

No.S.12012/185/2019-NHA
Government of India
Ministry of Health & Family Welfare
National Health Authority

7th& 9th Floors, Tower I
Jeevan Bharati Building
Connaught Place, New Delhi-110001

Subject: Recruitment to position of Consultant (Capacity Building) in the National Health Authority, Ministry of Health and Family Welfare.

The National Health Authority, an attached office under the aegis of Ministry of Health and Family Welfare is required to propel forward a flagship Programme namely Scheme – 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. Policy Research, Information Technology, Enterprise Architecture, Artificial Intelligence, Machine learning, Data Science, Analytics, Hospital Network and Quality Assessment, advances in Medical Sciences, Health Economics, Insurance etc.

2. National Health Authority invites applications from talented, innovative and dynamic professionals for appointment on contract basis to the position of Consultant (Capacity Building) as per details furnished below.

i) Position: Consultant (Capacity Building)

ii) No. of position: 01 (One)

3. Mode of recruitment: Contract basis.

4. Pay: A consolidated pay of Rs. 1,25,000/- p.m.

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

5. Eligibility Conditions

5.1 Educational Qualifications

- i) Master's degree/Post Graduate Diploma in Social work/Management or related areas.

Desirable

- i) Experience in capacity building of national health insurance programmes.
- ii) Experience in Planning, and Strategy Development for capacity building.
- iii) Experience in Capacity building/Partnership related to national Government programmes.
- iv) Experience in capacity building related to health programmes.
- v) Experience of working with the Government at National and State level.
- vi) Experience of working at the field level directly.

5.2. Age Limits

Not less than 35 years and not exceeding 55 years.

5.3 Experience

Seven years experience in capacity building including experience in coordination with Central and State Governments, civil society, International development Organizations and other Stakeholders.

6 Contract

Individuals working at comparable levels in private sector Companies, Consultancy organizations, National/International Organizations and possessing the educational qualifications and experience mentioned in para 5 above.

7. Period of Contract

The period of contract will initially be for one year and is extendable further subject to satisfactory performance.

8. Crucial date for determining eligibility

The crucial date for determining age limits and experience shall be the closing date for receipt of applications.

9. Nature of duties attached to the post

Please see Annexure-I.

10. Mode of Application

Interested candidates are required to fill the online application form on the website of National Health Authority viz. www.pmjay.gov.in on the link provided. Candidates are advised to read carefully the instructions (Annexure-II) before filling up the online application. The last date for receipt of online applications is 2359 hrs. on 30th November, 2019.

The candidates are also required to enclose self-attested supporting documents sought for in the application form.

NOTE: INCOMPLETE APPLICATIONS OR APPLICATIONS WITHOUT THE SUPPORTING DOCUMENTS WILL BE SUMMARILY REJECTED AND NO COMMUNICATION WILL BE ENTERTAINED IN THIS REGARD.

(B.K.Datta)
General Manager (Admn.)

Duties attached to the post of Consultant (Capacity Building)

The Consultant will be supporting the head of Capacity Building division in NHA in managing the team and carrying out various capacity building activities as per PM-JAY guidelines.

Capacity Building

- Ensuring development of capacity building strategy for all stakeholders of scheme.
 - Support NHA in devising a suitable training and orientation work plan for various stakeholders at the National State and district level including field functionaries under AB-NHPM so that the implementation of the scheme can be improvised.
 - Guiding NHA in creating partnerships with national /regional/ state level institutes for support in training of various stakeholders under ABNHPM.
 - Support team leader of capacity building in managing the team.
 - Manage the Learning Management System for capacity development and its usage.
 - Support in development of State specific capacity building strategies.
 - Ensure that trainings materials are prepared and trainings are conducted as per the strategy.
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ANNEXURE-II

Instructions for candidates for submission of online applications

1. Separate online applications are required to be submitted for each position.
 2. Before filling in the online application, candidates are advised to read (i) the Important Instructions, (ii) the Very Important Note and (iii) information on action against candidates found guilty of misconduct appended on the link to online application on the website of NHA.
 3. Furnish the details of educational qualification in Column 14 and details of experience in Column 15 of the online application in reverse chronological order i.e. starting from the most latest to the earliest.
 4. The candidates are required to upload the following documents.
 - a) Attested/Certified copies of all educational qualifications claimed in column 14 of the online application. (PDF format. Maximum size 1 MB)
 - b) Candidates are advised to scan all the required documents to be uploaded beforehand.
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Subject: Recruitment to two positions of Consultant [(Information, Education & Communication (IEC)] in the National Health Authority, Ministry of Health and Family Welfare.

