

## **TERMS OF REFERENCE**

The detailed terms of reference, including the eligibility criteria, duties and responsibilities is as follows for consultants to be deputed for formulating policy/strategy documents.

### **1. Scientist-C**

**Essential Qualification:** First class Master's Degree in Microbiology/Biochemistry/Biotechnology subjects from recognized university or MBBS with 5 years R&D/teaching experience in the above subjects

Or

Second class M.Sc. with Ph.D. degree Microbiology/Biochemistry/Biotechnology subject from a recognized University with 5 years R&D/Teaching experience in the relevant subject after Ph.D

#### **Desirable Qualification:**

a. Additional Post-doctoral research/teaching experience in relevant subjects in recognized Institute(s).

b Knowledge of Computer Applications or Business Intelligence tools/Data Management

**Fixed Remuneration:** Rs. 50,000-55,000 per month.      **Period of contract** – 11 months

Place of Duty - Delhi

**Age-** Not Exceeding 40 Years

#### **Responsibilities:**

1. Responsible for the scientific, and/or technical aspects of the implementation of the schemes of DHR.
2. Invitation of applications/proposals from the States/Medical Colleges/Institutions
3. Preliminary review/examination of applications/proposals to determine their eligibility in compliance with the project guidelines.
4. Organising TEC and Approval Committee meetings.
5. Getting the requisite MoA signed with the States/Medical Colleges/Institutions
6. Submission of the proposals for recommendations of the review/expert committees.
7. Seeking any clarifications from the States/applicants on various issues/points.
8. Submission of proposal along with the recommendations of the expert committees.
9. Conveying acceptance of proposals to the fellow/concerned States/Medical Colleges/Institutions
10. Monitoring of physical progress and financial reporting against the releases of funds for the new and ongoing projects.
11. Undertaking visits to the grantee organisations wherever necessary.
12. Seeking final/close out reports, with performance-cum-achievement reports and submission of these reports to the concerned committees/higher officers for further evaluation.
13. Any other work assigned by the Department.

## **2. Programme Manager**

### **Essential Qualification/Eligibility:**

MBA (Finance/Human Resource Management/ Post Graduate Diploma in Management (Two years) from AICTE recognized institute with minimum of 10 years of working in Health sector at national level.

Or

Retired Officers of the rank of Deputy Secretary/Director in the Government of India. (**Age:** Not exceeding 65 years as on the last date of receipt of application).

Preference will be given to persons having experience of working in Health sector. Knowledge of MS Office, MS Word, MS Power Point, and MS Excel would be desirable.

**Fixed Remuneration** - Rs.50,000 - Rs.60,000

**Period of contract** - 11 months

Place of Duty - Delhi

The applications should include a detailed bio-data listing the educational qualifications of the candidate, their areas of expertise and any prior work experience. Self-attested copies of educational certificates and mark-sheets (from under-graduate level onwards) should be included.

### **Responsibilities:**

1. To provide support for planning, managing and implementation of the Health Research schemes.
2. To call for the proposals and preparation of comments on them and coordinate with the ICMR/State Governments/Medical Colleges/other Institutions in any matter arising of the examination of proposals.
3. To coordinate and facilitate the maintenance of database for the concerned scheme/project, including their physical and financial progress and outcome/output indicators.
4. To liaison and brief officers of DHR/ICMR/ States Health Departments/ concerned Institutions & beneficiaries on successes, problems and issues on implementation of the programmes/schemes.
5. To examine physical and financial progress of implementation of projects and put up status report to the Department.
6. To submit technical reports on status of the programme implementation.
7. To organize Expert Committee/Approval committee meetings and other meetings and workshops as required from time to time.
8. Preparation of Screening Committee agenda & Minutes.
9. Provide information regarding Parliament Questions/Committees, assurances, VIP references from time to time.
10. Any other work assigned by officers time to time.

### **3. Consultant Administration: -One**

#### **Essential Qualification:**

Retired Officers of the rank of Section Officer/Under Secretary/Deputy Secretary/Director in the Government of India. (**Age:** Not exceeding 65 years as on the last date of receipt of application). Preference will be given to persons having experience of working in administration/vigilance divisions. Knowledge of MS Office, MS Word, MS Power Point, and MS Excel would be desirable.

**Fixed Remuneration** - Rs.30,000 - Rs.50,000      **Period of contract** – 11 months  
Place of Duty -                      Delhi

#### **Responsibilities:**

1. Establishment matters.
2. Administration matters.
3. Vigilance matters.
4. Any other work assigned by JS (Admin) from time to time.

