

No.S.12012/139/2021-NHA
Government of India
Ministry of Health & Family Welfare
National Health Authority

9th Floor, Tower I
Jeevan Bharati Building
Connaught Place,
New Delhi-110001

Subject: Recruitment to various positions in National Health Authority, Ministry of Health and Family Welfare on contract basis under the flexi pool.

The National Health Authority (NHA), an attached office under the aegis of Ministry of Health and Family Welfare is required to propel forward the flagship Programme of the Government of India – Ayushman Bharath –Pradhan Mantri Jan Arogya Yojana (AB-PMJAY) across the country. Through this Programme, Government of India has mandated to provide Health cover upto Rs. 5.00 lakh per annum per family to the identified 10.74 Cr. families belonging to the poor and vulnerable sections of the Society. In implementation of the said scheme, NHA is working in mission mode across varied verticals e.g. Monitoring & Research, Information Technology, Stakeholders empowerment and Health Policy and Quality Assurance etc.

2. National Health Authority invites applications from talented, innovative, and dynamic professionals for appointment on contract basis to the following positions in various verticals as per details furnished below.

S.No.	Name of the position	No. of positions
Policy and Knowledge Management division now renamed as Monitoring and Research Evaluation division		
1.	Principal Consultant	01
2.	Deputy Principal Consultant	01
3.	Consultant	06
4.	Assistant Consultant	03
Total No. of posts in the division		11
Information Technology		
Information Security Office (ISO)		
1.	Deputy Principal Consultant	01
2.	Consultant	01
3.	Assistant Consultant	01
Total No. of posts in the division		03
Information Technology		
1.	Principal Consultant	01
2.	Deputy Principal Consultant	01
3.	Consultant	03
4.	Assistant Consultant	01
Total No. of posts in the division		06
Stakeholders Empowerment		
1.	Lead Consultant	01

2.	Deputy Principal Consultant	01
3.	Senior Consultant	03
4.	Consultant	07
5.	Assistant Consultant	03
Total No. of posts in the division		15
Health Policy and Quality Assurance		
1.	Principal Consultant	02
2.	Senior Consultant	01
3..	Consultant	07
4.	Assistant Consultant	06
Total No. of posts in the division		16
Grand Total of all divisions		51

3. **Eligibility conditions**

The complete details of eligibility conditions for the above posts i.e. Educational Qualifications, Desirable qualifications, Experience, Age-limits, consolidated monthly emoluments are enclosed in Annexure-I.

4. **Crucial date for determining eligibility**

The crucial date for determining the eligibility of candidates shall be 13th November 2021 i.e., the last date prescribed for receipt of applications(21 days from the date of publication of the advertisement in the Employment News).

5. **Job description**

The job description of the various positions as in para 2 above are indicated in Annexure-II

6. **Terms and conditions of appointment**

The following are the terms and conditions for appointment on contract basis for the above positions.

6.1. **Contract**

Indian citizens working at comparable levels in private sector companies, Consultancy organizations, international/multinational organizations etc. possessing the educational qualifications, age and experience as mentioned in Annexure-I may be considered for appointment on contract basis to the relevant position(s).

6.2. Persons appointed on contract basis will not be entitled to government residential accommodation, official transport, leave encashment or any other allowances as admissible to regular government employees. Leave rules applicable to a regular government employee will not be applicable to a contractual appointee. However, a contractual employee will be entitled to 12 days leave on pro-rata basis in a calendar year.

6.3. **Tenure of contractual appointment**

The tenure of appointment on contract basis will initially be for a period of 3 years, which can be extended up to 5 years, depending on the requirements or till the age of 60 years, whichever is earlier.

6.4.. All appointees on contract basis shall be deemed to be Public Servants for the purpose of CCS (Conduct) Rules. The CCS (Conduct) Rules as applicable to regular government employees and such other statues as notified by the government from time to time, shall be applicable to the appointees on contract basis in so far as their conduct is concerned. Those appointed on contract basis will have to execute an agreement. The employment on contract can be terminated by either side with a minimum notice period of one month or pay in lieu thereof. However, in cases of misconduct or moral turpitude, services may be terminated forthwith.

6.5. No person shall be engaged on contract basis unless he/she is declared medically fit by a Medical Board to be constituted by the Central Government for this purpose unless heshe has already been declared fit by an equivalent authority.

6.6. In the event of death, injury or illness of the officer appointed on contract which is attributable to the performance of services of NHA under the terms of contract while the officer is travelling at NHA's expense or is performing any service under the contract in any of the offices of NHA or premises of NHA, the officer or his dependents, as may be appropriate, shall not be entitled to any compensation.

7. **Mode of application**

7.1. All applicants are required to fill and submit the online application form on the website of AB-PMJAY, the official website of National Health Authority on the link _____. Candidates are advised to read carefully the instructions for filling in the online application form (Annexure-III) before filling in the online application form.

7.2. Candidates applying for more than one position are required to submit separate application form for each position.

7.3. Candidates are also required to upload **self-attested supporting documents** as sought for in the online application form.

7.4. Incomplete applications or applications without the supporting documents or hard copy of application as Advance copy or applications received after the last date prescribed will be summarily rejected and no correspondence will be made/entertained in this regard.

8.. **Disqualification**

No person –

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has entered into r contracted a marriage with any person.

Shall be eligible for appointment to the said post

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these rules.

9. **Power to relax**

Where the Chief Executive Officer, National Health authority is of the opinion that it is necessary or expedient so to do, may, by order, and for reasons to be recorded in writing, relax any of the provisions of with respect to any class or category of persons.

(Sraddha Paul)
Deputy Director (Admin.)

Details of Educational Qualifications, age-limits, consolidated emoluments, experience and duties attached to the various position.

Monitoring and Research division

Educational Qualifications and experience for the positions of Principal Consultant (01 position) and Deputy Principal Consultant (01 position)

Essential

- i) Master's degree in Statistics. or Management or Economics or Demography or health Economics or public health, or equivalent from a recognized University/Institute;
- ii) 10years' experience (for Principal Consultant) /08 years experience (for Deputy Principal Consultant) including experience in Leadership, coordination with Central and State Governments, academic and research institutes, Civil Society, Insurance Sector, Data Analysis/Quality Assurance and accreditation/Grievance Redressal/monitoring and evaluation/Experience in implementation of programmes in Health Sector

Desirable

- i) Ph.D in the relevant discipline.
- ii) Post-graduate Diploma in Management.

Age-limits

Principal Consultant- Not less than 33 years and not exceeding 50 years
Deputy Principal Consultant – Not less than 30 years and not exceeding 50 years

Consolidated monthly emoluments

Principal Consultant – Rs. 2,20,000/- p.m.
Deputy Principal Consultant – Rs. 1,45,000/- p.m.

Educational qualification and experience for the positions of Consultant (06 positions) and Assistant Consultant (03 positions)

Essential:

- i) Master's degree from a recognised University/Institute;
- ii) 3years' experience(for Consultant) / 2 years' experience (for Assistant Consultant) in implementation of programmes in Health Sector.

Age-limits

For Consultants- Not less than 25 years and not exceeding 40 years
For Assistant Consultant – Not less than 26 years ad not exceeding 30 years

Consolidated monthly emoluments

Consultant: Rs. 1,00,000/- p.m.
Assistant Consultant – Rs. 85,000/- p.m.

Information Technology division

Information Security Officer

Educational qualifications and experience for the position of Deputy Principal Consultant (01 position)

Essential

- (i) Bachelor's degree in Electronics & Telecommunication/Computer Science/Electronics and Communication/Information Technology from a recognised University/Institute.
- (ii) 8 years' experience in governance of Information technology including experience in Cyber security domain.

