

DIRECTORATE OF HEALTH SERVICES

JAMMU DIVISION JAMMU

(Near MLA Hostel, Indira Chowk, Jammu (J&K) Pin- 180001)

☎ 0191-2546338,2549632

Fax 0191-2549632

Notification for Hiring Contractual Staff

Application on the prescribed form, are invited from eligible candidates for contractual hiring of Services under Integrated Disease Surveillance Programme (IDSP) for following Vacant Posts.

The application form complete in all respects be deposited in the office of Epidemiologist (SSO IDSP), Jammu, Directorate of Health Services, Jammu before 20-05-2017.

S. No.	Name of the Post	Place	No. of Post	Requisite Qualification & Experience
1	Epidemiologist Remuneration Rs 30000 to 40,000/ Month based on the Educational Qualification & Experience	State Surveillance Unit IDSP(Jammu) in the Directorate of Health Services Jammu	01	Medical Graduate (MBBS) with Post Graduate Degree/Diploma in Preventive & Social Medicine/Public Health or Epidemiologist (such as MPH,DPH,MAE etc) OR Any Medical Graduate (MBBS) with 3 years Experience in Epidemiology /Public Health . OR M.Sc in Life Sciences with MPH(Masters in Public Health) with 3 years experience. OR M.Sc (Epidemiology) with 3 Years experience in Public Health Age:- 45 years or below. In case of retired Govt. Servant up to 65 years may be considered..
2	Epidemiologist Remuneration Rs 30000 to 40,000/ Month based on the Educational Qualification & Experience	District Surveillance Unit IDSP Samba	01	Medical Graduate (MBBS) with Post Graduate Degree/Diploma in Preventive & Social Medicine/Public Health or Epidemiologist (such as MPH,DPH,MAE etc) OR Any Medical Graduate (MBBS) with 3 years Experience in Epidemiology /Public Health . OR M.Sc in Life Sciences with MPH(Masters in Public Health) with 3 years experience. OR M.Sc (Epidemiology) with 3 Years experience in Public Health Age:- 45 years or below. In case of retired Govt. Servant up to 65 years may be considered..

3	Consultant Finance/Procurement Remuneration Rs 22000 per month	At State Surveillance Unit (SSU), IDSP Directorate of Health Services, Jammu	01	MBA in Finance or Chartered Accountant or ICWA. Additional background in Social Science, Rural Development will be of advantage. Preference will be given to candidates with Prior experience working with the Govt. with Minimum 3 years in Accounting and Auditing system Age:- Below 45 years.
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For further details as to job profile & terms and conditions please visit Health Department website "www.jkhealth.org"

No:- IDSP/J/38
 Date:- 02-05-2017

Director Health Services
 Jammu.


 [Signature]
 850 IDSP

**APPLICATION FROM FOR HIRING OF CONTRACTUAL STAFF UNDER
Integrated Disease Surveillance Programme (IDSP)**

Post applied for _____

- 1. Name of Candidate _____
- 2. Date of birth _____
- 3. District of domicile _____
- 4. Sex _____
- 5. Address Present _____

Recent passport size photograph duly attested by a Gazetted Officer

Permanent _____

- 6. Telephone _____
- 7. Mobile no. _____
- 8. E mail address _____
- 9. Educational qualifications:

NAME OF EXAMINATION	UNIVERSITY/BOARD	SESSION	MARKS OBTAINED WITH % AGE	FULL TIME/PART TIME

- 10. Computer Literacy (mention all software(s)) _____
- 11. Details of experience .Use separate sheet, if required, starting with present employment. List in reverse order all the employment you have had with job responsibilities.

I certify that all statements made by me to the above questions are true, complete and correct to the best of my knowledge and belief.