### **4. Consultant Budget: -One**

#### **Essential Qualification:**

Retired Officers of the rank of Section Officer/Under Secretary/Deputy Secretary/Director in the Government of India. (**Age:** Not exceeding 65 years as on the last date of receipt of application). Preference will be given to persons having experience of working in budget/IFD divisions. Knowledge of MS Office, MS Word, MS Power Point, and MS Excel would be desirable.

**Fixed Remuneration** - Rs.30,000 - Rs.50,000      **Period of contract** – 11 months  
Place of Duty -                      Delhi

#### **Responsibilities:**

1. Maintaining the accounts of the schemes of DHR.
2. Coordinate with concerned organisations/institutes for expenditure and proper maintenance of accounting procedures.
3. Preparation of B.E., R.E., Outcome Budget etc and plan for requirement of funds during the year.
4. Maintaining the database of updated UCs status and periodical follow up.
5. To examine the Audit reports submitted by the concerned organisations.
6. To ensure timely submission of Utilization Certificate (UCs) from the concerned organizations and its settlement.
7. Coordination & reconciliation with budget section & PAO.
8. Monitor expenditure and assess the balance/ requirement of funds in the scheme.
9. To keep the all records related to the funding of the schemes.
10. To prepare bills for TA, DA and salary for persons engaged in the schemes and ensuring their release.
11. Any other work assigned by JS (Admin) from time to time.

## **5. Consultant –Virology Related work with Viral Research & Diagnostic Lab(VDRL)-One**

### **Essential Qualification/Eligibility:**

A person having PhD (Virology) / Degree in Microbiology/Public Health with a minimum 10 years of experience. Adequate experience in handling research projects and formulating policy/Strategy documents

**Age:** As per Govt. of India rule not exceeding 65 years as on the last date of receipt of application. Relaxation may be considered keeping in view the experience of the consultants in scientific fields.

The applications should include a detailed bio-data listing the educational qualifications of the candidate, their areas of expertise, details of publications in peer reviewed journals (if any) and any prior work experience. Self-attested copies of educational certificates and mark-sheets (from under-graduate level onwards) should be included. References from past employers may be included, but are not mandatory

**Monthly Remuneration:** Rs.80,000 - 1,00,000      **Period-**11 months

Place of Duty: DHR, Delhi

### **Responsibilities:**

1. To help and coordinate at policy making level, execution of VDRL.
2. To monitor infrastructural capability and capacity of the VDRL labs set across India
3. To ensure Human resource availability in the VDRL labs.
4. To support the development of good practice in the prevention and control of viral epidemic in the country.
5. To provide support and governance for health protection network activities against epidemic viral infections
6. To ensure good quality control practices of VRDL labs across India
7. To undertake frequent visits to VDRL labs sustenance of quality
8. To encourage NABL accreditation for all the VDRL labs for better safety and protection.
9. To frame policies for standard and quality research in viral diagnostic labs
10. Receiving reports from working groups
11. Review the data consolidation and analysis process for the data to be received from the regions
12. To provide scientific input to the data analysis process and prepare global and regional data summaries.
13. To assist in the preparation and implementation of the Global External Quality Assessment programmes
14. To create an email networking group between the laboratories to manage and sustain work load during endemic out breaks
15. To create a library of research work carried out in VDRL laboratories to bridge between researchers and society
16. To organise teleconferences on a quarterly basis.

17. Prepare a summary of the accreditation status India and UN organisations to impart new concepts in prevention and control of epidemics
18. To bring out newsletters for various outbreaks in all regional languages
19. To prepare updated list of lab supplies for VDRL laboratory networks
20. Perform other duties as assigned by the supervisors.
21. Man power management in VDRL units
22. To organise meeting in all regional centers for further strengthening of VDRL networks
23. To Frame policies for good governance for laboratory practices
24. To set up a Central Instrumentation Facility for regional centres to carry out good research
25. Any other work assigned by DHR from time to time.

## **6. Consultant –Research Governance -One**

### **Essential Qualification/Eligibility:**

A person having M.D. /M.S. Degree in medical subjects or 1st class Master Degree in Life science with a minimum 10 years of experience. Adequate experience in handling research projects and formulating policy/Strategy documents

**Age:** As per Govt. of India rule not exceeding 65 years as on the last date of receipt of application. Relaxation may be considered keeping in view the experience of the consultants in scientific fields.

