

Terms of Reference
Logistic & Supply Officer (Leprosy Division)

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

Job Profile:

- (i) Working out the yearly indent for NLEP on requirement of MDT drugs for sending to the WHO.
- (ii) Scrutinize drug indent received from States/UTs and calculate supply to be made to the States/UTs.
- (iii) Co-ordinate of MDT drugs supply from WHO to GMSDs and from GMSDs to States/UTs.
- (iv) Issue release order to the concerned GMSDs: Karnal, Mumbai, Kolkata, Hyderabad, Chennai and Guwahati for dispatching the drugs to the States/UTs.
- (v) Making payments of transportation Charges to concerned GMSDs in r/o dispatching drugs to States/UTs.
- (vi) The monthly MDT stock positions received from GMSDs are complied for submission to WHO for supply of drugs in time.
- (vii) To monitor MDT drugs stock position at the level of PHC, District and States/UTs and take suitable action.

Qualification & Experience

Qualification: Graduate

Experience: 5 years experience in the field of procurement, supply and management of stores.
Knowledge of Computer and Internet usage.

Age Limit: Upto 65 Years.

Remuneration: Rs. 40,000/- per month (Consolidated)

To Apply: Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to leprosy.mohfw@gmail.com only, by **24-Jun-2020**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted.