

जिला स्तरीय (एन.सी.डी. सेल हेतु पद)

राष्ट्रीय कैंसर, डायबिटीज, हृदयरोग एवं स्ट्रोक निवारण एवं नियंत्रण कार्यक्रम

**(National Programme for Prevention and Control of
Cancer, Diabetes, CVD and Stroke)**

**Term of references of staff in
District (जिला स्तरीय) NCD Cell**

1. Job title: District Programme Officer (जिला कार्यक्रम अधिकारी) (DPO) 01 (ONE)

Qualifications:

Essential

- 1) MBBS or equivalent degree from institution recognized by Medical Council of India.
- 2) Must have completed compulsory internship.
- 3) Diploma /Masters in Public Health or MD/DNB in Preventive & Social Medicine/ Community Medicine/ Community Health Administration/MBA (Health Care Administration).
- 4) At least 5 years experience in Health Management/ Public Health Programme/ Health Services after obtaining post graduate degree. For DPO minimum 3 years experience is required.

Desirable:

Experience in Non Communicable Disease control program/projects.

Age Limit: Up to 50 years. Retired Govt./Public Sector officers up to the age of 62 years are eligible to apply.

Job requirements/responsibilities:

- 1) Preparing Programme Implementation Plan.
- 2) Organizing State level review meetings and orientation workshops.
- 3) Organizing training program for Medical Officers including AYUSH Practitioners, nurses and health workers.
- 4) Visiting districts to monitor the NCD activities.
- 5) Reviewing program implementation at district and below district levels.
- 6) Collaborating with Centre, Medical colleges, Districts, NGOs and other sectors.
- 7) Preparing and submitting quarterly progress report for NPCDCS to SNO (NCD).
- 8) Any other job assigned by concerned officers.

Remuneration: DPO: Rs. 40,000/month

**2. Job title: Finance cum Logistics Officer, (फाईनेंस कम लॉजिस्टिक ऑफिसर)
District (जिला) - 01 (ONE)**

Qualifications: Essential

1. Inter CA/Inter ICWA/M.Com or MBA (Finance/ Material Management) with knowledge of computer
2. At least 3 years experience in supervisory capacity and knowledge of popular accounting software packages.

Age Limit: Up to 40 years.

Job requirements/responsibilities:

General:-

- 1) All matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to NPCDCS in the State/ District.
- 2) To maintain the fund flow mechanism from State to Districts and Districts to below.
- 3) Accurate and timely submission of quarterly report on expenditure to Centre/State, annual audited statement of accounts and intensively monitoring the financial management in State/ District Health Society.
- 4) Any other job assigned by concerned officers.

Specific:

- 5) Preparing annual and quarterly budgets for the State/ District.
- 6) Ensuring that adequate internal controls are in place to support the payments and receipts.
- 7) Ensuring timely consolidation of accounts/financial statements at the State/ District.
- 8) Monitoring expenditure and receipt of Utilization Certificate (UC) & Statement of Expenditure (SOE) from the State /District.
- 9) Coordinating with District and below to address the audit objection/internal control weaknesses, issues of disallowances, if any.

Remuneration: Up to Rs. 30,000/month (consolidated)

3. Job title: Programme Assistant, (प्रोग्राम असिस्टेंट) District 01 (जिला) (ONE)

Qualifications:

Essential

1. Graduate in any stream
2. Knowledge and experience in office work
3. A course in in shorthand, typing, computer applications desirable.

Age Limit: Up to 40 years.

Job requirements/responsibilities:

- Assistance to State/District Programme coordinator in all his job responsibilities.
- Correspondence with District NCD Unit, State Government, Govt. of India.
- Assistance in organizing review meetings and official tours
- Maintenance of files and correspondence.
- Assistance in preparation of reports.
- Any other job assigned as per program need.

Remuneration: Up to Rs. 20,000/month (consolidated)

4. Job title: Data Entry Operator (डाटा एन्ट्री आपरेटर) District (जिला) 01 (One)

Qualifications & Experience

- Graduate
- Diploma in Computer Applications
- Experience in database designing, excel sheet desirable
- Minimum one year of relevant working experience.

Age Limit: Up to 40 years.

Job requirements/responsibilities:

- Ensure regular entry of all relevant data in the computer pertaining to various aspects of NPCDCS in a systematic manner to facilitate its analysis.
- Compile the reports
- Maintenance and up keep of the computer and its accessories.
- Any other job assigned as per program need.

