

Name of Post: Project Manager

Number of Posts: 02(Two)

Salary Range: Rs. 70, 000-Rs. 90,000/- per month (for the retired Govt. Servants, the remuneration paid shall not be more than the last pay drawn by the Officer)

Contract duration – One year initially

Essential Qualification/Eligibility:

MBA (Finance/Human Resource Management/Post Graduate Diploma in Management (Two years) from Government recognized institute with minimum of 5 years working experience in Government sector/PSU. Exposure in social sector schemes at national, state and district level and knowledge of MS Office, MS Word, MS Power Point, MS Excel would be desirable. Preference will be given to persons having experience of working in Health sector, or in the Scientific Departments/Organisations.

OR

Retired Officers of the rank of Deputy Secretary/Director in the Government of India, with minimum 5 years' experience in handling the social sector schemes at national, state and district level. Knowledge of MS Office, MS Word, MS Power Point, MS Excel would be desirable. Preference will be given to persons having experience of working in Health sector or in the Scientific Departments/Organisations.

Responsibilities:

1. To provide support for planning, managing and implementation of the Health Research schemes.
2. Examination of 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. 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/State 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 (including when necessary brief action points) on status of the programme implementation.
7. To help the DHR to organize Expert 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 from time to time.

Note:

- The Department reserves the right to make or not to make the selection for the said post.

- Selection against contractual post 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).

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.

DECLARATION:

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.