No. T-18015/5/IDSP-WB(Part6)-HR_Budget (8221572)
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 11 posts (on contract basis) in NCDC IT Unit at NCDC Headquarters under PM-ABHIM, through Screening cum selection mode, with an initial period of one year at NCDC, 22-Sham Nath Marg (Near Civil Line Metro Station), Delhi- 110 054, as under: -

Name of the post	Total no. of posts	Age limit	Consolidated remuneration per month (Rs.)	Educational Qualifications Required	Roles and Responsibilites
1	2	3	4	5	6
Team Lead (ICT)	01	Not exceeding 55 years	1,20,000/-. No other allowances are permissible	**Essential qualification:** B.Tech/ B.E./ MCA/ M.Sc. with MBA or M. Tech./ Masters in Engineering. in IT or relevant post graduate qualification. **Experience Required:** • Experience of e-governance/IT enablement projects with public/government sector entities. • Experience of development of dashboards/integrated information platforms/applications with visualizations that depict various trends and factors. • Experience in ICT integration, Network and Team Management. • Should have minimum **10 years** of experience in health domain projects (2 years of managing govt. sector project / MoHFW)	• Design process for ongoing improvements in existing IT Setup in campus as well as existing branches in the country, including a basis for setting priorities for needed improvements and tracking implementation. • Implementation of Network in entire NCDC Campus which is under planning. • Oversee implementation of entire ICT activities including a monitoring plan to document that IT network is functional 98% of attempted uses. • Manage team leads for IT Operations in terms of Application development, social media presence and infrastructure (Hardware/Network). • Facilitate co-ordination with various divisions to understand IT requirements, determine priorities, report progress, and obtain needed management support and attention.

					- Facilitate planning with other stakeholders like WHO, CHI and State Governments etc. - Facilitate / coordinate with the Department of IT, NIC & other agencies for various tasks related to IT component of the project. - Improvements in Web content for NCDC and various divisions, i.e. "Knowledge Management"; - Personnel needed and systems (training, SOP's etc) to support them (e.g. State and District Data Managers). - Organizing procurement of Hardware & Application Software including assistance in evaluation of the bids received and installation thereof. - Organizing AMC of Hardware after warranty. - Quarterly performance report to be prepared for appraisal. - Any other work / activity assigned from time to time - Knowledge of designing of firewalls and other security measures to make sure that information and proprietary networks are compliant with the most recent security standards. - To perform integrated and computerized Geographic data systems analyses/mapping to address specific issues/problems

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| | | | | | • Plan and develop GIS related information systems on the web.
• Develop, test, deploy and maintain web portals which will host dynamic content, files and geospatial data-
• Develop, test, deploy and maintain REST API server for GeoServer, mobile applications and web applications.
• Develop, test, deploy and maintain mobile applications for field data collection purposes.
• Maintain, configure and ensure reliable operation of Microsoft Windows servers (IIS) and other network components. |
| Network Engineer | 02 | Not exceeding 45 years | 65,000/-.
No other allowances are permissible | **Essential qualification:**

B.E/B.Tech/ MCA in (CS/IT)/EE/ECE streams or MSc Computers/BSc Computers/MSc IT.

Experience (Years):

Minimum of 3 years hands-on working experience in network/system administration.
Desirable:
Experience in CCNA/CCDA/CCNP/ CCIE/CCDE/CCAR certification from Cisco or Windows/Linux/ Unix System Administration/Architect certification from LPI/Red Hat/ Oracle /Microsoft/ AWS will be an added advantage. | • Design Network in campus for Internet/Intranet including WIFI access and CCTV network.
• Support team lead in implementation of Network in entire NCDC Campus which is under planning.
• Oversee implementation of networking in the campus and documentation of its architecture.
• Manage & configure Switches, Routers, Access points for establishment of infrastructure (Hardware/Network).
• Attending to calls for network issues in the campus.
• Support in updation of contents in Website as and when required.
• Facilitate co-ordination with various divisions to understand Network requirements. |

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					• Facilitate / coordinate with the Department of IT, NIC & other agencies like M/s Railtel, M/s MTNL etc. for various tasks related to Network. • Preparation of SoPs for Network usage and networking devices (training, SOP's etc) to support them. • 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 • Installing and configuring computer networks and systems. • Identifying and solving any problems that arise with computer networks and systems • Consulting with users to specify system requirements and design solutions • Budgeting for equipment and assembly costs • Maintaining existing software and hardware and upgrading any that have become obsolete • Monitoring computer networks and systems to identify how performance can be improved • Provide technical oversight of a multi-site enterprise-level WAN, including planning, implementation/expansion, maintenance, and troubleshooting.