Remuneration: Up to Rs. 12,000/month (consolidated)

राज्य स्तरीय (एन.सी.डी. सेल हेतु पद)

राष्ट्रीय कैंसर, डायबिटीज, हृदयरोग एवं स्ट्रोक निवारण एवं नियंत्रण कार्यक्रम

**(National Programme for Prevention and Control of
Cancer, Diabetes, CVD and Stroke)**

**Term of references of staff in
State NCD Cell (राज्य स्तरीय) NCD Cell**

1. Job title: State Programme Officer (राज्य कार्यक्रम अधिकारी) (SPO) 01 (ONE)

Qualifications:

Essential

- 1) MBBS or equivalent degree from institution recognized by Medical Council of India.
- 2) Must have completed compulsory internship.
- 3) Diploma /Masters in Public Health or MD/DNB in Preventive & Social Medicine/ Community Medicine/ Community Health Administration/MBA (Health Care Administration).
- 4) At least 5 years experience in Health Management/ Public Health Programme/ Health Services after obtaining post graduate degree. For DPO minimum 3 years experience is required.

Desirable:

Experience in Non Communicable Disease control program/projects.

Age Limit: Up to 50 years. Retired Govt./Public Sector officers up to the age of 62 years are eligible to apply.

Job requirements/responsibilities:

- 1) Preparing Programme Implementation Plan.
- 2) Organizing State level review meetings and orientation workshops.
- 3) Organizing training program for Medical Officers including AYUSH Practitioners, nurses and health workers.
- 4) Visiting districts to monitor the NCD activities.
- 5) Reviewing program implementation at district and below district levels.
- 6) Collaborating with Centre, Medical colleges, Districts, NGOs and other sectors.
- 7) Preparing and submitting quarterly progress report for NPCDCS to SNO (NCD).
- 8) Any other job assigned by concerned officers.

Remuneration: SPO Up to Rs. 55,000/month (consolidated);

2. Job title: Finance cum Logistics Officer, State (राज्य) 01 (ONE) -

Qualifications: Essential

1. Inter CA/Inter ICWA/M.Com or MBA (Finance/ Material Management) with knowledge of computer
2. At least 3 years experience in supervisory capacity and knowledge of popular accounting software packages.

Age Limit: Up to 40 years.

Job requirements/responsibilities:

General:-

- 1) All matters relating to accounts, budgeting and financial matters and management of accounting procedure pertaining to NPCDCS in the State/ District.
- 2) To maintain the fund flow mechanism from State to Districts and Districts to below.
- 3) Accurate and timely submission of quarterly report on expenditure to Centre/State, annual audited statement of accounts and intensively monitoring the financial management in State/ District Health Society.
- 4) Any other job assigned by concerned officers.

Specific:

- 5) Preparing annual and quarterly budgets for the State/ District.
- 6) Ensuring that adequate internal controls are in place to support the payments and receipts.
- 7) Ensuring timely consolidation of accounts/financial statements at the State/ District.
- 8) Monitoring expenditure and receipt of Utilization Certificate (UC) & Statement of Expenditure (SOE) from the State /District.
- 9) Coordinating with District and below to address the audit objection/internal control weaknesses, issues of disallowances, if any.

Remuneration: Up to Rs. 30,000/month (consolidated)

3. Job title: Programme Assistant, State (राज्य) 01 (ONE)

Qualifications:

Essential

1. Graduate in any stream
2. Knowledge and experience in office work
3. A course in shorthand, typing, computer applications desirable.

Age Limit: Up to 40 years.

Job requirements/responsibilities:

- Assistance to State/District Programme coordinator in all his job responsibilities.
- Correspondence with District NCD Unit, State Government, Govt. of India.
- Assistance in organizing review meetings and official tours
- Maintenance of files and correspondence.
- Assistance in preparation of reports.
- Any other job assigned as per program need.

Remuneration: Up to Rs. 20,000/month (consolidated)

4. Job title: Data Entry Operator State (राज्य) 02 (Two)

Qualifications & Experience

- Graduate
- Diploma in Computer Applications
- Experience in database designing, excel sheet desirable
- Minimum one year of relevant working experience.

Age Limit: Up to 40 years.

Job requirements/responsibilities:

- Ensure regular entry of all relevant data in the computer pertaining to various aspects of NPCDCS in a systematic manner to facilitate its analysis.
- Compile the reports
- Maintenance and up keep of the computer and its accessories.
- Any other job assigned as per program need.

Remuneration: Up to Rs. 12,000/month (consolidated)

A. Term of references for staff at Community Health Centre (सामुदायिक स्वास्थ्य केन्द्र)
under NPCDCS

1. **Job title : Medical Officer (चिकित्सा अधिकारी) (NCD) - 1 (One)**

Qualifications:

Essential :

- 1) MBBS or equivalent degree from institution recognized by Medical Council of India.
- 2) Must have completed compulsory internship.

