

Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
Central Health Education Bureau
Kotla Road, New Delhi -110002

Central Health Education Bureau, Directorate General of Health Services, Ministry of Health & Family Welfare, Government of India invites applications from eligible Indian Nationals for filling the following contractual positions for a period of one year, extendable on annual basis.

(1)	Consultant (Public Health)	01
(2)	Consultant (Training)	01

BASIC OVERVIEW

CHEB, DGHS, MoHFW is a national level institute for Health Education in the country. CHEB is being revived to fulfil its mandate of health education and health promotion across the country.

Some of the present activities of this Bureau are:-

- a. Ongoing Research on Health Promotion, Road traffic injuries etc.
- b. Development of Printed and Electronic Information, Education and Communication (IEC) materials.
- c. Implementation of IEC strategies all over India, including development of IEC material for the assigned National Health Programs.
- d. Mass Media Activities-Participation in Health Melas, Press Advertisements etc.
- e. Health Promotion activities in Schools.
- f. Orientation Training Programs are conducted regularly for students at National level. The trainees comprise of medical, Public Health and nursing students (undergraduate & post graduate).
- g. Liaison with various agencies to intensify the Health Education Activities to achieve the Millennium Development Goals.

In order to fulfil all its objectives and activities along with development of IEC material for various National Health Programs, CHEB proposes to hire Medical, Non-Medical Consultants and other staff, on contractual basis to support the existing Manpower of CHEB.



TENTATIVE CALENDAR OF EVENTS.

S.no	Milestones	Date (DD-MM-YYYY)
1	Start of application submission	16.08.2021
2	Last date of submitting application	25-08-2021
3	Date & time interview	To be intimated later
4	Date of declaration of result	To be intimated later

VENUE & DEADLINE FOR SUBMISSION OF APPLICATION

Application form, completed in all respects as specified in this document must be submitted at CHEB, Kotla Road, Opposite Mata Sundri College, New Delhi 110002 or as pdf at dir.cheb@nic.in w.e.f. 16.08.2021 to 25.08.2021.

The Consultants to be hired at CHEB are:

1. Consultant (Public Health)
2. Consultant (Training)

Essential & Desired Qualifications, Experience, Job Responsibilities and Salary for various required manpower is given below:-

1. Consultant (Public Health)- No. of posts - 1:

Essential & desired qualifications/ Experience:

- Post graduate degree in Public Health with at least three years experience in public health. Well equipped with knowledge & skills of computer use.

The **remuneration** may vary, from 80,000 to 120,000/- depending upon number of years of experience.

Job Responsibilities:-

- To assist in various Health Education and Health Promotion activities.
- To maintain close linkage with various State authorities and Programme Officers in MoHFW.
- To facilitate, advocate, strengthen and evaluate Health Education / Health Promotion in the country.
- To facilitate in planning, designing, developing and evaluating various Health Education material.

- To be able to analyse data and draw inferences
- To facilitate in capacity building of medical / Para medical personnel in area of Health Education / Health Promotion.
- Any other duty assigned by authority.

2. **Consultant (Training) - No. of posts - 1:**

Essential & desired qualifications/ Experience:

- Post graduate Degree in Public Health / Social Science / Anthropology. At least 2 years of post qualification work experience in developing training modules, training materials and presentations, develop training plan, training flyers and maintaining training calendar. Training in Health Sector. Proficiency in use of Computers/ Internet / ICT desirable.

The **remuneration** may vary, from 80,000 to 120,000/ depending upon number of years of experience.

Job Responsibilities:-

- To assist CHEB in various Health Education and Health Promotion trainings.
- Prepare training guidelines, Training plans, Training Modules and manuals, devise mechanism for monitoring of training's impact and development of resource material.
- Evaluation and assessment of Training effectiveness / impact.
- Maintaining liaison with resource persons.
- To facilitate in planning, designing, developing and evaluating various training modules.
- Evaluate training requirements and draw the methodologies for conducting / organising training programs.
- Any other duty assigned by Director, CHEB.