The National Health Authority, an attached office under the aegis of Ministry of Health and Family Welfare is required to propel forward a flagship Programme namely Scheme – 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. Policy Research, Information Technology, Enterprise Architecture, Artificial Intelligence, Machine learning, Data Science, Analytics, Hospital Network and Quality Assessment, advances in Medical Sciences, Health Economics, Insurance etc.

2. National Health Authority invites applications from talented, innovative and dynamic professionals for appointment on contract basis to two positions of Consultant [(Information, Education & Communication (IEC)] as per details furnished below.

I. Position: Consultant [(Information, Education & Communication (IEC)]

II. No. of position: 02 (Two)

3. Mode of recruitment

Contract basis

4. Pay

A consolidated pay of Rs. 1, 25,000/- p.m. for one position and a Consolidated pay of Rs. 85,000/- for the other position.

4.1. Candidates appointed on contract basis would not be entitled to residential accommodation, official transport, leave encashment or any other allowances as admissible to a regular government employee. Leave rules applicable to a regular Government employee will not be applicable to a contractual appointee. However,

a contractual appointee will be entitled to 12 (Twelve) days leave on pro-rata basis in a calendar year.

5. Eligibility conditions

5.1 Educational Qualifications

(A) For Consultant (IEC) with a consolidated remuneration of Rs. 85,000/- p.m.

Master's degree in any discipline from recognized university.

Desirable

Excellent communication skill in Hindi & English
Command over Microsoft (MS) office
Experience of execution of contract.

(B) For Consultant (IEC) with a consolidated a remuneration of Rs. 1,25000/- p.m.

Master's degree in Mass Communication/Journalism/Public Relations/Social work/Management or equivalent.

Desirable

Experience in Planning, and Strategy Development, Experience in Capacity building/Partnership related to health programmes.

5.2. Age Limits

(A) For Consultant (IEC) with a consolidated remuneration of Rs. 85,000/- p.m.

Not less than 25 years and not exceeding 45 years.

(B) For Consultant (IEC) with a consolidated a remuneration of Rs. 1,25000/- p.m.

Not less than 35 years and not exceeding 55 years.

5.3. Experience

(i) For Consultant (IEC) with consolidated remuneration of Rs. 85,000/-

Individuals working at comparable levels in private sector Companies, Consultancy organizations, National/International Organizations and possessing the educational qualifications and 3 years' experience mentioned in para 5 above.

- (ii) For Consultant (IEC) with consolidated remuneration of Rs. 1,25,000/- p.m.

Working in similar capacity in any Central/State Government Department/Autonomous Body/PSU/Municipal Body/Research Institution Universities, private sector Companies, Consultancy organizations for 5 years.

6. Contract

Individuals working at comparable levels in private sector Companies, Consultancy organizations, National/International Organizations and possessing the educational qualifications and experience mentioned in para 5 above.

7. Period of Contract

The period of contract will initially be for one year and is extendable further subject to satisfactory performance.

8. Crucial date for determining eligibility

The crucial date for determining age limits and experience shall be the closing date for receipt of applications.

9. Nature of duties attached to the positions

Please see Annexure-I.

10. Mode of Application

Interested candidates are required to fill the online application form on the website of National Health Authority viz. www.pmjay.gov.in on the link provided. Candidates are advised to read carefully the instructions (Annexure-II) before filling up the online application. The last date for receipt of online applications is 30th November, 2019.

The candidates are also required to enclose self-attested supporting documents sought for in the application form.

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(B.K.Datta)
General Manager (Admn.)

ANNEXURE-I

Duties attached to the post of Consultant [(Information, Education & Communication (IEC)]

I For Consultant (IEC) with a consolidated remuneration of Rs. 85,000/- p.m.

- Scrutiny of all contracts to draw up schedule of commitments in order to outline points which GM & Division must enforce with vendors. Periodical reminders to YP & GM.
- Prompt scrutiny and processing of all bills received in the Division.
- Promptly putting up above bills within 8 days of receipt for approval to GM.
- Receipt and processing of all communication (including dak) sent to IEC Division, GM & CEO: letters, references from other Ministries, State Governments, emails etc.
- Procurement and inventory management for IEC division.
- Liaison with CSR partners.
- Liaison with vendors/other Divisions of NHA.
- Parliament references related to IEC Division.
- Coordination with MoHFW, DAVP, DD, AIR and new agencies and other such government agencies.
- Coordination with printers etc. for NHA's different publications.
- Maintenance of leave and travel accounts of IEC Division.
- Dispatch of communication materials to other organizations.
- Proper accounting and storage of creative material of IEC Division.
- Maintenance and putting up of all files of IEC Division.
- Any other administrative work related to the Division as may be assigned by senior officers.

