

Terms and Conditions

The terms and conditions, including the eligibility criteria, duties and responsibilities for the 04 (four) positions of **Administrative Officer** in the Department of Health Research, Ministry of Health and Family Welfare are as follows:

Essential Qualifications and Experience:

Bachelor's Degree with at least 50% marks or its equivalent grade, with at least three years' experience under the Government Department/Statutory or Autonomous bodies/Universities/Public Sector undertakings and having knowledge of MS Office, MS Word, MS Power Point and MS Excel.

Or

Retired Officers of the rank of Section Officer/Under Secretary to the Government of India. (Age: Not exceeding 62 years as on the date of publication of the advertisement). Preference will be given to persons having experience of working in Administration Divisions. Knowledge of MS Office, MS Word, MS Power Point and MS Excel would be mandatory.

Fixed Remuneration:—Rs.35,000—Rs.45,000/- (per month)

[For retired Government Servants, the remuneration, including pension, shall not be more than the last pay drawn by the officer]

Period of contract: one year

Place of Duty: Delhi

Responsibilities:

1. Making arrangements for organizing meetings/seminars/workshops for the Department of Health Research.
2. Monitoring and furnishing information regarding Parliament Question, budget, RTI, public grievances, Parliamentary Standing Committee and any other information asked for by the various Ministries.
3. Coordination with ICMR, DDO and PAO for financial matters.
4. Maintaining grants-in-aid register with respect to release of funds.
5. Assisting PMIUs/HTAIn Secretariat in PFMS and EAT Module implementation, examination of utilization certificates and statement of expenditure of related DHR schemes and regular monitoring of physical and financial matters of the schemes.
6. Any other work assigned by JSs, DHR from time to time.

Note:

- The Department reserves the right to make or not to make the selection for the said position.
- Selection against contractual position shall not confer on the appointee any right for being made permanent/regular.
- Candidates must enclose attested copies of date of birth certificate, copies of degree/diploma and mark sheet, experience certificate with the application form (enclosed).

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Proforma for Application

1. Position applied for:
2. Name:
3. Father's Name:
4. Date of Birth:
5. Present address:
6. Permanent address:
7. Mobile No.:
8. Email ID:
9. Educational Qualifications details:

Please affix
Photograph

S.No.	Course/Degree	Subject(s)	University/ Board	Year of Passing	Percentage

10. Experience (in chronological order):

S.No.	Post held	Organization/Institute	Nature of duties and responsibilities including experience	Remarks

11. Knowledge of computer programmes:

12. Integrity certificate from current/previous employer or PPO wherever available.

DECLARATON:

I hereby declare that the statement filled in my application are true and correct and nothing has been hidden. I am willing to take up the assignment within two weeks of offer of appointment.

Signature

Date:

Place:

Note: Self-attested copies of supporting documents may be attached with the application.