

Directorate of National Vector Borne Disease Control Programme, Delhi

The National Vector Borne Disease Control Programme (NVBDCP) is an umbrella programme for prevention and control of Vector Borne Diseases namely Malaria, Filariasis, Kala-azar, Dengue, Chikungunya and Japanese Encephalitis prevalent in the country. NVBDCP is the national level nodal technical organization responsible for technical guidance, framing guidelines and policies to guide the states for implementation of programme strategies. Directorate of NVBDCP is in process to intensifying the malaria control activities at national level by hiring the services of support staff. The following positions are required at Head Quarter for strengthening World Bank and GFATM Projects. The posts are purely on contractual basis and further continuation shall depend on performance during the project period.

Sl. No.	Name of the post	No. of posts	Qualification & Experience/ Age	Remuneration (Consolidated)
1.	Section Coordinator	3 posts	Graduate with experience working as Office Superintendent or Section Officer to work as Section Coordinator to assist the Officers and Consultants in day to day implementation of project activities and should be expert in handling official correspondence independently with noting & drafting. Minimum 5 years experience in handling World Bank project or similar type of project shall be given preference. Age: Below 62 years	Rs. 16,000/- p.m
2.	Computer Programmer	3 posts	BCA/ Graduate with 1 year Diploma in Software development. Should be expert in developing Software for Management Information System (MIS) & Web designing. A minimum of 1 year experience is required in developing latest software & web-designing. Age: Below 45 years	Rs. 12,000/- p.m
3.	Computer Programmer/ Statistician	1 post	M.A/M.Sc in Statistics from a recognized university. Person should have skills on computer and various software systems. Or a minimum graduate with one year Diploma in software development and should be familiar with internet and the latest software technology. Age: Below 45 years	Rs. 10,000/- to Rs. 15,000/-p.m.
4.	Accountant	2 posts	Graduate in commerce, qualified SAS accountant or persons who have qualified cash & account training from Institute of Secretarial Training & Management (Min. of Personnel & PG) with minimum 10 years of experience in accounting, analysis, budgeting, financial software and reporting systems. Age: Below 62 years	Rs. 12,000/-p.m.
5.	Secretarial Assistant	15 posts	Graduate from recognized University with shorthand speed of 80 w.p.m and typing speed of 30 w.p.m with computer knowledge on MS office, Excel, Power point and should have minimum 1-2 years experience in handling of official correspondence. Age: Below 45 years	Rs. 8,500/-p.m.
6.	Data Entry Operator	3 posts	Graduate from recognized University. Working knowledge of computers and should be able to work with software used in statistical analysis. Minimum 1-2 years experience in data recording and data analysis. Age: Below 45 years	Rs.8,500/- p.m.

The application sent by post should include passport size photograph and photocopies of all relevant certificates and documents listed and mentioned in the CVs. Candidates must write the post applied on top of their envelope. Applicants should mention their Telephone/Mobile No. for correspondence. All the posts require good command on computer. If required written test/aptitude test/practical test shall be conducted. Age and experience can be relaxed in exceptional cases. Names of the two referees' along with address and telephone numbers should also be mentioned.

LAST DATE FOR SUBMISSION OF APPLICATIONS:
Applications should be addressed to:-

WITHIN TEN DAYS OF ADVERTISEMENT
i.e. 21.10.2008

The Director
National Vector Borne Disease Control Programme
22, Sham Nath Marg, Delhi-110054
(Fax No. 23968329/23972884)
www.nvbdc.gov.in