II For Consultant (IEC) with a consolidated remuneration of Rs. 1,25,000/- p.m.

- Development of Strategic Plan and Quarterly Operational Plan of IEC Division.
- Development of various guidelines, policy documents, vetting of creative material, sharing the same with States.
- Development and submission of detailed media plans for campaigns.
- Development and tracking of State-wise IEC plans in coordination with SHAs
- Visits to States to assess outcomes of plans developed for SHAs.
- Organizing Annual Workshop at NHA and Regional Workshops for SHAs.
- Tracking work of communications agency with reference to the contract and timely submission of quantitative and qualitative progress of work to superior officers at intervals specified by the latter.
- Tracking of all financial commitments as per contracts, agreements and MoUs signed by the Division; ensuring prompt processing of the bills and payment request and submission to superior authority.

- Tracking of all creative commitments as per contracts, agreement and MoUs signed by the Division.
 - Vetting of video and audio scripts, social media posts submitted by creative agency.
 - Coordinating with Divisions concerned for preparation of Press Briefs, Advertorials.
 - Organizing press conferences from time to time as instructed by senior officers.
 - Manage publications prepared for NHA such as monthly newsletter, Annual Report, Best Practices Guides, etc. This includes liaison with Divisions concerned, printers and creative agencies.
 - Liaison with CSR partners and tracking of commitments.
 - Tracking, accounting and safe storage of all creative materials prepared for NHA; such as photographs, videos, audio clips, posters, banners, layouts, social media creative, etc.
 - Timely dissemination of all creative materials with SHAs and all NHA publication as per a pre-drawn schedule and approved list of recipient organization duly approved by senior officers.
 - Preparation and submission of weekly statistics of work done to GM.
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ANNEXURE-II

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 3. Furnish the details of educational qualification in Column 14 and details of experience in Column 15 of the online application in reverse chronological order i.e. starting from the most latest to the earliest.
 4. The candidates are required to upload the following documents.
 - a) Attested/Certified copies of all educational qualifications claimed in column 14 of the online application. (PDF format. Maximum size 1 MB)
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Subject: Recruitment to one position of Consultant (Information Security Officer [(ISO)] on contract basis in the National Health Authority, Ministry of Health and Family Welfare.

The National Health Authority, an attached office under the aegis of Ministry of Health and Family Welfare is required to propel forward a flagship Programme namely Scheme – 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. Policy Research, Information Technology, Enterprise Architecture, Artificial Intelligence, Machine learning, Data Science, Analytics, Hospital Network and Quality Assessment, advances in Medical Sciences, Health Economics, Insurance etc.

2. National Health Authority invites applications from talented, innovative and dynamic professionals for appointment on contract basis to one position of Consultant (Information Security Officer [(ISO)] as per details furnished below.

i). Position: Consultant (Information Security Officer [(ISO)]).

ii). No. of position: 01 (One).

3. Mode of recruitment: Contract basis.

4. Pay: A consolidated pay of Rs. 2 , 20,000/- p.m.

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

5. Eligibility Conditions

5.1. Educational Qualifications

Essential

- i) Bachelors degree in Electronics & Telecommunication/ Computer Science/ Electronics & communication/Information Technology or any equivalent degree from a recognized University/Institute;

Desirable

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

5.2. Age Limits

Not less than 30 years and not exceeding 50 years.

5.3. Experience

12 years experience in governance of Information technology out of which 5 years' experience in Cyber security domain.

6. Contract

Individuals working at comparable levels in private sector Companies, Consultancy organizations, National/International Organizations and .0possessing the educational qualifications and experience mentioned in para 5 above.

7. Period of Contract

The period of contract will initially be for one year and is extendable further subject to satisfactory performance.

8. Crucial date for determining eligibility

The crucial date for determining age limits and experience shall be the closing date for receipt of applications.

9. Nature of duties attached to the post

Please see Annexure-I.

10. Mode of Application

Interested candidates are required to fill the online application form on the website of National Health Authority viz. www.pmjay.gov.in on the link provided. Candidates are advised to read carefully the instructions (Annexure-II) before filling up the online application. The last date for receipt of online applications is 30th November, 2019.

The candidates are also required to enclose self-attested supporting documents sought for in the application form.

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(B.K. Datta)
General Manager (Admn.)