Desirable :

At least 2 year experience of working in a Hospital.

Age Limit : 40 years.

Job requirements/responsibilities :

- 1) To examine and manage chronic diseases without complications.
- 2) To refer complicated case to higher care facility.
- 3) To provide follow up care to the patients.
- 4) Any other job assigned by concerned officers.

Remuneration : Rs. 40000/- month (consolidated)

2. **Job title : Staff Nurse (स्टॉफ नर्स) (NCD) - 2 (Two)**

Qualifications:

Bachelor's degree/diploma in nursing.

Desirable :

At least 2 years experience of working in a hospital.

Age Limit : 40 years.

Job requirements / responsibilities :

- 1) To assist Medical Officers in Management and follow-up of patients attending the NCD Clinic.
- 2) To counsel patients and their family members about risk factors of NCDs.
- 3) To provide home based palliative care.
- 4) Any other job assigned by concerned officers.

Remuneration Rs. 18000/month (consolidated).

3. **Job title : Counsellor (काउंसलर) (NCD) - 1 (One)**

Qualifications:

Essential :

Bachelor's degree in social sciences or Degree/Diploma in counseling/Health Education/ Mass Communication

Desirable :

At least 2 years experience of working as a counselor in a health care facility.

Age Limit : 40 years.

Job requirements / responsibilities :

- 1) To provide counseling on life style diseases and their risk factors to patients and their family members.
- 2) To plan IEC activities vis-à-vis Non Communicable Diseases or life style diseases.
- 3) To make domiciliary visits for providing counseling to bed ridden cases and attendants (or family members).

Remuneration Rs. 12000/month (consolidated).

4. Job title: Data Entry Operator (डटा एंट्री आपरेटर) (NCD) - 01 (One)

Qualifications :

Essential

1. 10 + 2 with Diploma/Certificate (Minimum 6 months or more duration's course) in computer application from a reputed institute.
2. Typing speed of 40 wpm in English.
3. Data entry speed of minimum 8000 key depressions/hr.
4. Should be well conversant with common computer programmers (Word processing and Data processing.)

Desirable :

At least one year experience of working as Data Entry Operator (DEO)

Job requirements/responsibilities:

1. To ensure regular of all relevant data in the computer pertaining to various aspects of NPCDCS in a systematic manner to facilitate its analysis.
2. To analyze data and Compile reports.
3. To maintain and up keep the computer and its accessories including virus defense.
4. Any other job assigned by DMO as per program need.

Age Limit: Up to 30 years.

Remuneration: Up to Rs. 10,000/month (consolidated)

B. Term of references for staff at District Hospital (जिला चिकित्सालय) under NPCDCS

1. Job title : Medical Officer (चिकित्सा अधिकारी) - (NCD) - 1 (One)

Qualifications:

Essential

MD in Medicine or equivalent degree from institution recognized by Medical Council of India.

Desirable :

1. DM or equivalent degree in Endocrinology or Cardiology.
2. At least 2 years experience of working as a specialist /super specialist in a hospital.

Age limit : 50 years.

Job requirements/responsibilities:

- 1) To examine and manage Diabetes, Hypertension, Cardiovascular diseases and Stroke patients.
 - 2) To do periodic follow up of such patient.
 - 3) To ensure timely emergency care to cases of Diabetes, Hypertension, Cardiovascular diseases and Stroke.
 - 4) To impart training to the health personnel of Community Health Centre as per guidelines issued by National NCD Cell.
 - 5) Supervision and Monitoring of activities of District NCD clinic.
- Remuneration : Rs. 55000/- month (consolidated).

2. Job title : Medical Oncologist (मेडिकल ऑकोलोजिस्ट) (NCD) - 01 (One)

Qualifications:

Essential

MD in Medicine or equivalent degree from institution recognized by Medical Council of India.

Desirable :

1. DM in Medical Oncology or equivalent degree.
2. At least 2 years experience of working in Medical Oncology in or a hospital/TCC (erstwhile RCC).

Age limit : 50 years.

Job requirements/responsibilities:

- 1) To investigate suspected cases of Cancer.
 - 2) To plan and supervise chemotherapy regimes for cancer cases of Breast Head & Neck, Cervix etc.
 - 3) To do periodic follow up of cancer patients.
 - 4) To refer complicated cases to nearest TCC for further management.
 - 5) To impart training to the nurse and counselor in identifying early signs and symptoms of side effects of chemotherapy.
 - 6) Supervision and Day care chemotherapy services at District NCD Clinic
- Remuneration : Rs. 55000/- month (consolidated).