Desirable

- i) Masters or Ph.D in relevant discipline.
- ii) Hi Certification / ISO 27011:2013 Lead Auditor/CEH / CISA/CISSP/CISM or equivalent.
- (iii) Knowledge of Cert-In process, VAPT, WASA, ISO audit, Security architecture, Encryption or equivalent.

Age-limits – Not less than 30 years and not exceeding 50 years
Consolidated monthly emoluments – Rs. 1,45,000/- p.m.

Educational Qualifications and experience for the positions of Consultant (ISO) (01 position) and Assistant Consultant (ISO) (01 position)

Essential

i) Bachelors degree in electronics & Telecommunication/Computer Science/Electronics & communication/Information Technology from a recognised University/Institute.

Experience – 03 years (for Consultant) / 2 years (for Assistant Consultant) experience in governance of information technology including experience in cyber security domain.

Desirable

- (i) Hi Trust Certification / ISO 27011:2013 Lead Auditor/CEH / CISA/CISSP/CISM.
- (ii) Knowledge of VAPT, WASA, ISO audit, Security architecture, Encryption

Age-limits

For consultant – Not less than 25 years and not exceeding 40 years
For Assistant Consultant – Not less than 26 years and not exceeding 30 years

Consolidated monthly emoluments
Consultant – Rs. 1,00,000/- p.m.
Assistant Consultant – Rs. 85,000/-

Information Technology

Educational qualifications and experience for the positions of Principal Consultant (01 position), Deputy Principal Consultant (01 position, Consultant (03 positions) and Assistant Consultant (01 position)

Essential

i) M.Tech. in Computer Science/IT/Computer Sciences Engineering from a recognized University/Institute;

(ii) 10 /8/3/2 years' experience in IT/ e-governance/ IT (Implementation of Projects), including 5/4/2years' experience in e-governance IT (implementation of Projects).

Desirable

i) Masters or Ph.D in the relevant discipline.

Age-limits

For Principal Consultant -Not less than 33 years and not exceeding 50 years.

For Deputy Principal Consultant – Not less than 30 years and not exceeding 50 years

For Consultant – Not less than 25 years and not exceeding 40 years

For Assistant Consultant – Not less than 26 years and not exceeding 30 years.

Consolidated monthly emoluments

Principal Consultant – Rs. 2,20,000/- p.m.

Deputy Principal Consultant – Rs. 1.45.000/- p.m.

Consultant – Rs. 1,00,000/- p.m.

Assistant Consultant – Rs. 85,000/- p.m.

Stakeholders Empowerment division

Educational qualifications and experience for the positions of Lead Consultant (01 position) and Deputy Principal Consultant (01 position)

Essential

i) Post-graduate degree/diploma in Management from a recognized University/Institute/ Post-graduation in Mass Communication, journalism, Public Relations, Social Work, Management from a recognized University/Institute/ Post-graduation in Mass Communication, journalism, Public Relations, Social Work, Management from a recognized University/Institute/Master's degree in Education from a recognized University/Institute.

ii) Lead Consultant: 15 years Work experience including 10 years' experience in a leadership position in Insurance Sector/IEC/Awareness Generation in various government schemes preferably related to health sector/Data Analysis/Quality Assurance and Accreditation/Grievance redressal/Creation of Corporate Social responsibility/data collection and setting of goals and their achievement.

- iii) Deputy Principal Consultant: 08 years /work experience in Insurance Sector/IEC/Awareness Generation in various government schemes preferably related to health sector/Data Analysis/Quality Assurance and Accreditation/Grievance redressal/Creation of Corporate Social responsibility/data collection and setting of goals and their achievement.

Desirable

- i) Ph.D in the relevant discipline.
- ii) Experience in Insurance sector.
- iii) Work experience in Health Sector policies and related matters.
- iv) Knowledge of the working of the Central/State Governments with specific reference to Schemes and their implementation.

Age-limits

Lead Consultant: Not less than 35 years and not exceeding 50 years.

Deputy Principal Consultant: Not less than 30 years and not exceeding 50 years

Consolidated monthly emoluments

Lead Consultant: Rs. 2,65,000/- p.m.

Deputy Principal Consultant: Rs. 1,45,000/- p.m.

Educational qualifications and experience for the positions of Senior Consultant (03 positions), Consultant (07 positions) and Assistant Consultant (03 positions)

Essential

Post-graduation in Mass Communication, Journalism, Public Relations, Social Work, Management from a recognized University/Institute/Post-graduate in Management/MBA or Master's degree in Education from a recognized University/Institute.

5/3/2 years' experience respectively in the relevant field/in Insurance Sector/IEC/Awareness generation/Data Analysis/Quality Assurance and accreditation/Grievance redressal/Creation of Corporate Social Responsibility, data collection and setting of goals and their achievement.

Age-limits

Senior Consultant- Not less than 26 years and not exceeding 40 years

Consultant: Not less than 25 years and not exceeding 40 years.

Assistant Consultant: Not less than 26 years and not exceeding 30 years.

Consolidated monthly emoluments—

Senior Consultant-Rs. 1,25,000- p.m. Consultant-Rs. 1,00,000/- p.m.

Consultant – Rs. 1,00,000/- p.m.

Assistant Consultant – Rs. 85,000/- p.m.

Health Policy and Quality Assurance division

Educational qualifications and experience for the positions of Principal Consultant (02 positions)

Essential

- (i) Master's degree in public health/Doctorate of Medicine (MD)/Master's in Surgery (MS)/Masters degree in Hospital/Health Administration/MBBS/BDS from a recognized University/Institute.
- (ii) 10/ years' experience in Hospital Administration/Public Health/Clinical experience (PG)

Age-Limits

Principal Consultant – Not less than 33 years and not exceeding 50 years

Consolidated monthly emoluments

Principal Consultant – Rs. 2,20,000/- p.m.

Educational Qualifications and experience for the positions of Senior Consultant (01 position), /Consultant (07 positions) Assistant Consultant (06 positions)

Essential

- (i) MBBS/BDS/Ayush from a recognized University/Institute
- (ii) 5/3/2 years' experience respectively in Hospital Administration/Public Health

Age limits

Senior Consultant – Not less than 26 years and not exceeding 40 years

Consultant -Not less than 25 years and not exceeding 40 years

Assistant Consultant – Not less than 26 years and not exceeding 30 years

Consolidated monthly emoluments

Senior Consultant – Rs. 1,25,000/- p.m.

Consultant – Rs. 1,00,000/- p.m.

Assistant Consultant – Rs. 85,000/- p.m.

