

**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)	<b>Consultant (Public Health)</b>	(2)	<b>Consultant (Research)</b>
(3)	<b>Consultant (IEC)</b>	(4)	<b>Consultant (Social Science)</b>
(5)	<b>Consultant (IT)</b>	(6)	<b>Consultant (Training)</b>
(7)	<b>Multimedia Designer</b>	(8)	<b>Programme Assistant</b>

**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.**

<b>S.no</b>	<b>Milestones</b>	<b>Date (DD-MM-YYYY)</b>
1	Start of application submission	24.05.2021
2	Last date of submitting application	02-06-2021
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](mailto:dir.cheb@nic.in) w.e.f. 24.05.2021 to 02.06.2021.

### **The Consultants to be hired at CHEB are:**

1. Consultant (Public Health)
2. Consultant (Research)
3. Consultant (IEC)
4. Consultant (Social Science)
5. Consultant (IT)
6. Consultant (Training)
7. Multimedia Designer
8. Programme Assistant

### **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 (Research) - No. of posts - 1:**

Essential & desired qualifications/ Experience:

- Master's Degree in Social Sciences or Statistics with 55% marks. Ph.D from recognized University. Minimum 3 years' social /behavioural research experience in the field of health education/health promotion/ health communication research etc. Publication of at least 03 research or technical papers in the above areas in journals.

OR

- Bachelor Degree in Social Sciences or Statistics with first division. MPH (two year course) with specialization on Health Education/ Health. Promotion/Community Health with 55% marks. Ph.D from recognized University Minimum 3 years' social/ behavioural research experience in the field of health education / health promotion / health communication research etc. Publication of at least 03 research or technical papers in the above areas in journals. Proven experience in training methodology. Knowledge of statistical analysis. Knowledge of Online research.

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

### Job Responsibilities:-

- Plan & Design Research Strategies & Plan of Action for the study.



- Able to develop Questionnaires and research protocols.
- Find, Collect & Verify Data by studying reports, using online sources, taking phone surveys, and using a variety of other data-collection methods.
- Co-ordinate with different agencies for on-ground data collection
- Interpret and analyze data, mining it for relevant information
- Write research reports highlighting and summarizing essential information found through their data analysis.

### 3. **Consultant (IEC) - No. of posts - 1:**

Essential & desired qualifications/ Experience:

- Post Graduation Degree in communication, journalism/ communication design, public relations. Minimum 4-6 years of professional work experience at state or national levels in advocacy, information and communication related to social development, preferably in the field of Health. Good analytical skills (including writing skills), good communications and inter-personal skills and the ability to work under pressure, both independently and as part of a team. Sound coordination skills and knowledge of IT-based platforms on knowledge sharing as well as experience in holding consultations will be an added advantage. Fluency in English and Hindi.

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

Job Responsibilities:-

- Develop a communication and advocacy strategy to meet the needs of the programme.
- Compile and collate existing health promotion/ IEC resources and develop a resource hub for IEC.
- Develop innovative social media/ technology based IEC for wider dissemination of messages.



- Review of existing BCC/IEC strategies, plans, messages, tools and materials and institutional arrangements at national/ state/ district levels.
- Support states and other stakeholders in the capacity building for health promotion. Interact closely with the programme and develop innovative ideas for health promotion in different settings.
- Launch and sustain communication campaigns on different health days.
- Monitor and evaluate communication campaigns.
- Develop a social media strategy around the various themes.
- Generation of web content and regular updates around the Project achievements. Support for improving digital footprint of the Ministry focusing on achievement

#### 4. **Consultant Social Science - No. of posts - 1:**

Essential & desired qualifications/ Experience:

- Post graduate Degree in Social Science. At least three years of post qualification work experience in Health Sector.

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 facilitate in planning, designing, developing and evaluating various Health Education material.
- To conduct need based social research on health education and health promotion. Any other duty assigned.