3. Job title : Cyto-pathologist (साइटोपैथोलॉजिस्ट) (NCD) - 01 (One)

Qualifications:

Essential

MD/Diploma in Pathology or equivalent degree from institution recognized by Medical Council of India.

Desirable :

At least 2 years experience of working in Oncopathology in a hospital/TCC (erstwhile RCC).

Age limit : 50 years.

Job requirements/responsibilities:

1. Supervision the Cyto-pathology services at District NCD Clini
 2. To prepare reports of the samples examined.
- Remuneration : Rs. 55000/- month (consolidated).

**4. Job title : Cytopathologist Technician (साइटोपैथोलॉजिस्ट टेक्निशियन)
(NCD) - 1 (One)**

Qualifications:

Essential

Bachelor of Medical laboratory Technology (B. Sc. (MLT) / Diploma in Medical Laboratory Technology (D.M.L.T.) from a recognized institute.

Desirable :

1. Master of Medical Lab Technology (MLT)
2. At least 2 years experience of working in Cyto-pathology services at District NCD clinic.

Age Limit : 40 years.

Job requirements / responsibilities :

1. To prepare slides of the samples collected.
2. To help Cytopathologist in the supervision of Cyto-pathology services at District NCD clinic.

Remuneration : Rs. 20000/- month (consolidated).

5. Job title : Staff Nurse (स्टॉफ नर्स) (NCD) - 4 (Four)*

Qualifications:

Essential

Bachelor's degree/Diploma in nursing.

Desirable :

At least 2 years experience of working in a hospital.

Age Limit : 40 years.

Job requirements / responsibilities :

1. To assist District Medical Officer in management and follow-up of patients attending the NCD clinic and Cardiac Care unit.
2. To assist Medical Oncologist in management and follow-up of patients on chemotherapy drugs in the Day care Chemotherapy Centre.
3. To counsel patients and their family members about risk factors of NCDs.
4. To provide home based palliative care.
5. Any other job assigned by concerned officers.

Remuneration : Rs. 18000/- month (consolidated).

*Four nurses would be appointed at District Hospital and would be rotated to OPD / CCU and Day care Chemotherapy Center on regular frequency.

6. Job title : Physiotherapist (फिजियोथैरेपिस्ट) (NCD) - 1 (One)

Qualifications:

Essential

Bachelor's degree in Physiotherapy (B.P.T.)

Desirable :

At least 2 years experience of working in a Hospital.

Age Limit : Up to 40 years.

Job requirements / responsibilities :

- 1) manage and follow up patients requiring physiotherapy services.
- 2) To make domiciliary visits for providing physiotherapy services to bedridden patients.
- 3) To counsel patient and their family about risk factors of NCDs.
- 4) Any other job assigned by concerned officers.

Remuneration : Rs. 20000/- month (consolidated).

7. Job title : Counsellor (काउंसलर) (NCD) - 1 (One)

Qualifications:

Essential

Bachelor's degree in social sciences or Degree/Diploma in counseling/Health Education/ Mass Communication.

Desirable :

At least 2 years experience of working as a counselor in a health care facility.

Age Limit : 40 years.

Job requirements / responsibilities :

1. To provide counseling on life style diseases and their risk factors to patients and their family members.
2. To plan IEC activities vis-à-vis Non communicable Diseases or life style diseases.
3. To make domiciliary visits for providing counseling to bed ridden cases and attendants (or family members).

Remuneration : Rs. 12000/- month (consolidated).

8. Job title: Data Entry Operator (डाटा एंट्री ऑपरेटर) -1 (One)

Qualifications :

Essential

1. 10 + 2 with Diploma/Certificate (Minimum 6 months or more duration's course) in computer application from a reputed institute.
2. Typing speed of 40 wpm in English.
3. Data entry speed of minimum 8000 key depressions/hr.
4. Should be well conversant with common computer programmers (Word processing and Data processing.)

Desirable :

At least one year experience of working as Data Entry Operator (DEO)

Job requirements/responsibilities:

1. To ensure regular of all relevant data in the computer pertaining to various aspects of NPCDCS in a systematic manner to facilitate its analysis.
2. To analyze data and Compile reports.
3. To maintain and up keep the computer and its accessories including virus defense.
4. Any other job assigned by DMO as per program need.

Age Limit: Up to 30 years.

Remuneration: Up to Rs. 10,000/month (consolidated)

9. Job title: Care coordinator (केयर को-आरडिनेटर) -1 (One)

Qualifications :

Essential

1. 10 + 2
2. Good communication skills.

