NCDC.
 6. Age and all other qualification will be counted as on the closing date of receipt of application as per prevailing rules.
 7. The competent authority reserves the right to short list candidates prior to interview/ written test/ skill test.
 8. The competent authority reserves the right to select/reject any or all candidates.
 9. 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.
 10. Any canvassing by or on behalf of the candidates or bringing political or other influence with regards to the selection shall be considered as a disqualification.
 11. He/ She will not be entitled for any other allowance, financial benefits or concessions and medical facilities apart from the consolidated remuneration.
 12. 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.
 13. 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.
 14. During the period of the contract, the appointee shall not accept any other appointment, paid or otherwise and shall not engage himself/herself in a private practice of any kind.
 15. If any declaration given or information furnished by him/her proves to be false or if he/she is found to have willfully suppressed any material information, he/she will be liable for removal from service and other such action as Government may deem necessary.
 16. Any corrigendum and subsequent information relating to this advertisement will be published only on the website.
- **The last date of submission of application is 13.01.2025. The application must reach this office, in a sealed envelope on or before 13.01.2025, by speed post/ by hand on all working days from 10.00 AM to 5.00 PM at,**

**General Services Section,
Room No. 102,
New Admin. Building,
National Centre for Disease Control (NCDC),
22 – Sham Nath Marg,
(Near Civil Lines Metro Station)
Delhi - 110054.**

- **The envelope should be marked clearly with - the post applied for ____ under NFHS-6**
- **Application received after 13.01.2025 will not be entertained.**

After scrutiny of the application forms, suitable candidates will be informed through email sent from prc.ncdc@gmail.com to appear for walk-in-interview/skill test/written test etc.

**(PRAKASH DOVAL)
ASSISTANT DIRECTOR (ADMIN.)
Email: prakashdoval@ncdc.gov.in
Phone No. 011-23971875**

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:** _____
5. **Age:** _____ 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	To

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)

14. **Degree/Diploma/Certificate** ()

15. **Experience Certificate** ()

16. **Age Proof** ()

17. **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: _____