#### 5. **Consultant (IT) - No. of posts - 1:**

Essential & desired qualifications/ Experience:

- Graduation in Computer Application, with 2 years experience or Diploma in Software Engineering from recognised institution along with 5 years experience.
- The Junior IT Consultant shall have sound knowledge in latest softwares i.e. Web Based software, Office Automation, Security software, etc. and communications tools i.e. LAN, WAN, Router, Switch, Fiber Optic and Wireless Technology,



CCTV, Video Conferencing technology both web based / IP based and related equipments etc. , Electronic Display board, Audio System.

- The IT consultant should have sound knowledge of portals like Parichay, Sparrow, PFMS, Central Public Procurement Portal both e-publish and e-procure portal, e-HRMS, e-awas, e-office etc. Excellent communication, organization and time management skills.

The **remuneration** is 50,000/- per month.

Job Responsibilities: -

- IT System Management including both Hardware & Software.
- Troubleshooting desktop, networking and software.
- Day to day maintenance of website including uploading & archiving of content time to time.
- Diagnosing IT system problems, inefficiencies and weaknesses.
- Analyzing and determining security threats.
- Backend support during Video Conferencing.
- Maintenance & Ensuring all the IT related equipment is running smoothly.
- Ensuring all communication lines like telephone, FTTH, wi-fi & leaseline functioning without any interruption.
- Support all the e-portals and training staff in using different platforms.

#### 6. **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.

7. **Multimedia Designer - No. of posts - 1:**

Essential & desired qualifications/ Experience:

- BFA / Graduation in graphic design, advertising, or other related field with 3 years experience.

OR

- Diploma in Multimedia designing, advertising or other related field from recognised institution along with 5 years experience. Hands on experience in Photoshop, illustration, Corel Draw or other publishing tools. Animation knowledge is a plus (must be able to create GIFS). Experience in health and allied fields.

The **remuneration** is 50,000/- per month.

Job Responsibilities: -

- Conceptualize visuals based on requirements
- Design graphic communication to reach targeted audience
- Determine the design for the message.
- Create images in accordance with message.
- Develop graphics for Health information illustrations, logos, websites/ social media
- Amend designs after feedback

- Review designs for errors before printing or publishing them

#### 8. **Programme Assistant - No. of posts - 1:**

Essential & desired qualifications/ Experience:

- Graduation in any discipline. Minimum 3 years of experience in program/office work. Good typing speed with accuracy. Well versed with MS Office. Good verbal and writing communication skills.

The **remuneration** is 35,000/- per month.

Job Responsibilities: -

- Provide the office and administrative support for technical work like Health promotion study, Project proposals, liasioning with stakeholders, Scheduling meetings etc.
- Collection & compilation for technical input from various program divisions

**Note:** Besides job responsibilities mentioned for each contractual position, any other duty may also be assigned due to exigencies of project requirement

#### **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](mailto:dir.cheb@nic.in) w.e.f. 24.05.2021 to 02-06-2021.



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 Name of the post" 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**

Consultant (IT), Graphic Designer & Programme Assistant is at a fixed remuneration. For other consultants the criteria for remuneration is as below:

<b>Post qualification Experience in Health Sector preferably</b>	<b>Remuneration per month in ₹.</b>
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

Affix  
Photograph

1. Post applied for \_\_\_\_\_
2. Name of the Applicant \_\_\_\_\_
3. Father's Name \_\_\_\_\_
4. Mother's Name \_\_\_\_\_
5. Date of Birth \_\_\_\_\_
6. Gender: M/F \_\_\_\_\_
7. Identification Mark - \_\_\_\_\_
8. Educational Qualifications:-

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

9. Experience:

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

10. Training/Short course attended:

11. Award and/or Outstanding Achievements:

12. Publications in last 3 years (If Applicable).

13. Contact Details:

(a) Mailing Address \_\_\_\_\_

(b) Permanent Address \_\_\_\_\_

(c) Telephone Number(Res) \_\_\_\_\_ (Mob) \_\_\_\_\_

(d) Email-ID \_\_\_\_\_

14. Documents to be enclosed: Self attested.

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

15. 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