ANNEXURE-II

Job description of the various positions

Policy and Knowledge Management division now renamed as Monitoring and Research Evaluation division

	Position	No. of position	Job Description
	Principal Consultant	1	<ul style="list-style-type: none">• Working with the team to identify and develop key policy areas• Providing regular policy /scheme updates to leadership• Formulate Knowledge Management Strategy and the overall knowledge management framework of National Health Authority (NHA) keeping in mind all the stakeholders including the various divisions, implementing states, development partners and public at large• Understanding of monitoring and evaluation and research processes for decision making• Work with leadership to identify policy gaps and find solutions.• Provide evidence support for policy making through evaluation and research studies• Developing a knowledge and research culture at NHA• Working with partners and other external organisations• Support and assist in any other responsibility assigned by NHA from time to time
	Senior Consultant	1	<ul style="list-style-type: none">• Conduct background study and ground work for developing a robust knowledge management system• Assembling, interpreting and analysing information for both internal/external sharing in form of reports and presentations• Provide evidence support for policy making through evaluation and research studies.• Act as the Point of Contact for Knowledge Management activities• Identify policy gaps through data and research• Support in formulating policy implementation strategy• Work on establishing knowledge/research partnerships with renowned research institutions

			<ul style="list-style-type: none"> • Capacity building of the team as well as training across divisions on knowledge Management • Support and assist in any other responsibility assigned by NHA from time to time
	<p>Consultant</p> <p>Knowledge Management (2)</p> <p>Knowledge Management-IT (1)</p> <p>Policy and Research (1)</p> <p>Monitoring and Evaluation(1),</p> <p>Market Intelligence(1)</p>	6	<ul style="list-style-type: none"> • Support in implementing knowledge management strategy of NHA • Support senior management in departmental planning and monitoring progress. • Intense coordination with all stakeholders for cataloguing and curation of information • Developing various repositories that would later be hosted on the proposed knowledge management portal • Coordinating with the 'IT expert for Knowledge Management' for developing the requirement document for the IT solution for KMS • Manage knowledge sharing events (Webinars etc.). • compiling and presenting information orally, visually and in writing. • developing and implementing new procedures or training. • Providing support to all divisions for data/analysis requirements • Overseeing and supervising daily operations of the division • Assist in tracking and monitoring planned activities & annual goals of the division. <p>Support and assist in any other responsibility assigned by NHA from time to time</p> <p>Scope of work</p> <p>For Knowledge Management(IT)</p> <ul style="list-style-type: none"> ➤ Defining the technical requirements for the Knowledge Management Portal including the requirement document etc. ➤ To support the team for evaluating, coordinating, and operationalizing the IT solution for KMS ➤ Coordinate with the Knowledge Management Expert for understanding the requirements of all stakeholders and translating the same to a technical IT document ➤ Evaluation of KMS ideas for IT feasibility and fine tuning the same to a workable solution ➤ Correspondence regarding technical aspects of the

			<p>portal with agencies, clients etc.</p> <ul style="list-style-type: none"> ➤ Oversee and determine timeframes for the IT solution including system updates, upgrades, migrations and outages ➤ IT vendor management for development and roll-out of IT portal for KMS ➤ Trouble shooting technical issues and ensuring the smooth functioning of the KMS portal after development ➤ Support and assist in any other responsibility assigned by NHA from time to time <p>For Market Intelligence(specific duties)</p> <ul style="list-style-type: none"> • Develop and drive insights into healthcare industry, specifically relevant to public health. • To engage and deliberate with thought leaders in public health to understand priority areas. • To work closely with senior management to produce strategic analysis of healthcare services/products that are relevant to the organizational goals and planned activities. • Conduct healthcare market competitive research and prepare periodical reports for senior management. • Gather and analyze data of identified products/services to uncover market opportunities and address business issues. • Update internal knowledge management platform with new products / services relevant to the organizational goals and disseminate information across different verticals of the organization. • Support and assist in any other responsibility assigned by NHA from time to time
	Assistant Consultant (Policy, Research)	3	<ul style="list-style-type: none"> • Support in implementing knowledge management strategy of NHA • Intense coordination with all stakeholders for cataloguing and curation of information • Developing various repositories that would later be hosted on the proposed knowledge management portal • Coordinating with the 'IT expert for Knowledge Management' for developing the requirement document for the IT solution for KMS • Manage knowledge sharing events (Webinars etc.). • Assisting with data organization and data entry Identifying discrepancies • Assembling, interpreting and analysing information through use of statistical tools and techniques. • compiling and presenting information orally,

			<p>visually and in writing.</p> <ul style="list-style-type: none"> • Checking documentation for accuracy and completeness. • Support and assist in any other responsibility assigned by NHA from time to time
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Information Technology division

Information Security Officer

	Position	No. of position	Job Description
1.	Deputy Principal Consultant	1	<ol style="list-style-type: none"> 1. Maintaining and updating the threat landscape for the organisation on a regular basis including staying up to date about the latest security threat environment and related technology developments. 2. Establishing a cyber security program and business continuity programme and for drafting of various security policies e.g., Information security policy, Data governance and classification policy, Access control policy, Risk assessment and risk treatment methodology, Statement of Applicability, Risk management framework including third parties, Cryptography, Communications security, Information Security awareness programs for all personnel in the organisation and Incident management. This would also include: <ol style="list-style-type: none"> a. Ensuring review of the Information Security Policy by internal and/or external subject matter experts to check for the adequacy and effectiveness of the ISMS programme b. Reviewing and updating the cyber security policy documents. c. Defining rules for secure and acceptable use of communication channels for the business requirements of the department/organization 3. Establishing and reviewing the Risk Assessment methodology and selection of appropriate controls for risk mitigation by

			<p>leveraging technology and an understanding of the threat landscape in the organisation</p> <ol style="list-style-type: none"> 4. Ensuring that the following activities are carried out at regular intervals, either directly or through the deployment of subject matter experts: <ol style="list-style-type: none"> a. Vulnerability Assessment & Penetration Testing (VAPT) of all websites, portals and IT systems, on a quarterly basis at a minimum; ensuring that websites are GIGW compliant. b. Web Application Security Assessment (WASA) and white-listing of all web applications in use by the organisation, annually at a minimum. c. Software Development Lifecycle (SDLC) Audit and periodic Code Reviews to ensure that applications continue to be secure. d. Information Security Audit of IT Systems and controls, including site audits as appropriate, where online operations span multiple locations. e. Annual AUA/KUA compliance audit as mandated by UIDAI 5. Coordinating all matters related to security internally and externally while providing regular reports to the head of the organisation 6. Implementing security controls and maintaining compliance with ISO 27001:2013 requirement. 7. Other task assigned by Competent authority at NHA time to time for Information Security related matter.
2.	Consultant	1	<ol style="list-style-type: none"> 1. Coordinate with Joint Director for maintaining and updating the threat landscape for the organisation on a regular basis including staying up to date about the latest security threat environment and related technology developments. 2. Coordination with Joint Director and other division for establishing a cyber security program and business continuity programme and for drafting of various

			<p>security policies e.g., Information security policy, Data governance and classification policy, Access control policy, Risk assessment and risk treatment methodology, Statement of Applicability, Risk management framework including third parties, Cryptography, Communications security, Information Security awareness programs for all personnel in the organisation and Incident management.</p> <ol style="list-style-type: none"> 3. Establishing and reviewing the Risk Assessment methodology and selection of appropriate controls for risk mitigation by leveraging technology and an understanding of the threat landscape in the organisation 4. Ensuring that the following activities are carried out at regular intervals, either directly or through the deployment of subject matter experts and document the same for future reference. <ol style="list-style-type: none"> a. Vulnerability Assessment & Penetration Testing (VAPT) of all websites, portals and IT systems, on a quarterly basis at a minimum; ensuring that websites are GIGW compliant. b. Web Application Security Assessment (WASA) and white-listing of all web applications in use by the organisation, annually at a minimum. c. Software Development Lifecycle (SDLC) Audit and periodic Code Reviews to ensure that applications continue to be secure. d. Information Security Audit of IT Systems and controls, including site audits as appropriate, where online operations span multiple locations. e. Annual AUA/KUA compliance audit as mandated by UIDAI 5. Coordinating all matters related to security internally and externally while providing regular reports to the head of the organisation 6. Implementing security controls and maintaining compliance with ISO 27001:2013 requirement.
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			7. Other task assigned by Competent authority at NHA time to time for Information Security related matter.
3.	Assistant Consultant	1	<ol style="list-style-type: none"> 1. Work closely with Joint Director and Section officer for maintaining and updating the threat landscape for the organisation on a regular basis including staying up to date about the latest security threat environment and related technology developments. 2. File management related to Information Security. 3. Support the section officer to document the regular activities related to information security. 4. coordinating the task among internal and external stakeholders directly/indirectly working with the Information Security team. 5. Other task assigned by Competent authority at NHA time to time for Information Security related matter.

Information Technology

	Position	No. of position	Job Description
1	Principal Consultant`	1	<ul style="list-style-type: none"> • Evaluating internal functions, business development strategies, and IT processes and suggesting improvements. • Creating business architecture models to reflect the organization's strategies and goals and creating and implementing business visions and goals. • Evaluating systems engineering, talent recruiting, and accounting models for discrepancies and vulnerabilities. • Suggesting ideas to reduce costs in IT and business leadership. • Organizing training to improve employees' knowledge and skills for future organizational growth. • Conducting research in talent management to improve the organization's business operations. • Providing business architecture and systems processing guidance. • Ensuring the efficiency, security, and support of the organization's goals. • Creating methods for compliance architecture, such as data storage, metadata management, and change

			<p>control.</p> <ul style="list-style-type: none"> • Determining and implementing build versus buy strategies, mentor personnel, and views of the overall business strategy. • Architecting cloud-based applications and deployments. • Understanding of Full Stack design and development in JAVA 8 and above, J2EE, Spring framework, Spring Boot, API based design and development, Presentation frameworks (Javascript, Angular, Bootstrap, JQuery, HTML5, CSS 3), Mobile frameworks, DevOps, Cloud Architectures and RDBMS (PostgreSQL). • Handling policy matters including providing IT inputs on various policy issues of NHA. • Managing the team and coordinating the task among internal and external stakeholders directly/indirectly working with the IT team. • Any other work assigned by the leadership from time to time.
2	Deputy Principal Consultant	1	<ul style="list-style-type: none"> • Creating business architecture models to reflect the organization's strategies and goals and creating and implementing business visions and goals. • Identify issues within an organization's technology stack and then carefully spell out solutions that people in the organization can understand. • Designing best fit functional and technology solutions • Providing technological inputs/solutions for effective implementation and development of programs. • Providing technical leadership and support to software development teams. • Handling the architectural review for future development and change request. • Proficient in Full Stack design and development in JAVA 8 and above, J2EE, Spring framework, Spring Boot, API based design and development, Presentation frameworks (Javascript, Angular, Bootstrap, JQuery, HTML5, CSS 3), Mobile frameworks, Devops, Cloud Architectures and RDBMS (PostgreSQL). • coordinating the task among internal and external stakeholders directly/indirectly working with the IT team. • Any other work assigned by the leadership from time to time.

3	Consultant Assistant Consultant 1	3 1	<ul style="list-style-type: none"> • Collaborating with stakeholders and leadership to determine business-specific application needs. • Compiling and implementing application development plans for new or existing applications. • Leading the application development teams and supervising the design, testing, and modification stages. • Demonstrating application prototypes and integrating user feedback. • Proficient in writing scripts and code for applications, as well as installing and updating applications. • Mentoring Team and providing end-users with technical support. • Performing application integration, maintenance, upgrades, and migration. • Documenting application development processes, procedures, and standards. • Running diagnostic tests and performing debugging procedures. • Performing application integration, maintenance, upgrades, and migration. • Proficient in Full Stack design and development in JAVA 8 and above, J2EE, Spring framework, Spring Boot, API based design and development, Presentation frameworks (Javascript, Angular, Bootstrap, JQuery, HTML5, CSS 3), and RDBMS (PostgreSQL). • Proficient in estimating cloud requirements and cloud deployments • Any other work assigned by the leadership from time to time.
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Stakeholders Empowerment division

S.No.	Name of the position	No. of position	Job Description
1.	Lead Consultant	1	<ul style="list-style-type: none"> • Plan and ensure achievement of Divisional goals • To undertake overall communication needs assessment for the target groups under all the initiatives of the NHA • To develop an integrated IEC strategy and oversee its implementation • Supervise overall deliverables • Administrative approvals including budgeting and accounting of funds • Monitoring of utilization, commissioning of impact studies and

			<p>follow up</p> <ul style="list-style-type: none"> Any other responsibility assigned by NHA from time to time
2.	Deputy Principal Consultant (IEC)	1	<ul style="list-style-type: none"> Oversee campaign planning and execution. Ensure liaising with various Govt. & nongovernment agencies for effective implementation of the IEC up to grassroots level. Supervise development of audio visual, print, outdoor outreach IEC materials Oversee the briefings of the creative agencies hired by DAVP or empaneled producers for production of AV materials. Any other responsibility assigned by NHA from time to time
3.	Senior Consultant (IEC)	3	<ul style="list-style-type: none"> Preparation of annual IEC Action Plan. Working out implementation strategies and timeline of the action plan Liaison with various implementing agencies both in the government and private sector, Ensure execution and supervise all AV production related work Ensure and preview of TV/ Radio programmes, Vetting of all collaterals Planning of Press and Outdoor Publicity. Any other responsibility assigned by NHA from time to time
	Consultant (IEC) (Strategic Initiatives & collaborations, PR & Media management)	Total 7 positions	<ul style="list-style-type: none"> Manage Day to day operations Support in preparation of guidelines, reports & presentations Technical support and overall monitoring to ensure the end-to-end responsibility of aligned domains deliverables Any other responsibility assigned by NHA from time to time
	Consultant (IEC) (Creative Development & Events)		<ul style="list-style-type: none"> Manage Day to day operations Support in preparation of guidelines, reports & Presentations Technical support and overall monitoring to ensure the end-to-end responsibility of aligned domains deliverables Any other responsibility assigned by NHA from time to time
	Consultant (IEC) (Digital Initiatives –		<ul style="list-style-type: none"> Manage Day to day operations Support in preparation of guidelines,

	Social Media, Websites, Online Reputation Management)		reports & presentations <ul style="list-style-type: none"> • Technical support and overall monitoring to ensure the aligned responsibility of domains deliverables • Any other responsibility assigned by NHA from time to time
	Assistant Consultant	Total 3 positions	<ul style="list-style-type: none"> • Overall coordination of the Section • All matters related to implementation of RTI Act • All IEC payments processing and vendor management • Forwarding of RTI application, Appeals to the concerned, RTI resolution, parliament questions • Coordination with CPIO/AAs or to the Ministries/Departments • Maintenance of records, Support in organizing events • E- Office and supervision of letters & record maintenance, custodian of documents, letters , etc • O&M activities. • Any other responsibility assigned by NHA from time to time

Health Policy & Quality Assurance

S.No.	Name of the position	No. of position	Job Description
1.	Principal Consultant	2	<p><u>Principal Consultant(Health Policy & Quality Assurance)</u></p> <ol style="list-style-type: none"> 1. Co-ordination of Technical Inputs from experts of NHA and co-ordination with all the States / UT's on Health benefit packages, Quality assurance and Standard treatment guidelines 2. Provide domain specific technical support to SHAs as and when required 3. Development of HBP, STG and quality standards for AB PM-JAY at the Central level in coordination with other agencies 4. Development of guidelines for Health benefit packages, Quality assurance and Standard treatment guidelines and their adoption by the States / UT's 5. Coordinating with other government agencies such as BPPI, NPPA, DHR, ICMR, etc. on matters related to HBP 6. Responsible for administrative and official documentation related to the vertical including but not

		<p>limited to e-office, tech support, drafting OMs, drafting DOs, GB agendas, etc.</p> <ol style="list-style-type: none"> 7. State / Regional level / Specialty specific workshops on orientation and capacity building of Health benefit packages, Quality assurance and Standard treatment guidelines 8. Review and revision of state specific procedures to be added to National HBP and facilitate migration of all SHAs to a common package master 9. Troubleshooting for states with regards to Health benefit packages, Quality assurance and Standard treatment guidelines 10. Liaison and coordinate with NHA IT team on configuration of TMS in lines with the state specific requirements 11. ICHI / ICD Coding for procedures under National package master whenever revised 12. Facilitate standing committees across specialties for review of state specific packages, as and when required 13. Monitoring and revision of Implant / High End Consumables prices for both National and State specific package masters 14. Draft and periodic update of policies on: <ol style="list-style-type: none"> a. Use of high-end diagnostics and medical investigations b. Unspecified package guidelines based on best practices across all states c. Exclusion policy under AB PM-JAY d. Guidelines on selection and adoption of new packages 15. Manage Advisors and Consultants working in HP& QA division as well as ensuring continuous coordination with the other divisions under NHA 16. Support the IT division in development of Dashboard for regular monitoring and outliers 17. Undertake monitoring visits to the states and support the state government for the various issues related to Health benefit packages, Quality assurance and Standard treatment guidelines 18. Responsible for coordinating quality audits, and support the Monitoring & Evaluation Division with quality inputs etc. 19. Maintain a working knowledge of significant developments and trends in the field of health/health insurance/ quality of care 20. Develop a system of rating of hospitals empaneled under AB PM-JAY based on Quality certification 21. Any other responsibility assigned by NHA from time to
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			<p>time</p> <p><u>Principal Consultant (Provider Operations)</u></p> <ol style="list-style-type: none"> 1.Co-ordination of Technical Inputs from experts of NHA and co-ordination with all the States / UT's on operationalization of GOI, public and private healthcare providers empaneled under AB PM-JAY and related guidelines. 2.Provide domain specific technical support to SHAs as and when required 3.Development of guidelines for operationalization of empaneled healthcare providers under AB PM-JAY at the Central level in coordination with other agencies 4.Ensuring adoption of guidelines for operationalization of empaneled healthcare providers by the States / UT's 5.Responsible for administrative and official documentation related to the vertical including but not limited to e-office, tech support, drafting OMs, drafting DOs, GB agendas, etc. 6.State / Regional level / Specialty specific workshops on orientation and capacity building on Operationalization of empaneled healthcare providers. 7.Troubleshooting for states with regards to operationalization of empaneled healthcare providers. 8.Liaison and coordinate with NHA IT team on configuration of HEM and TMS in lines with the state specific requirements. 9.Set up effective and efficient mechanisms to pay to the health care providers. 10.Manage Advisors and Consultants working with Provider Operations division as well as ensuring continuous coordination with the other divisions under NHA. 11.Ensure interoperability, standardization and convergence amongst schemes of Central Ministries. 12.Support the IT division in development of Dashboard for regular monitoring and outliers 13.Undertake monitoring visits to the states and support the state government for the various issues related to operationalization of empaneled healthcare providers. 14.Maintain a working knowledge of significant developments and trends in the field of health/health insurance. 15.Drafting responses to Rajya Sabha / Lok Sabha / IGRS /
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			<p>RTI / Cabinet note and related queries</p> <p>16.Coordinating with other government agencies as per need.</p> <p>17.Any other responsibility assigned by NHA from time to time</p>
2.	Senior Consultant	1	<p><u>Senior Consultant (Health Policy & Quality Assurance)</u></p> <ol style="list-style-type: none"> 1. Coordinating with external agencies such as DHR, ICMR, Ministry of AYUSH, NHM wing under MoHFW etc. 2. Draft and periodic update of policies on: <ol style="list-style-type: none"> a. Use of high-end diagnostics and medical investigations b. Unspecified package guidelines based on best practices across all states c. Exclusion policy under AB PM-JAY d. Salient features of incentive policy of all states, study them and list out best practices e. Scheme for building and construction workers f. Guidelines on selection and adoption of new packages g. AB PM-JAY quality certification 3. Adoption and implementation of Standard Treatment Workflows: <ol style="list-style-type: none"> a. Responsible for development of STGs and process documentation for covered packages b. IT integration of Standard Treatment Guidelines with the Transaction Management System c. Conducting Pilots of Standard Treatment Guidelines across different parts of the country d. Implementation of approved Standard Treatment Guidelines across the country e. Capacity building of SHAs and other relevant stakeholders on utilization of STGs f. Perform data analysis and assess evaluation trends on utilisation of STGs g. Liasoning with ICMR/ NCG and specialty committee experts for development and approval of STGs 4. Constitution and monitoring transactions of medical cell 5. Development of domain specific guidelines, policy documents, implementation support etc. along with other Division 6. Maintain a working knowledge of significant developments and trends in the field of health/health insurance/ health financing <p>To deliver any other responsibility assigned by NHA from</p>

			time to time
3.	Consultant	7	<p><u>Consultant (HBP)</u></p> <ol style="list-style-type: none"> 1. Support Director (Health Policy and Quality Assurance) in carrying out activities involving but not limited to the domain of Health Benefit Packages and related subjects 2. Assist in coordination with other teams for successful implementation and operations of the scheme 3. Responsible for administrative and official documentation related to the vertical including but not limited to e-office, tech support, drafting OMs, drafting DOs, GB agendas, etc. 4. Serve as the primary contact for state coordinators, IT support, Insights and other teams for all medical queries 5. Assist in the planning, coordination and facilitation of activities related to Health Benefit Packages 6. Assist in improvement and evolution of Health Benefit Packages by engaging stakeholders from multiple government and non – government entities 7. Arrange trainings, workshops, webinars etc. and / or identify / train master trainers for key topics that support Health Benefit Packages 8. Engage in mapping of packages / procedures received from SHAs or other government schemes to identify overlap or facilitate in amalgamation of Health Benefit Package(s) of said scheme(s) / program(s) 9. Work intensively with the medical teams of SHAs to resolve any issues that arise in the implementation of the scheme due to Health Benefit Package 10. Maintain a working knowledge of significant developments and trends in the field of health / health insurance 11. To deliver any other responsibility assigned by NHA from time to time. <p><u>Consultant (STG&Quality Assurance)</u></p> <ol style="list-style-type: none"> 1. Support Director (Health Policy and Quality Assurance) in carrying out activities involving but not limited to the domain of Standard Treatment Guidelines and related subjects 2. Assist in coordination with both internal and external stakeholders for successful implementation and operations of the scheme 3. Responsible for administrative and official

			<p>documentation related to the vertical including but not limited to e-office, tech support, drafting OMs, drafting DOs, GB agendas, etc.</p> <ol style="list-style-type: none"> 4. Serve as the primary contact for state coordinators, IT support, Insights and other teams for all queries related to Standard Treatment Guidelines 5. Assist in the planning, coordination and facilitation of activities related to Standard Treatment Guidelines 6. Monitoring and evaluation of STG dashboard on periodic basis. 7. Assist in improvement and evolution of Standard Treatment Guidelines by engaging stakeholders from multiple government and non – government entities. (TMH for cancer packages) 8. Arrange trainings, workshops, webinars etc. and / or identify / train master trainers for key topics that support Standard Treatment Guidelines 9. Engage in drafting and IT adaptation of Standard Treatment Guidelines received from medical expert committees at NHA 10. Work intensively with the medical and IT teams of SHAs to resolve any issues that arise in the implementation of the scheme due to Standard Treatment Guidelines 11. Participate in the handholding of empaneled hospitals during pilots and rollout of Standard Treatment Guidelines 12. Responsible for compiling and analyzing the reported data to highlight trends in utilization of Standard Treatment Guidelines under the scheme 13. Work on any IT integration issues from Standard Treatment Guidelines perspective if any such challenges are noticed 14. Maintain a working knowledge of significant developments and trends in the field of health / health insurance and Standard Treatment Guidelines 15. Provide domain specific technical support to SHAs as and when required 16. Responsible for development / updating of policy documents. Review of modification requests to quality guidelines 17. Responsible for administrative and official documentation related to the vertical including but not limited to e-office, tech support, drafting OMs, drafting DOs, GB agendas, etc. 18. Development and implementation of NABH plus and NABH excellence 19. Conducting training workshops on Quality Certification 20. Support the IT division in development on HEM for regular monitoring and outliers 21. Responsible for ensuring AB PM-JAY Quality Certification in empaneled hospitals through SHAs 22. Working on HEM 2.0 content designing and linkage of HEM 2.0 and HFR content linkage
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			<p>23. Working with innovation team on development for alignment of startup on various challenges faced in Quality.</p> <p>24. Support on NABH Certification to hospitals.</p> <p>25. Responsible for coordinating quality audits, hospital audits and support the Monitoring & Evaluation Division with fraud control measures etc.</p> <p>26. Deliver any other responsibility assigned by NHA from time to time.</p> <p><u>Consultant (Public & Private Healthcare Providers)</u></p> <ol style="list-style-type: none"> 1. Management of the Provider Operations Division under NHA under AB PM-JAY 2. Guide & facilitate domain specific technical support to SHAs on matters related to Operationalization of empaneled public & private healthcare providers etc. as and when required 3. Manage the Advisors and Consultants working with Provider Operationsdivision as well as ensuring continuous coordination with the other divisions under NHA 4. Involve and engage in various committees and sub-committees and various other supporting international development Agencies 5. Maintain a working knowledge of significant developments and trends in the field of health/health insurance 6. Conducting training workshops on Operationalization of empaneled public & private healthcare providers. 7. Undertake monitoring visits to the states and support the state government for the various issues in Operationalization of empaneled public & private healthcare providers. 8. Liasoning with other government agencies to improvise process of Operationalization of empaneled public & private healthcare providers. 9. Improving quality by eliminating/ reducing gaps and identify & implement key areas of improvement 10. To deliver any other responsibility assigned by NHA from time to time <p><u>Consultant (GOI healthcare providers)</u></p> <ol style="list-style-type: none"> 1. Management of the Provider Operations Division under NHA under AB PM-JAY 2. Guide & facilitate domain specific technical support to SHAs on matters related to Operationalization of empaneled GOI healthcare providers etc. as and when required 3. Manage the Advisors and Consultants working with Provider Operationsdivision as well as ensuring
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		<p>continuous coordination with the other divisions under NHA</p> <ol style="list-style-type: none"> 4. Involve and engage in various committees and sub-committees and various other supporting international development Agencies 5. Responsible for coordinating medical audits based on indicators and support the Monitoring & Evaluation Division 6. Maintain a working knowledge of significant developments and trends in the field of health/health insurance/ quality of care 7. Conducting training workshops on Operationalization of empaneled GOI healthcare providers. 8. Undertake monitoring visits to the states and support the state government for the various issues in Operationalization of empaneled GOI healthcare providers. 9. Liaisoning with other government agencies to improvise Operationalization of empaneled GOI healthcare providers. 10. Improving quality by eliminating/ reducing gaps and identify & implement key areas of improvement <p>To deliver any other responsibility assigned by NHA from time to time</p> <p><u>Consultant (Provider empanelment)</u></p> <ol style="list-style-type: none"> 1. Management of the Service Provider Engagement Division under NHA under AB PM-JAY 2. Guide & facilitate domain specific technical support to SHAs on matters related to Provider Empanelment etc. as and when required 3. Manage the Advisors and Consultants working with Service Provider engagement division as well as ensuring continuous coordination with the other divisions under NHA 4. Involve and engage in various committees and sub-committees and various other supporting international development Agencies 5. Responsible for coordinating hospital audits based on indicators and support the Monitoring & Evaluation Division 6. Maintain a working knowledge of significant developments and trends in the field of health/health insurance/ quality of care 7. Conducting training workshops on Provider Empanelment. 8. Undertake monitoring visits to the states and support the
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		<p>state government for the various issues in Provider Empanelment.</p> <p>9. Liasoning with other government agencies to improvise process of Provider empanelment.</p> <p>10. Guiding the empaneled hospitals on process after empanelment and enhancement applications</p> <p>11. Improving quality by eliminating/ reducing gaps and identify & implement key areas of improvement</p> <p>12. Improving existing Checklists for assessing the quality of care delivered across Healthcare facilities</p> <p>13. To deliver any other responsibility assigned by NHA from time to time</p> <p><u>Consultant (ISA/TPA/IC Engagement)</u></p> <ol style="list-style-type: none"> 1. Management of the Service Provider Engagement Division under NHA under AB PM-JAY 2. Guide & facilitate domain specific technical support to SHAs on matters related to end to end claim settlement, ISA/TPA/IC engagement etc. as and when required 3. Manage the Advisors and Consultants working with Service Provider engagement division as well as ensuring continuous coordination with the other divisions under NHA 4. Involve and engage in various committees and sub-committees and various other supporting international development Agencies 5. Responsible for coordinating medical audits based on indicators and support the Monitoring & Evaluation Division 6. Maintain a working knowledge of significant developments and trends in the field of health/health insurance/ quality of care 7. Conducting training workshops on Claim settlement and ISA/TPA/IC Engagement. 8. Undertake monitoring visits to the states and support the state government for the various issues in Claim settlement and ISA/TPA/IC Engagement. 9. Liasoning with other government agencies to improvise process of Claim settlement along with engagement with TPA & IC. 10. Improving quality by eliminating/ reducing gaps and identify & implement key areas of improvement 11. Improving existing Checklists for assessing the claim settlement process 12. To deliver any other responsibility assigned by NHA
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			from time to time
.	Assistant Consultant	6	<p><u>Assistant Consultant (HBP)</u></p> <ol style="list-style-type: none"> 1. Assistant Consultant will support Director (Health Policy and Quality Assurance) in carrying out activities involving but not limited to the domain of Health Benefit Packages and related subjects 2. Assist in coordination with other teams for successful implementation and operations of the scheme 3. Responsible for administrative and official documentation related to the vertical including but not limited to e-office, tech support, drafting OMs, drafting DOs, GB agendas, etc. 4. Serve as the primary contact for state coordinators, IT support, Insights and other teams for all medical queries 5. Assist in the planning, coordination and facilitation of activities related to Health Benefit Packages 6. Assist in improvement and evolution of Health Benefit Packages by engaging stakeholders from multiple government and non – government entities 7. Arrange trainings, workshops, webinars etc. and / or identify / train master trainers for key topics that support Health Benefit Packages 8. Engage in mapping of packages / procedures received from SHAs or other government schemes to identify overlap or facilitate in amalgamation of Health Benefit Package(s) of said scheme(s) / program(s) 9. Work intensively with the medical teams of SHAs to resolve any issues that arise in the implementation of the scheme due to Health Benefit Package 10. Maintain a working knowledge of significant developments and trends in the field of health / health insurance 11. To deliver any other responsibility assigned by NHA from time to time. <p><u>Assistant Consultant (STG & Quality Assurance)</u></p> <ol style="list-style-type: none"> 1. Support Director (Health Policy and Quality Assurance) in carrying out activities involving but not limited to the domain of Standard Treatment Guidelines and related subjects 2. Responsible for development / updating of policy documents. Review of modification requests to quality guidelines 3. Assist in coordination with both internal and external stakeholders for successful implementation and operations of the scheme

			<ol style="list-style-type: none"> 4. Responsible for administrative and official documentation related to the vertical including but not limited to e-office, tech support, drafting OMs, drafting DOs, GB agendas, etc. 5. Serve as the primary contact for state coordinators, IT support, Insights and other teams for all queries related to Standard Treatment Guidelines 6. Assist in the planning, coordination and facilitation of activities related to Standard Treatment Guidelines 7. Monitoring and evaluation of STG dashboard on periodic basis. 8. Assist in improvement and evolution of Standard Treatment Guidelines by engaging stakeholders from multiple government and non – government entities. (TMH for cancer packages) 9. Development and implementation of NABH plus and NABH excellence 10. Arrange trainings, workshops, webinars etc. and / or identify / train master trainers for key topics that support Standard Treatment Guidelines and Quality Certification. 11. Engage in drafting and IT adaptation of Standard Treatment Guidelines received from medical expert committees at NHA 12. Support the IT division in development on HEM for regular monitoring and outliers 13. Responsible for ensuring AB PM-JAY Quality Certification in empaneled hospitals through SHAs 14. Working on HEM 2.0 content designing and linkage of HEM 2.0 and HFR content linkage 15. Working with innovation team on development for alignment of startup on various challenges faced in Quality. 16. Support on NABH Certification to hospitals. 17. Responsible for coordinating quality audits, hospital audits and support the Monitoring & Evaluation Division with fraud control measures etc. 18. Work intensively with the medical and IT teams of SHAs to resolve any issues that arise in the implementation of the scheme due to Standard Treatment Guidelines 19. Participate in the handholding of empaneled hospitals during pilots and rollout of Standard Treatment Guidelines 20. Responsible for compiling and analyzing the reported data to highlight trends in utilization of Standard Treatment Guidelines under the scheme 21. Work on any IT integration issues from Standard Treatment Guidelines perspective if any such challenges are noticed
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22. Maintain a working knowledge of significant developments and trends in the field of health / health insurance and Standard Treatment Guidelines
23. Deliver any other responsibility assigned by NHA from time to time.

Assistant Consultant (GOI Healthcare Providers)

1. Support Director (Provider Operations) in carrying out activities involving but not limited to the domain of Provider Operations.
2. Assist in coordination with other teams for successful implementation and operations of the scheme
3. Responsible for administrative and official documentation related to the vertical including but not limited to e-office, tech support, drafting OMs, drafting DOs, GB agendas, etc.
4. Serve as the primary contact for state coordinators, IT support, Insights and other teams for all medical queries
5. Assist in the planning, coordination and facilitation of activities related to guideline formulation and implementation
6. Assist in improvement and evolution of provider empanelment process by engaging stakeholders from multiple government and non – government entities
7. Arrange trainings, workshops, webinars etc. and / or identify / train master trainers for key topics that support Operationalization of empaneled GOI healthcare providers.
8. Engage in implementation of Provider Operations guidelines at state level and analysis of requests received from SHAs or other government schemes
9. Maintain a working knowledge of significant developments and trends in the field of health / health insurance
10. To deliver any other responsibility assigned by NHA from time to time.

Assistant Consultant (ISA/TPA/IC Engagement)

1. Management of the Service Provider Engagement Division under NHA under AB PM-JAY
2. Guide & facilitate domain specific technical support to SHAs on matters related to end to end claim settlement, ISA/TPA/IC engagement etc. as and when required
3. Manage the Advisors and Consultants working with Service Provider engagement division as well as ensuring continuous

			<p>coordination with the other divisions under NHA</p> <p>4. Involve and engage in various committees and sub-committees and various other supporting international development Agencies</p> <p>5. Responsible for coordinating medical audits based on indicators and support the Monitoring & Evaluation Division</p> <p>6. Maintain a working knowledge of significant developments and trends in the field of health/health insurance/ quality of care</p> <p>7. Conducting training workshops on Claim settlement and ISA/TPA/IC Engagement.</p> <p>8. Undertake monitoring visits to the states and support the state government for the various issues in Claim settlement and ISA/TPA/IC Engagement.</p> <p>9. Liaisoning with other government agencies to improvise process of Claim settlement along with engagement with TPA & IC.</p> <p>10. Improving quality by eliminating/ reducing gaps and identify & implement key areas of improvement</p> <p>11. Improving existing Checklists for assessing the claim settlement process</p> <p>To deliver any other responsibility assigned by NHA from time to time</p> <p><u>Assistant Consultant (Provider Empanelment)</u></p> <ol style="list-style-type: none"> 1. Support Joint Director (Service Provider Engagement) in carrying out activities involving but not limited to the domain of Provider Empanelment. 2. Assist in coordination with other teams for successful implementation and operations of the scheme 3. Responsible for administrative and official documentation related to the vertical including but not limited to e-office, tech support, drafting OMs, drafting DOs, GB agendas, etc. 4. Serve as the primary contact for state coordinators, IT support, Insights and other teams for all medical queries 5. Assist in the planning, coordination and facilitation of activities related to guideline formulation and implementation 6. Assist in improvement and evolution of providerempanelment process by engaging stakeholders from multiple government and non – government entities
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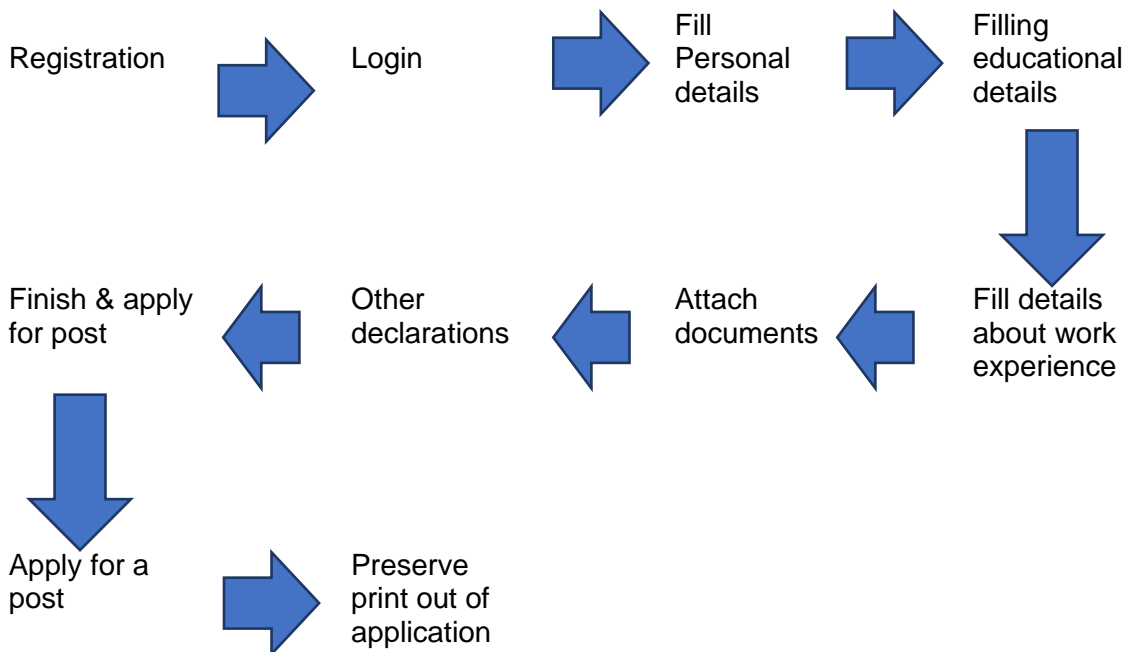
			<p>7. Arrange trainings, workshops, webinars etc. and / or identify / train master trainers for key topics that support Provider Empanelment.</p> <p>8. Engage in implementation of Provider Empanelment guidelines at state level and analysis of requests received from SHAs or other government schemes</p> <p>9. Maintain a working knowledge of significant developments and trends in the field of health / health insurance</p> <p>10. To deliver any other responsibility assigned by NHA from time to time.</p>
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ANNEXURE-III

Instructions for filling online application form

Before filling in the online application, candidates are advised to read carefully the following instructions.

Application Process:-



Note:- Applicants are advised to scan all the required documents to be uploaded beforehand, as mentioned in sections (E) and (F) below:-

A) Registration-

1. Name : Enter name (as in class 10th /High School Certificate)
2. Email ID: enter correct and valid e-mail ID
3. Candidate's Date of Birth : Enter date of Birth in DD/MM/YYYY format Only (as in class 10th /High School Certificate)
4. Security Question: Select a security question and record your Answer to reset the password.
5. Password: Make your own password as instructed in The site.

B) Login -

Now login to fill up other details

C) Personal Details

1. Address: Enter present address for correspondence with PIN code in full
2. Mobile number: Enter 10 digit mobile number correctly (without Pre-fixing zero)
3. Nationality : Enter Nationality

D) Educational Details-

1. Educational Qualifications: Enter the details of Educational Qualifications starting from Secondary/10th onwards, mentioning main subjects/discipline, name of the Board/University and School/College, year of joining (Month/year), year of completion (month/year), percentage(in case of grade/CGPA put equivalent percentage as per the formula prescribed by the board/institute/University).
2. After filling up the details click Save/Add button.
3. Repeat the same till last Qualification.

E) Experience Details-

1. Work Experience: Fill the details in chronological ascending order with first experience in the first row and so on **including present employment**. Please select appropriate sector carefully related to the concerned work experience. Experience sector may be considered while screening the applications by the Screening Committee. While filling up the period for current employment put current date in the "to date" column if you are continuing in the same job. **Total experience will be calculated based on the entries made in the rows filled.**
2. Work Period should not be overlapping.

3. Attach up-to-date and full Experience Certificate, issued by the employer, in respect of each employment, unambiguously indicating the nature of duties, date of joining, date of reliving and duration of experience, level/position, responsibilities etc.
4. **PRESS SAVE/ADD BUTTON after filling date in each row.**
5. Mention employer name, post held periods, emolument, nature of duties in detail in appropriate columns.
6. Additional information about present employment: Enter the other details related to present employment.
7. **PRESS SAVE DRAFT BUTTON.**

F) Upload documents-

1. Upload degree certificate against essential Educational Qualification: **(PDF format Maximum size 1MB)***
2. Upload last Salary Slip **(PDF format Maximum size 1MB)***
3. Upload Your Detailed Resume **(PDF File Less than 5 MB)***
4. Upload Your Photograph **(.jpg/.jpeg/.png or .gif image types Less than 1 MB.)***
5. Upload Your Signature **(.jpg/.jpeg/.png or .gif image type Less than 1 MB.)***

NOTE: PLEASE REMEMBER WHILE uploading above files: the first 03 are pdf files and the last 02 are . (.jpg/.jpeg/.png or .gif image types of 1 MB (1000kb).

In case of any error/update all the previously uploaded files need to be uploaded again.

G) Other Declarations-

1. Whether belongs to SC/ST/OBC/General
2. Whether any Criminal case is pending against you? If yes, please give Details : Select Yes/NO.
3. Whether you were convicted by any court at any time in your life? If yes Please give details. Select Yes/No
4. Whether any financial liabilities/any other obligations are pending with Present employer? If Yes please give details. Select Yes/No.
5. Whether you have any conflict of interest or pecuniary interest that you Could derive by working in this assignment with the Government of India?
- 6.. Carefully read the undertakings and tick (✓) all four points
7. Enter place of submission of the application form.
8. Check your details with Draft Preview.
9. Click on "Finish & Apply for Post" button.

H) Apply for a Suitable post- on next screen apply for suitable post. Before applying for a post including Preferred Area, please read again eligibility conditions, work experience required and job description thoroughly. Candidates may select appropriate " Preferred Area" and "Post" as per their choice and eligibility. (Please refer to the Advertisement for the advertised positions).

l) Take print out and preserve. **Same will be required at the time of interview of shortlisted candidates.**

NOTE:

1. The essential qualifications indicated in the original advertisement are the minimum and mere possession of the same does not entail candidates to be called for interview.

2. Candidates must ensure that they are fulfilling all eligibility conditions. The crucial date for determining the eligibility will be the last date of receipt of applications i.e ____ (21 days from the date of publication of the advertisement in the Employment News). They may refer to the advertisement/vacancy circular uploaded on the website of National Health Authority. Viz.www.pmjay.gov.in .

3. Candidates are requested to fill all the entries in their own interest. Data related to minimum educational qualifications with respect to the post concerned should be filled invariably. Data related to experience (especially period of experience) should be mentioned correctly as indicated in the documents available with the candidate. They must also ensure that there is no overlapping in the experience being entered in the application and filled up details of present employment.

4. Application will be accepted ONLINE only on the link provided on the Website of AB-PMJAY. No other mode of application will be accepted **.The last date of submission of ONLINE application is days from the date of publication of this advertisement in Employment News.**

5. Candidates are advised to indicate their active and valid e-mail ID in the ONLINE application and check their e-mail at regular intervals.

6. NHA does not assume any responsibility if any candidate is unable to submit his/her application on account of technical reasons or for any other reason beyond the control of NHA.

7. Candidates are strongly advised to apply well in time without waiting for the last date for submission of ONLINE application.

8. Candidates need not send the printout of the ONLINE application or any other supporting documents to NHA.

9. The candidates will be required to produce all the original documents and submit the self-attested copies, as and when asked to do so.

10. The candidates must ensure that the following points are followed to enable hassle-free submission of application:

a) Please use the system calendar indicated in the online application for the relevant date columns (e.g., Date of Birth, Period of work experience, etc.)

a) Please enter the experience in ascending chronological order.

- b) Date later than the present date should not be chosen for the educational Qualifications. Therefore, the last date should not be later than the present date.
- c) Date later than the present date should not be chosen for the experience. Therefore, the last date should not be later than the present date.
- d) Candidate should enter the completed qualification only and not the pursuing ones.
- e) The entries should be in accordance with the eligibility requirements as prescribed in the advertisement.

11. In case of any clarification on web related issues, please contact at Phone Number---- during working hours. Queries will be clarified only till 03:00 PM on the last day of filling of online application.

12 . in case of any clarification other than web related issues, please contact the following:-

Division	Name of the Officer	Telephone No.
Policy & Knowledge Management renamed as Monitoring & Research Evaluation	Dr. Ruchira Agarwal	2346808
Information Technology	Shri Rajat Agarwal	23468702
Stakeholders Empowerment	Call Centre & Grievance -Dr. Pankaj Arora, Director	23468805
	IEC - Ms. Parvaty Rahul, Deputy Director	49789095
	Capacity Building - Ms. Shilpa Pandya, Consultant	23468703
Health Policy and Quality Assurance	Dr. Ajai Agarwal	23468807

Queries will be clarified only till 03:00 PM on the last day of filling of online application.