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					• Prepare and maintain documentation of network configurations and cabling layouts. • Design, deploy and administer the wireless infrastructure and supporting systems. • Recommend upgrades, patches, and new applications and equipment. • Train team members on new hardware or software. • Analyze and monitor server security • Provide hardware and operating system support for the corporate and field computer systems environment, UNIX, Linux, Windows, and storage. • Make upgrades and repairs as needed. • Oversee digital security. • Troubleshoot problems with the system. • system/cloud administration/archite ct/security activities
System Admin	02	Not exceeding 45 years	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:**	• 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 it's architecture specially for Internet/Intranet. • Manage & configure various hardware devices and existing

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				- Monitor and Test application performance for potential bottlenecks, identify possible. solutions, and work with developers to implement those. - Experience with integrating open source and third-party applications into existing systems. - Experience with addressing scalability and replication. - Familiarity with Continuous Integration (CI) and Continuous Delivery (CD) - Familiarity with source control systems such as Subversion (SVN), GIT, RTC, etc. - Results oriented, reliable, able to work under pressure. - Ability to communicate technical ideas to business users and other teams (Design, QA) - Ability to both collaborate with team members and to work independently. - Exposure to Govt Projects is preferred	VMs in cloud for NCDC. - Support the updating of contents in Website as and when required. - Facilitate co-ordination 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 increase system efficiency and lower the human intervention. - Allocating system storage and planning storage requirements

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					for the application system.
					- 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.
Programmer (Open Source)	02	Not exceeding 45 years	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 Java/JavaEEI.8 with Spring & Hibernate with Angular JS, including custom module development, key contributed modules and core API Creation, Administration and Maintenance of Java based modules and sites. **Desirable:** - Familiarity with Continuous Integration (CI) and Continuous Delivery (CD) - Familiarity with source control systems such as Subversion (SVN), GIT, RTC, etc. - Software Development Lifecycle (e.g. Requirements, Design, Development, Testing) and exposure to Agile or iterative SDLCs. - Postgre SQL Databases, RESTful API Services, AJAX,	- Designing the logical flow for application/web/mobile development as per requirements of various divisions of NCDC and its documentation. - Coding as per required timelines and improvement in logic of existing application of NCDC. - Assist in implementation of various applications in the campus. - Support the updation of contents in Website as and when required. - Co-ordination with various divisions to understand user requirements. - Facilitate / coordinate with the Department of IT, NIC & other agencies like BSNL etc. - Preparation of Technical Documents and SoPs for developed application as well as existing - Quarterly performance report to be prepared for appraisal. - Any other work / activity assigned from time to time - The Developer will be responsible for Development,

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Post	No.	Age	Remuneration	Essential/Desirable Qualification	Job Responsibilities
				Servlets, HTML, JavaScript, jQuery, CSS, MVC framework. • Mobile and responsive development. • Results oriented, reliable, able to work under pressure. • Ability to communicate technical ideas to business users and other teams and collaborate with team members and to work independently. • Eager to embrace current and emerging technologies (Big Data, Hadoop, NoSQL, etc.) • Experience with integrating open source and third-party applications into existing systems. • Exposure to Govt Projects is preferred.	deployment and integration of the projects. • Coordinating with different stakeholders. • Assistance in bug fixing as per cyber security norms and other security agencies which provides advisories. • Preparation of technical manual of their code. • Preparing Dashboard, MIS Reports as per requirements.
UI Designer	01	Not exceeding 35 years	45,000/-. No other allowances are permissible	**Essential qualification:** Bachelor's degree in design, computer science, or MCA/ B.E./ B.Tech/ M.Sc. in any specialization. **Experience** – At least **1+ year** of proven work experience as a UI/UX designer or a similar role. **Desirable:** • Portfolio of UI/UX design work for both mobile and web platforms studies • Experience of creating end to end user centric and creative design. • Proficiency in delivering design ideas using storyboards, process flows and sitemaps • Designing user interface elements, like menus, tabs and widgets, navigation	• Designing of the front-end for various application for web/mobile. • Designing of contents in the forms of images and gif for Website and social media. • Gathering of requirements from various divisions of NCDC. • Support the updating of contents in Website as and when required. • Co-ordination with various divisions to understand user requirements. • Quarterly performance report to be prepared for appraisal. • Any other work / activity assigned from time to time. • Good knowledge of creating wireframes, prototypes, storyboard, and user flows etc.