Desirable :

Basic knowledge of computer like Word processing and Data processing.

Job requirements/responsibilities:

1. To coordinate activities of patient care at District Hospital such as home visits for bedridden cases, outreach activities, transport and referral of patients.
2. Any other job assigned as per programme need.

Age Limit: Up to 30 years.

Remuneration: Up to Rs. 6,000/month (consolidated)

वृद्धजनों की स्वास्थ्य की देखभाल हेतु राष्ट्रीय कार्यक्रम **(National Programme of Health Care for Elderly)**

A. Term of references for staff at Community Health Centre under NPHCE

1. Job title : Rehabilitation worker (रिहेबिटिलेशन वर्कर) (NCD) - 01 (One)

Qualifications:

Essential

1. 10 + 2 or equivalent Qualifications
2. One and half year certificate course of Multi Rehabilitation worker from a recognized institute ;
3. Registered as Rehabilitation Personnel under Rehabilitation council of India Act 1992.

Desirable :

At least 1 year experience of working in a Hospital.

Age Limit : 40 years.

Job requirements/responsibilities :

1. To manage and follow up patients requiring physiothereapy services.
2. To make domiciliary visits for providing physiotherapy services to bedridden patients.
3. To counsel patient and their family about risk factors of NCDs.
4. Any other job assigned by concerned officers.

Remuneration : Rs. 15000/- month (consolidated)

B. Term of references for staff at District Hospital (जिला अस्पताल) under NPHCE

1. Job title : Consultant Medicine (कंसलटेन्ट मेडिसीन)- 02 (Two)

Qualifications:

Essential

MD in Medicine or equivalent degree from institution recognized by Medical Council of India.

Desirable :

At least 2 years experience of working as a specialist in a hospital.

Age limit : 50 years.

1. To examine and manage health care needs of the elderly.
2. To provide in-patient care to the elderly.
3. To do periodic follow up of the elderly patients.
4. To plan and manage Geriatric camps in PHCs/CHCs and other sites periodically.
5. To refer complicated cases to tertiary level hospitals/Regional Geriatric Centres.
6. To impart training to the health personnel of Community Health Centre and Primary Health Center as per guidelines issued by National NCD Cell.
7. Supervision and monitoring and of activities under NPHCE at District Hospital.

Remuneration : Rs. 50000/- month (consolidated).

2. Job title : Nurse (नर्स) - 06 (Six)

Qualifications:

Essential

Bachelor's degree/diploma in nursing.

Desirable :

At least 2 years experience of working in a hospital.

Age Limit : 40 years.

Job requirements / responsibilities :

1. To assist Medical Officers / Consultants in Management and follow-up of elderly patients attending the OPD and admitted in the Geriatric ward.
2. To assist in planning and management of Geriatric comps in PHCs/CHCs and other sites.
3. To counsel patients and their family members about risk factors of NCDs.

Remuneration Rs. 15000/month (consolidated).

3. Job title : Physiotherapist (फिजियोथैरेपिस्ट) - 01 (One)

Qualifications:

Essential

Bachelor's degree in Physiotherapy (B.P.T)

Desirable :

At least 2 years experience of working in a hospital.

Age Limit : 40 years.

Job requirements / responsibilities :

1. To manage and follow up patients requiring physiotherapy services.
2. To make domiciliary visits for providing physiotherapy services to bedridden patients.
3. To counsel patient and their family about risk factors of NCDs.
4. Any other job assigned by concerned officers.

Remuneration Rs. 15000/month (consolidated).

4. Job title : Hospital Attendant (हॉस्पिटल अटेन्डेन्ट) - 02 (Two)

Qualifications:

Essential

Matriculation

Desirable :

At least 2 years experience of working in a hospital.

Age Limit : 40 years.

Job requirements / responsibilities :

1. To assist in providing care to elderly in-patients and out-patients.
2. To assist in follow up and care of elderly patients.
3. Any other job assigned by concerned officers.

Remuneration Rs. 7,500/month (consolidated).

5. Job title : Sanitary Attendant (सेनेट्री अटेन्डेन्ट) - 02 (Two)

Qualifications:

Essential

Matriculation

Desirable :

At least 2 years experience of working in a hospital.

Age Limit : 40 years.

Job requirements / responsibilities :

1. To assist maintain cleanliness and hygiene in OPD and in-patients department.
2. To provide adequate sanitary care to patients.
3. Any other job assigned by concerned officers.

Remuneration Rs. 7,500/month (consolidated).