

**भारत सरकार**  
**स्वास्थ्य और परिवार कल्याण मंत्रालय**  
**स्वास्थ्य सेवा महानिदेशालय**  
**(आपातकालीन चिकित्सा राहत)**

Applications are invited for one position of Consultant (Consultant Technical) and one position of Consultant (Consultant Administrative) in the Emergency Medical Relief Division, Directorate General of Health Services, Nirman Bhawan, New Delhi. These roles are offered on a purely contractual basis for one year, with the possibility of extension based on performance. Eligible candidates who are interested should submit their application letter to Section Officer, SAS-II Section, Room No. 552A, A Wing, Nirman Bhawan, New Delhi by post and also endorsed via email to [emr-dghs@gov.in](mailto:emr-dghs@gov.in) till 15<sup>th</sup> November, 2024. No application will be entertained received after 15<sup>th</sup> November, 2024. Applications must include a CV, a recent photograph, and attested copies of relevant qualification and experience documents. Shortlisted candidates will be contacted via email/phone to schedule an interview.

**Term of Reference (TOR)**

**Emergency Medical Relief (EMR) division, Dte.GHS**

**Name of the post:** Consultants

**Number of post:** Two (01 Consultant Technical & 01 Consultant administrative)

**1. Qualifications Required for Consultant Technical**

**Essential:** University degree in Medicine, Dentistry, or emergency paramedics complemented by specialized training in public health or related field or equivalent in related field from a recognized institution/university.

**Desirable:** - Specialization in Emergency medicine and/or humanitarian response; - Training or studies in leadership or management.

**Functional Skills and Knowledge:**

Excellent knowledge of written and spoken English and working knowledge of local language will be an asset. Proficiency in computer applications and ability to draft reports and presentation.

**Experience:** -

**Essential:** At least 5 years of proven experience in public health programmes, and minimum 2 years of experience of working in Emergency preparedness and response, pre-hospital and hospital care or in public health in the field of emergency operations in response to epidemic events, outbreaks and other public health emergencies combined with leadership and managerial experience in hospital and pre-hospital setup.

**Desirable:** Working experience with MoHFW.

**Job Responsibilities:**

1. Serve as the technical leader, overseeing all aspects of emergency preparedness and response. Their understanding of public health, disaster management, and emergency medical response will be crucial in shaping strategic directions and protocols.
2. Provide technical support to MoHFW in organizing meetings, workshops, and drafting minutes in response to outbreaks and public health emergencies, in line with DteGHS/MoHFW protocols.
3. Support emergency and crisis management in operations centers by developing and updating guidelines for emergency response, including Standard Operating Procedures (SOPs).
4. Assist Dte.GHS and MoHFW in medical care arrangements for mass gathering events related to all-hazard emergencies.
5. Facilitate consultations, training, and capacity-building exercises on technical areas relevant to emergency preparedness and response.
6. Develop IEC materials and technical content for emergency medical relief.
7. Contribute to the development, revision, and update of relevant policies and strategies related to emergency preparedness and response.
8. Support research, data analysis, and situation reports.
9. Assist national IHR stakeholders in building and testing capacities for epidemic events and disasters.
10. Perform other related responsibilities as assigned, including deployment in the Emergency Medical Relief Division of Dte.GHS.

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**Age Limit:** Up to 45 years

**Remuneration:** Rs. 120,000/- per month

**Period of Contract:** One year (contractual basis).

**Location:** New Delhi

## **2. Qualifications Required** for Consultant administrative

**Essential:** University degree in Medicine, Dentistry, or emergency paramedics complemented by specialized training in public health or related field or equivalent in related field from a recognized institution/university.

**Desirable:** - Specialization in Emergency medicine and/or humanitarian response; - Training or studies in leadership or management

### **Minimum Experience:**

At least 3 years relevant experience after acquiring postgraduate qualifications in implementation/service delivery of experience of working in Emergency preparedness and response, pre-hospital and hospital care or in public health in the field of emergency operations in response to epidemic events, outbreaks and other public health emergencies combined with leadership and managerial experience in hospital and pre-hospital setup.

- At least 02 years of experience after obtaining Post Graduation in National Programmes being run by the Government at National/State level
- Training/experience in Data Analysis and interpretation.

- Qualification & Experience in computer skills and proficiency in working on Office software.

**Job Responsibilities:**

1. Provide substantial technical expertise in specific areas and projects to enhance the division's capacity for diverse challenges, including outbreak investigations and mass gathering medical management.
2. Offer specialized support in critical areas like disease surveillance, risk assessment, and data management.
3. Coordinate with stakeholders, manage resources, and facilitate effective communication within the division.
4. Assist the MoHFW in organizing meetings, workshops, and drafting minutes in response to outbreaks and public health emergencies per DteGHS/MoHFW protocols.
5. Aid in developing and implementing medical plans for mass gatherings and VVIP events.
6. Actively participate in outbreak investigations, contributing to data collection and analysis.
7. Assist in the development, revision, and update of policies and strategies related to emergency preparedness and response.
8. Contribute to research, data analysis, and situation reports.
9. Perform other related responsibilities, including deployment in the Emergency Medical Relief Division of Dte.GHS.
10. Contribute to administrative tasks to facilitate seamless operations within the division.

**Age Limit:** Up to 45 years

**Remuneration:** Rs. 100,000/- per month

**Period of Contract:** One year (contractual basis).

**Location:** New Delhi