

F.No. Z.28015/10/2021-MH.II/MS
Government of India
Ministry of Health and Family Welfare
Directorate General of Health Services
(Medical Services Section)

Nirman Bhawan, New Delhi

Dated 9th May, 2025

Applications are invited for following position on contractual basis for a period of one year initially (extendable based on satisfactory performance) for the Secretariat of National Council for Clinical Establishments located at Nirman Bhawan, New Delhi:

Name of Position	No. of Position	Qualification (Essential)	Remuneration	Age limit
Consultant (IT) – Clinical Establishment	One	M.Tech/ BCA/ B.Sc. (IT)/ Post Graduate Diploma in Computer Applications with at least 2 years of experience in their field after completion of Qualifying Degree.	Rs.60,000/- per month	Upto 60 years

(Terms of Reference for the post of Consultant (IT) – Clinical Establishment is enclosed herewith)

Eligible candidate may submit application along with Biodata and copies of documents of qualification and experience by email to **help.ceact2010@nic.in** within 15 days from the date of publication of this Advertisement on website. Shortlisted candidate will be called to appear for interview by a Selection Committee (For further details please refer to website: **www.mohfw.gov.in**, **www.dghs.mohfw.gov.in** and **www.clinicalestablishments.gov.in**).



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Joint Secretary to the Govt. of India
Ph: 011-23063276

(इलांगम रोबर्ट सिंह)
(Elangbam Robert Singh)
संयुक्त सचिव / Joint Secretary
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & Family Welfare
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

Name of Position	Consultant (IT)– Clinical Establishment
Terms of Reference (TOR)	<p>General TOR:</p> <ol style="list-style-type: none"> 1. Engagement of Consultant (IT) will be on contract basis for a period of one year initially from the date of joining (extendable based on satisfactory performance) and the Consultant shall not claim for regularization of his/her engagement. 2. The Consultant will be bound by general administrative rules of the Central Government/ Ministry of Health & Family Welfare (MoHFW) as applicable to contractual staff. Attendance shall be marked by the Consultant. 3. Engagement is on full time basis with the timing of work from 9.30 AM to 6:00 PM. 4. The Consultant would be under control of DGHS and report to DDG (RK) in the Directorate General of Health Services. His/Her services may also be utilized, whenever required, by Joint Secretary who is Secretary of the National Council for Clinical Establishments (NCCE) or his representative. 5. Monthly progress report will be submitted by the Consultant. 6. Performance will be reviewed monthly and unsatisfactory performance may lead to termination of contract. 7. The contract can be terminated by Dte.GHS/ MoHFW at any time without assigning any reason. 8. The contract can be terminated by the Consultant by giving one month's notice, in absence of which one month's remuneration will be forfeited. 9. The Consultant will be paid consolidated remuneration of Rs.60,000/- per month. 10. The Consultant will be entitled to leave, annual increment, extension of contract and TA/DA for official outstation visits as applicable for a Consultant according to the guidelines and procedures for engagement of Consultants in the Department of Health & Family Welfare vide O.M. No.Z.28015/10/2017- Estt-II dated 2nd September, 2021.

Specific TOR:

1. To assist in development of online system for registration of Clinical establishments including security audit, permanent registration and online payment system.
2. Develop, maintain and regularly update the website for NCCE.
3. To develop digital formats for registration and regulation of Clinical Establishments.
4. Collect, compile and analyze registration related information about Clinical Establishments (District-wise/State-wise and at National Level) and develop a report.
5. Collect, compile and analyze the statistics as may be collected from Clinical Establishments and develop a report.
6. To provide technical inputs on all IT related matters.
7. To provide necessary training for State level IT staff and other users.
8. To coordinate and keep liaison with the National Informatics Centre (NIC), NICSI, State/UT and District Authorities and other relevant stakeholders for web portal related work.
9. To assist in preparing replies to all Parliament matters and RTI matters.
10. Field visits, as and when needed.
11. Any other work assigned by NCCE / Dte.GHS/ Central Government.