Place:
Date:

Signature of the Candidate

Name in block letters

EPIDEMIOLOGIST

Job Assignment

The main objectives of the assignment are to:

1. Provide technical support to State/District Surveillance Officers to implement IDSP and ensure operational continuity for the program.
2. Provide oversight for data collation, reporting, analysis and local action including outbreak investigation. Administer collection, compilation and analysis of passive surveillance data not only from peripheral health institutions but also from hospitals and colleges in the district.
3. Organize Rapid Response Teams for undertaking prompt outbreak investigations. Feed back to lower level institutions on reporting, trends and outbreaks. Local media monitoring.
4. Support capacity building by organizing training for state/district IDSP staff, monitoring training impact on the field and assessing emerging training needs .
5. Liaison with other departments that have relevance to disease surveillance (Animal Husbandry, Women and Child Welfare, Panchayat Raj etc.) and Organize activities to strengthen partnerships with Medical Colleges, NGO sector & Private sector in disease surveillance and control of diseases. Monthly reviews and compilation of periodic reports and plans under the project.
6. Support the organization of annual State/district dissemination meetings on disease surveillance and preparation of "State/district annual disease surveillance report" by January every year.
7. Provide technical support for National Vector Borne Diseases program (NVBDGP) through supporting fever surveillance and oversight for the line listing of vector borne diseases

Consultant Finance

Job Assignment

1. Will guide , Monitor and supervise Financial & Procurement matters concerning the IDSP in consultation with the State Surveillance Officer and concerned Departments.
2. Will be responsible for ensuring timely and upto date availability of Financial & Procurement Information on IDSP matters according to the requirement.
3. He/She will provide guidance for the Financial, Accounts and Procurement matters to the internal Audit Team and coordinate with the Audit Teams from outside the Department and will ensure transparency in all these matters.
4. He/She shall be responsible for maintaining Accounts/Procurement Books & Records.

Terms & Conditions

1. Must be a permanent resident of J&K State only.
2. The appointing authority shall have the right to terminate hiring without assigning any reason with one month notice only.
3. The Hiring is purely on contractual basis till 31st of March 2018 which will be renewable on year to year basis based on satisfactory work & conduct & subject to the approval in the State Programme Implementation Plan (SPIP) by IDSP (NHM) Govt. of India. In case of unsatisfactory performance the authority shall have right to terminate the hiring without assigning any reason. The contractual hiring shall not confer any right to the candidate to claim extension or benefits.
4. In case of retired persons hired for the Posts, the services shall not be continued once the person has attained 65 years of age.
5. The consolidated honorarium per month is inclusive of all allowances.
6. The candidate shall have to join his duties within 7 days from the date of issue of this letter along with all requisite original testimonials failing which his engagement shall automatically be treated as cancelled.
7. The selected candidates will have to work in the Districts/Jammu Division against which they are selected and their engagement will be non transferable.
8. The date of interview shall be notified in leading local newspapers. No separate interview cards shall be sent individually. Short listed candidates (5 for 1 post) shall be

9. If the no. of applicants is more than five times the no. of posts advertised then a screening test may be conducted. The date of screening test and venue shall be notified in leading local newspapers. Qualifying candidates shall have to appear for the interview, the date for which will be notified in leading local newspapers
10. The entitlement of leave, travel etc. shall be governed by the rules in vogue and as applicable to the contractual/consolidated employees at State Health Society
11. The hiring shall be governed by other terms and condition which are not specifically mentioned herein but are made applicable in case of such appointments at any time by the contracting authority.
12. The hired person will have to execute a contract agreement with SSO IDSP, Jammu before joining .
13. The applications should be attached with the attested copies of the following testimonials:-
- (i) Essential qualification certificate (Those possessing Medical Graduate or Post Graduate Degree/Diploma shall also provide the copy of Permanent Registration Certificate of their qualification).
 - (ii) Marks certificate of essential qualification.
 - (iii) Relevant post graduation certificate.
 - (iv) Any other certificate for attaining Higher Qualification in the relevant field.
 - (v) Relevant Experience certificate from Competent Authority.
 - (vi) Matriculation Certificate/Date of Birth Certificate/1st page of Service Book in case of Retired personal.
 - (vii) Two latest photographs duly attested by gazetted officer.
 - (viii) State Subject Certificate.
14. Interested persons may apply by sending their applications in the prescribed format. The duly filled application form must reach the office of the Epidemiologist(State Surveillance Officer IDSP) Directorate of Health Services, Jammu latest by 20-05-2017.

No:- IDSP/J/38
Date:- 02-05-2017

Director Health Services
Jammu.

(Signature)
928P
Epidemiologist
SSO IDSP Jm.