Duties attached to the post of Consultant (ISO)

1. Key Responsibilities

- Maintaining and updating the threat landscape for the organization on a regular basis including staying up to date about the latest security threat environment and related technology developments
- Collaborate with business and functional leadership to identify NHA's information and cyber security risks; assess associated threats and vulnerabilities, build and manage treatment plans, and negotiate acceptable levels of residual risk.
- Govern, manage and monitor the security controls framework to protect NHA's information assets and digital technology systems and effectively mitigate significant risks.
- Regularly contribute and present to NHA CISO covering cyber security preparedness and posture, the evolving threat landscape, as well as information security risk treatment and mitigation. If for some reason, that is not possible, ISO Head must report directly to next senior most person in the Ministry/Department (CEO/Head in case of organizations)
- 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.
- Manage executive stakeholders with regular dialogue, status reports, and alert escalation.
- Developing and implementing a security architecture for the organization by leveraging technology and understanding of threat landscape.
- Ensure IT compliance with regulatory and legal requirements, data privacy, risk management, transparency, and third-party oversight.
- Interacting with regulatory bodies and external agencies that could be of help to maintain information security for the organization, e.g. CERT-In
- Direct the design and deployment of strategic, next-generation security controls to meet the evolving risks faced by NHA's digital ecosystem; this includes data monitoring and control, asset discovery and hygiene assurance, cloud access security (CASB), access analytics, and cross-industry cyber threat analytics.
- Institutionalize 3rd-Party Oversight and Risk Assessment Processes, including inventory, assessment, risk acceptance, controls assurance and secure partner connectivity. Ensure responses to CAG Audit Teams, if any are sought
- Work closely with IT functional areas and service providers.
- Lead and champion full information sharing and collaboration across the healthcare sector, to provide a collective focus on protecting the industry against evolving security threats.

ANNEXURE-II

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Subject: Recruitment to one position of Consultant (Research and Evaluation) on contract basis in the National Health Authority, Ministry of Health and Family Welfare.

The National Health Authority, an attached office under the aegis of Ministry of Health and Family Welfare is required to propel forward a flagship Programme namely Scheme – 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. Policy Research, Information Technology, Enterprise Architecture, Artificial Intelligence, Machine learning, Data Science, Analytics, Hospital Network and Quality Assessment, advances in Medical Sciences, Health Economics, Insurance etc.

2. National Health Authority invites applications from talented, innovative and dynamic professionals for appointment on contract basis to one position of Consultant (Monitoring and Evaluation) as per details furnished below...

- I. Position: Consultant (Research and Evaluation).
 - II. No. of position: 01 (One)..
3. Mode of recruitment: Contract basis.
4. Pay: A consolidated pay of Rs. 1, 25,000/- p.m.
- 4.1. Candidate appointed on contract basis would not be entitled to residential accommodation, official transport, leave encashment or any other allowances as admissible to a regular government employee. Leave rules applicable to a regular Government employee will not be applicable to a contractual appointee. However, a contractual appointee will be entitled to 12 (Twelve) days leave on pro-rata basis in a calendar year.

5. Eligibility Conditions

5.1 Educational Qualifications

Essential

- i) PhD in social sciences/public health/any other related discipline from a recognized University/ Institute

Desirable

- i) Excellent knowledge of both quantitative and qualitative research methodologies
- ii) Excellent knowledge of use of statistical packages
- iii) Knowledge of the working of the Central/State Governments with specific reference to Schemes and their implementation.
- iv) Experience of working on research and evaluation of public health programmes
- v) Profound understanding of health financing and health insurance related issues in India
- vi) Proven track record in scientific publications

5.2. Age Limits

Not less than 35 years and not exceeding 55 years.

5.3. Experience

Seven years experience in the relevant field.

6. Contract

Individuals working at comparable levels in research institutions, Universities, development agencies, private sector Companies, Consultancy organizations, National/International Organizations and possessing the educational qualifications and experience mentioned in para 5 above.

7 Period of Contract

The period of contract will initially be initially for one year and is extendable further subject to satisfactory performance.

8. Crucial date for determining eligibility

The crucial date for determining age limits and experience shall be the closing date for receipt of applications.

9. Nature of duties attached to the post

Please see Annexure-I

10. Mode of Application

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(B.K.Datta)
General Manager (Admn.)