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| | | | | • Developing UI mockups and prototypes using tools like Figma & Adobe XD, that clearly illustrate how sites function and look like.
• Proficient understanding of web markup, including HTML5, CSS3
• Working experience in integrating JavaScript, Cascading Style Sheets (CSS); color theory, layout design principles. | • Good knowledge of building mobile responsive website.
• Knowledge of website Speed Optimization and unit testing
• Producing products that are user-centric, effective and appealing
• Working as part of a multi-disciplinary team
• Keeping up-to-date with recent technological and software development landscape
• Documentation related to scheme activities and system
• Creation of Social Media posts, newsletter, banners etc. |
| Graphic Designer | 01 | 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:

• Adobe Photoshop, CorelDraw and Adobe Illustrator and Adobe InDesign.
• Designing logos, banners, social media graphics, posters etc.
• Designs, concepts, and sample layouts based on knowledge of layout principles and aesthetic design concepts.
• Graphics and layouts for product illustrations, logos, and portal / applications.
• Illustrations or rough sketches of material, discussing them with | • 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 performance report to be prepared for appraisal.
• Any other work / activity assigned from time to time. |

	clients and / or supervisors and making necessary changes. • Designing within social media sites such as Facebook, Instagram etc.	

IT Support Staff	02	Not exceeding 35 years	45,000/-. No other allowances are permissible	**Essential qualification:** Any Graduate with sound experience in handling IT related software / hardware (preferably B.E/ B.Tech / MCA or equitant degree in IT/CS) with good academic record from a recognized and reputed university/institution. **Experience** – **1+ years** of experience in tech support. **Desirable:** • Preference would be given to candidates having experience in a governmental setup / project. • Capable of handling various VC, Network and IT equipment like Printers, Biometric and other devices. • Handle user complaints, provide appropriate solutions and alternatives within the time limits. • Follow up to ensure resolution Keep records of user interactions, process customer accounts and file documents. • Provide accurate, valid and complete information by using the right methods/tools.	• Liasoning between various divisions/departments of NCDC for various IT support related tasks • Ensuring all VC rooms are functional and fixing/testing of VC equipment before each online meeting. • Upkeep of the ICT equipment in all IT/ VC enabled rooms in the campus. • Visit to the Ministry for conducting/support for various VC/Meetings • Upkeep and fixing/testing of AV equipment in Central Seminar Room and Hall. • Support the updation of contents in Website as and when required. • Co-ordination with various divisions to understand user requirements. • Quarterly performance report to be prepared for appraisal. • Any other work / activity assigned from time to time.

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| | | | | | • Liaison with development team for identifying ongoing issues, manage response and help development team during resolving the issues.
• Familiar with software development language PHP/ Python/ Java Script.
• Familiarity with MS office, reporting and documentation.
• Working knowledge of Linux, shell scripting, OS Ticket, etc.
• Good communication skills – verbal and written. | |

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 05.06.2025. The application must reach this office on or before 05.06.2025, 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 05.06.2025 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.

(PRAKASH DOVAL)
Assistant Director (Admin.)
Email: prakashdoval@ncdc.gov.in
Phone No. 011-23971875

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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 as on 05.06.2025:** _____ Years _____ Months _____ Days.

6. **Gender (Male/Female):** _____

| | Self-attested colour photo |

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

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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** ( )

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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: _____