

NATIONAL ORAL HEALTH PROGRAMME
MINISTRY OF HEALTH AND FAMILY WELFARE, NIRMAN BHAWAN, NEW DELHI-110 108.

RECRUITMENT FOR THE POST OF CONSULTANT & TECHNICAL ASSISTANT(on Contract basis)

Ministry of Health & Family Welfare intends to recruit for the post of Consultant and Technical Assistant in National NCD Cell for National Oral Health Programme.

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|-----------|-----------------------------|----------------|
| 1. | Consultant(NCD Cell) | 1 post. |
| 2. | Technical Assistant | 1 post |

CONSULTANT

Qualifications:

Essential:

- MDS/ MD [Community Medicine, Community Health Administration, Community Dentistry] or equivalent
or
BDS with Masters in Public Health (MPH) with atleast 2 years experience in related field
- Should be registered with either the Medical/Dental Council of India

Desirable:

- Experience in Oral Health or any other Public Health Programme

Knowledge and skills

- Knowledge about the common oral health conditions in the country and its public health impacts
- Knowledge in the areas of Oral health promotion, local participatory planning and capability to function collaboratively and productively in a multi-disciplinary environment
- Knowledge about the Healthcare delivery system in India
- Knowledge about Research methodology and evaluating research proposals related to Oral Health
- Exposure to Health Communication
- Ability to travel extensively
- Command over MS-Office and net savvy
- Good Communication skills both in English and Hindi [written and Verbal]

Responsibilities and Duties

- To provide technical as well as programme management support for planning and implementation of the National Oral Health Programme
- To support the development of IEC for National Oral Health Programme
- To monitor the implementation of the National Oral Health Programme
- To facilitate capacity building of the Oral Health Workforce [development of training modules, training programme, evaluation etc.]

Age limit : Upto 50 years. Retired Govt./Public Sector Officers up to the age of 62 years are eligible.

Tenure : Two years

Remuneration: Rs. 60,000/- per month consolidated.

Location : Delhi.

Technical Assistant

Qualifications required:

Essential: (a) Graduation in any discipline from a recognized institution.
(b) One year Certificate in Computer Application

Desirable: (a) The applicant must possess at least 1-2 years of professional experience/exposure in the Health related field. (b) Demonstrated experience of working with the government sector at national/state level.

Knowledge and skills:

- i. Good time management and multi-tasking skills, with ability to work in a deadline-driven environment.
- ii. Ability to demonstrate good interpersonal skills and team working capability with a high standard of personal conduct.
- iii. Proficient knowledge of computers and good command over MS-Office/internet
- iv. Possess team working capability.
- v. Good communication.

Perform expected duties under direct supervision of the Focal Points for Oral Health Programme, MoHFW

Job Description:

- i. Monitoring the Oral Health activities of the State/districts.
- ii. Organizing national and state level advocacy workshops/ review meetings under the programme.
- iii. Assisting the Programme Division in planning & implementation of the programme, and in follow up of states i.r.o Statement of Expenditure & Utilization Certificates for the funds released under NOHP.
- iv. Facilitating the Programme Division in developing communications/ guidelines/ IEC materials and other important documents as well as their subsequent dissemination to the states/districts.
- v. Maintaining the reports received from State/District Cells under the programme.
- vi. To undertake any other tasks and responsibilities assigned by the supervisor.

Remuneration: commensurate with qualification/experience

Period of contract: 1 year

Remuneration: Rs. 25,000/- per month (consolidated)

Location: New Delhi

Note :

1. The post require fluent use of computers in word processing, worksheets for data compilation and basic analysis and presentation (PIP). The applicants should also have experience of using internet.
2. The applicants should be able to tour extensively for monitoring and supervision.

Details of Terms & Condition of recruitment for the post and Application form can be viewed/downloaded from the website of the Ministry of Health & Family Welfare "mohfw.nic.in". The application duly filled in may be submitted to Shri K.K. Jhell, Under Secretary, Room No.503-A, Ministry of Health and Family Welfare, Department of Health, Nirman Bhawan, New Delhi latest by 31.03.2014.

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MINISTRY OF HEALTH AND FAMILY WELFARE, NIRMAN BHAWAN, NEW DELHI-110108

APPLICATION FORM

Affix
Photograph

To be filled by office only

Name of the Post _____

Post applied for _____

1. Name of the Applicant _____
2. Father's Name _____
3. Date of Birth _____
4. Gender : M/F _____
5. Educational Qualifications _____

S.No.	Academic/Professional Qualification	Name of Institution	Board/University	Course Duration/Yr. of passing out	Division/Grade/% of marks.

6. Experience :

S.No.	Designation	Name of Institution/Employer	From _____ To	Field of Experience	Salary drawn

7.Training/Short course attended :

8.Award and/or Outstanding Achievements:

9.Publications in last 3 years(applicable for Consultant only).

10. Contact Details :

a. Mailing Address _____

b. Permanent Address _____

c. Telephone Number(Res) _____ (Mob) _____

d. Email-ID _____

11. Documents to be enclosed : Duly attested by Gazetted Officer(Please Tick)

1. Degree/Diploma/Certificate ()
2. Experience Certificates ()
3. Age Proof ()
4. Any Other ()

12. Undertaking :

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

Date : _____

Place : _____

Signature of the Applicant