Terms & Conditions:

1. Timing and sequence of events mentioned is at sole discretion of Central Health Education Bureau.
2. Canvassing in any manner is not allowed.
3. By submitting the application, each applicant shall be deemed to acknowledge that he/she has carefully read all Terms & Conditions, job responsibility etc.
4. The applicants are required to submit all required documents in support of the qualification/selection criteria specified. The normal office timings are 9.30 AM to 6.00 PM in CHEB office complex. However, for the duties as per job profile, these consultants may be called on in weekends/holidays and may also be asked to sit late beyond normal office hours. They may also be deputed to local units/offices concerning various activities of project.
5. Eligible candidates may apply on format given with detailed curriculum vitae along with self attested copies of certificates of the essential qualification and experience to **"The Director", CHEB, Kotla Road, Opposite Mata Sundri College, New Delhi 110002 or as pdf at dir.cheb@nic.in w.e.f. 16.08.2021 to 25-08-2021.** Application received incomplete or after due date will not be entertained.
6. Only shortlisted candidates will be intimated and called for interview.
7. Central Health Education Bureau reserves the right to reject any or all applications without assigning any reason.
8. It is reiterated that these are purely contractual positions only and no other benefit except monthly consolidated remuneration is admissible.
9. The Govt shall not be liable for any regularization of the contractual services.
10. Director, CHEB reserves the right to terminate this contract work at any point of time without assigning any reason.
11. The application should be submitted in the envelope, super scribed hiring of consultants **"with the Consultant Public Health / Consultant Training clearly labelled / the pdf file should be labelled accordingly.**
12. Applicants must provide details of experience as per the format provided. The Work/service mentioned here should match with the



quoted work/service by the applicant in order to satisfy the qualification requirements. Enclose the mandatory supporting documents.

Eligibility Criteria

Age Limit -maximum 63, Should not have attained the age of 63 years

Criteria for remuneration

For other consultants the criteria for remuneration is as below:

Post qualification Experience in Health Sector preferably	Remuneration per month in ₹.
up to 6 years	80,000/-
6 to 9 years	90,000/-
9 to 12 years	1,00,000/-
12 to 15 years	1,10,000/-
Above 15 years	1,20,000/-

Modality for Hiring

The consultants will be hired through Interview after wide publicity.

Terms & Conditions

1. Period of engagement

The engagement shall be initially for a period of one year which may be extended/curtailed depending upon the performance of the Consultant or functional requirement of CHEB with the approval of the Competent Authority for a maximum period of 5 years. The extension will be on 5% increased remuneration per annum.

2. Selection Procedure

The application received in response to advertisement / publicity will be shortlisted on the basis of experience and qualification of applicants. The shortlisted candidates will be called for the interview. Consultants will be selected by interview of the shortlisted candidates. CHEB reserves the right to reject any application without mentioning any reason.

3. Remuneration

As stated in each of the TORs. Apart from consolidated monthly remuneration, no perquisites such as HRA, TA/DA, residential accommodation etc. will be provided.

4. Scope of Duties

During the period of such engagement, the Consultants would be required to perform the duties assigned to them. They will report to Director CHEB/Designated Officers depending upon the task assigned.

5. Leave

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled for leave of 24 days in a calendar year, to be calculated on pro-rata basis. In special circumstances, the

Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday's /Sundays/ Other Gazetted holidays they may be given compensatory off.

6. TA/DA

No TA/DA is admissible for joining the assignment or on its completion.

7. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/Sunday/ other Gazetted holidays, if required.

8. Tax deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

9. Confidentiality of data and documents

No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

10. Conflict of interest



The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

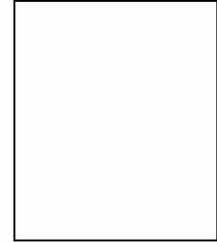
11. Termination of contract

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Consultant desires to leave the assignment, he/she is to give 07 day's notice which can be curtailed/extended depending upon the workload. In the event any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

12.CHEB shall not be responsible for any loss, accident, damage; injury suffered by the Consultant whatsoever arising in or out of the execution of his work including travel.



Central Health Education Bureau
Kotla Road, New Delhi-110002
Application Form



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

S.no	Academic / Professional qualification	Name of Institution	Board / University	Course Duration / Year of passing out	Division Grade/% of marks

[Handwritten Signature]

7. Experience:

S.no.	Designation	Name of Institution / Employer	From - To	Field of Experience	Salary Drawn

8. Any Other relevant information:

9. Contact Details:

(a) Mailing Address:

(b) Permanent Address:

(c) Telephone Number: (Res) (Mob):

(d) Email-ID:

10. Documents to be enclosed:



1. Degree/Diploma/Certificate
2. Experience Certificates
3. Age Proof
4. Copy of AADHAR Card/Voter's Card
5. Any Other

11. 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 contractual position.

Date:

Place:

Signature of the Applicant



Excel Sheet - Format

Excel Sheet - Format											
			Educational Qualifications				Experience				
S.No	Name	Age	Academic Qualification	Name of the Institution/ Board / University	Course of duration / year of passing out	Division / Grade of Marks / % of Marks	Designation	Name of the Institution / Employer	Duration	Field of Experience	Salary Drawn