The applications should include a detailed bio-data listing the educational qualifications of the candidate, their areas of expertise, details of publications in peer reviewed journals (if any,) and any prior work experience. Self-attested copies of educational certificates and mark-sheets (from under-graduate level onwards) should be included. References from past employers may be included, but are not mandatory

**Monthly Remuneration:** Rs.80,000 - 1,00,000      **Period-**11 months

Place of Duty: DHR, Delhi

### **Responsibilities:**

1. To help and coordinate at policy making level, execution of Medical Technology Assessment Board(MTAB)
2. To frame guidelines and quality assessment framework for MTAB
3. To manage the procedural implementation of the MTAB
4. To monitor infrastructural capability and capacity of the labs/institutes that need to be assessed
5. To coordinate the Developing System Related Requirements (SRS) and other project related documentation.
6. Sound knowledge of Government Rules and Regulations. Ability to review and monitor research projects.
7. To undertake visits to institutions for proper monitoring of research grant, procurement of equipments and building infrastructural capacity
8. To interact with the concerned officers of the institutes for the process of assessment

9. Their duties will entail regular monitoring and utilisation of budgetary estimate allocated for the scheme
10. To assist in the preparation and implementation of the Global External Quality Assessment programmes
11. To frame policies for standard and quality research in viral diagnostic labs.
12. Any other work assigned by DHR from time to time.

## **7. Consultant –Evidence to policy translation- One**

### **Essential Qualification/Eligibility:**

A person having M.D. /M.S. Degree in medical subjects or 1st class Master Degree in Life science with a minimum 10 years of experience. Adequate experience in handling research projects and formulating policy/Strategy documents

**Age:** As per Govt. of India rule not exceeding 65 years as on the last date of receipt of application. Relaxation may be considered keeping in view the experience of the consultants in scientific fields.

The applications should include a detailed bio-data listing the educational qualifications of the candidate, their areas of expertise, details of publications in peer re- viewed journals (if any,) and any prior work experience. Self-attested copies of educational certificates and mark-sheets (from under-graduate level onwards) should be included. References from past employers may be included, but are not mandatory

**Monthly Remuneration:** Rs.80,000 - 1,00,000      **Period-**11 months  
**Place of Duty:** DHR, Delhi

### **Responsibilities:**

1. To make Policy Briefs/ Research Summaries/ Working Papers/ commentaries /Briefing Notes for policy makers.
2. To Set priorities for policy briefs and its dissemination to the national network
3. To Critically and efficiently appraise the research results
4. To Interpret/ form options or recommendations for practice or policy based on the literature found and adapt the information and propose options to address the issue as per local conditions.
5. To identify and address barriers to implementing the Policies
6. To liase with Nodal Officers in the state Govt. to coordinate the execution of policy network throughout the country
7. To liase with programme co-ordinators to be appointed in ICMR institutes to manage national health programme in the states.
8. Any other work assigned by DHR from time to time.

## **8. Consultant –Clinical trials training guidelines- One**

### **Essential Qualification/Eligibility:**

A person having M.D. /M.S. Degree in medical subjects or 1st class Master Degree in Life science with a minimum 10 years of experience. Adequate experience in handling research projects and formulating policy/Strategy documents

**Age:** As per Govt. of India rule not exceeding 65 years as on the last date of receipt of application. Relaxation may be considered keeping in view the experience of the consultants in scientific fields.

The applications should include a detailed bio-data listing the educational qualifications of the candidate, their areas of expertise, details of publications in peer reviewed journals (if any,) and any prior work experience. Self-attested copies of educational certificates and mark-sheets (from under-graduate level onwards) should be included. References from past employers may be included, but are not mandatory

**Monthly Remuneration:** Rs.80,000 - 1,00,000      **Period-**11 months

Place of Duty: DHR, Delhi

### **Responsibilities:**

1. To identify training requirements and guidelines regarding clinical trials implementation in India.
2. To develop policies and principles of good clinical practices (GCPs), including adequate human subject protection (HSP) as a critical requirement to the conduct of research involving human subjects.
3. To prepare documents on similar frames of the Food and Drug Administration's (FDA's) regulations for the conduct of clinical trials.
4. To undertake visits to institutions for proper monitoring of research grant,
5. To interact with the concerned officers of the institutes for the process of clinical trial
6. Their duties will entail regular monitoring and utilisation of budgetary estimate allocated for the scheme
7. To assist in the preparation and implementation of the global External Quality Assessment programmes
8. To frame policies for standard and quality research for clinical trial
9. To consolidate the research initiatives and outcome of the trial that can be framed into policies or for translational research.
10. Any other work assigned by DHR from time to time.

## **9. Consultant –Implementation research training and guidelines- One**

### **Essential Qualification/Eligibility:**

A person having M.D. /M.S. Degree in medical subjects or 1st class Master Degree in Life science with a minimum 10 years of experience. Adequate experience in handling research projects and formulating policy/Strategy documents

**Age:** As per Govt. of India rule not exceeding 65 years as on the last date of receipt of application. Relaxation may be considered keeping in view the experience of the consultants in scientific fields.

The applications should include a detailed bio-data listing the educational qualifications of the candidate, their areas of expertise, details of publications in peer reviewed journals (if any,) and any prior work experience. Self-attested copies of educational certificates and mark-sheets (from under-graduate level onwards) should be included. References from past employers may be included, but are not mandatory

**Monthly Remuneration:** Rs.80,000 - 1,00,000      **Period-**11 months  
Place of Duty: DHR, Delhi

### **Responsibilities:**

1. To identify training requirements and guidelines regarding implementation research training in India.
2. To develop policies and principles of good clinical practices (GCPs), including adequate human subject protection (HSP) as a critical requirement to the conduct of research involving human subjects.
3. To undertake visits to institutions for proper monitoring of research grant,
4. To interact with the concerned officers of the institutes for the process of clinical trial
5. Their duties will entail regular monitoring and utilisation of budgetary estimate allocated for the scheme
6. To assist in the preparation and implementation of the global External Quality Assessment programmes
7. To frame policies for standard and quality research for clinical trial
8. To consolidate the research initiatives and outcome of the trial that can be framed into policies or for translational research.
9. Any other work assigned by DHR from time to time.

## **10. Finance Manager : (Three)**

### **Essential Qualification:**

MBA- Finance/ICWA/ CA/M.Com from recognized institute with minimum 3 years' experience of working in Health sector at national level in accounts. Knowledge of Tally accounting package, MS Office, MS Word, MS Power Point and MS Excel would be desirable.

Or

Retired Officers of the rank of Section Officer/Under Secretary/Deputy Secretary/Director in the Government of India. (**Age:** Not exceeding 65 years as on the last date of receipt of application). Preference will be given to persons having experience of working in budget/IFD divisions. Knowledge of MS Office, MS Word, MS Power Point, and MS Excel would be desirable.

**Fixed Remuneration** - Rs.30,000 - Rs.45,000      **Period of contract** – 11 months



Place of Duty - Delhi

**Responsibilities:**

1. Maintaining the accounts of the schemes of DHR.
2. Coordinate with concerned organisations/institutes for expenditure and proper maintenance of accounting procedures.
3. Liason with banks to ensure proper flow of funds to the grantee institutions.
4. Maintaining the database of updated UCs status and periodical follow up.
5. To examine the Audit reports submitted by the concerned organisations.
6. To ensure timely submission of Utilization Certificate (UCs) from the concerned organizations and its settlement.
7. Coordination & reconciliation with budget section & PAO.
8. Monitor expenditure and assess the balance/ requirement of funds in the scheme.
9. To keep the all records related to the funding of the schemes.
10. To assist the Programme Manager in planning & budgeting for different components for the Scheme.
11. Shall prepare BE/RE and plan for requirement of funds during the year and report to the Project Manager.
- 12 To prepare bills for TA, DA and Honorarium for TEC members, personnel engaged for the schemes and ensuring their release.
13. To prepare bills for release of stipend and final settlements for all fellowship programmes and ensuring their release.
14. To prepare salary bills for all DHR contractual employees.
15. Any other work assigned by JS (Admin) from time to time.

### Proforma of Application

- a) Position applied for :
- b) Name :
- c) Postal address :
- d) Mobile No. :
- e) E-mail ID :
- f) Qualification in detail. Enclose detailed biodata
- g) Experience (in chronological order) : Enclose detailed biodata\
- h) Photograph : Affix coloured passport size photograph
- i) Integrity certificate from current/previous employer. If PPO is available, attach copy.
- j) **DECLARATION** : I hereby declare that the statement filled in my application is true and correct and nothing has been hidden. I am willing to take up the assignment within two weeks of offer of appointment.
- k) Signature :
- l) Date : , Place :