ANNEXURE-I

Duties attached to the post of Consultant (Research and Evaluation)

- She/He will be responsible for leading the research and evaluation, which includes development of various guidelines, policy documents, data analysis etc along with Operations Division.
- Contribute in generating evidence through various analysis of the data which will be regularly available from the states and that must feed into the policy making about various aspects of the scheme.
- Support in all the research and evaluation of the AB-NHPM so that the implementation of the scheme can be improvised depending upon the research findings, which can eventually feed into policy development.
- Maintain a working knowledge of significant developments and trends in the field of health/health insurance.
- Support NHA senior management in preparation of research priority areas for NHA for defined period.
- Prepare working papers/policy briefs on identified topics.
- Support States in carrying out research and evaluation activities.
- Coordinate with various agencies carrying out research activities.
- Support implementation of scheme in the states through the team in NHA as per the issued policy documents and guidelines.
- Provide continuous technical support to SHAs in all the states for the implementation of the scheme.
- Provide support in the preparation of all policy documents for fraud and abuse control, monitoring under AB-NHPM, as well as guidance to the state for all the procedures related to continuous monitoring of the scheme, preventing occurrence of fraud and abuse of the scheme in their state, etc.
- Develop, and co-ordinate the working of NHA consultants. Co-ordinate with States to facilitate technical inputs and timely information required to further the goals of PM-JAY.
- Involve and engage in various committees and sub-committees and various other supporting International development Agencies.

- Maintain official records, documents, files, and ensure compliance with government regulations and systems.
 - Organize routine, periodical and surveillance visits on sample basis to entities participating in the scheme to ensure that all processes are running as per defined standards • Undertake any other assignment / responsibility given by MoHFW / NHA.
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III. Position: Consultant (Research and Evaluation).

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- ii) PhD in social sciences/public health/any other related discipline from a recognized University/ Institute

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- vii) Excellent knowledge of both quantitative and qualitative research methodologies
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- ix) Knowledge of the working of the Central/State Governments with specific reference to Schemes and their implementation.
- x) Experience of working on research and evaluation of public health programmes
- xi) Profound understanding of health financing and health insurance related issues in India
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5.2. Age Limits

Not less than 35 years and not exceeding 55 years.

5.3. Experience

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6. Contract

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(B.K.Datta)
General Manager (Admn.)

ANNEXURE-I

Duties attached to the post of Consultant (Research and Evaluation)

- She/He will be responsible for leading the research and evaluation, which includes development of various guidelines, policy documents, data analysis etc along with Operations Division.
- Contribute in generating evidence through various analysis of the data which will be regularly available from the states and that must feed into the policy making about various aspects of the scheme.
- Support in all the research and evaluation of the AB-NHPM so that the implementation of the scheme can be improvised depending upon the research findings, which can eventually feed into policy development.
- Maintain a working knowledge of significant developments and trends in the field of health/health insurance.
- Support NHA senior management in preparation of research priority areas for NHA for defined period.
- Prepare working papers/policy briefs on identified topics.
- Support States in carrying out research and evaluation activities.
- Coordinate with various agencies carrying out research activities.
- Support implementation of scheme in the states through the team in NHA as per the issued policy documents and guidelines.
- Provide continuous technical support to SHAs in all the states for the implementation of the scheme.
- Provide support in the preparation of all policy documents for fraud and abuse control, monitoring under AB-NHPM, as well as guidance to the state for all the procedures related to continuous monitoring of the scheme, preventing occurrence of fraud and abuse of the scheme in their state, etc.
- Develop, and co-ordinate the working of NHA consultants. Co-ordinate with States to facilitate technical inputs and timely information required to further the goals of PM-JAY.
- Involve and engage in various committees and sub-committees and various other supporting International development Agencies.

- Maintain official records, documents, files, and ensure compliance with government regulations and systems.
 - Organize routine, periodical and surveillance visits on sample basis to entities participating in the scheme to ensure that all processes are running as per defined standards • Undertake any other assignment / responsibility given by MoHFW / NHA.
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ANNEXURE-II

Instructions for candidates for submission of online applications

1. Separate online applications are required to be submitted for each position.
 2. Before filling in the online application, candidates are advised to read (i) the Important Instructions, (ii) the Very Important Note and (iii) information on action against candidates found guilty of misconduct appended on the link to online application on the website of NHA.
 3. Furnish the details of educational qualification in Column 14 and details of experience in Column 15 of the online application in reverse chronological order i.e. starting from the most latest to the earliest.
 4. The candidates are required to upload the following documents.
 - m) Attested/Certified copies of all educational qualifications claimed in column 14 of the online application. (PDF format. Maximum size 1 MB)
 - n) Candidates are advised to scan all the required documents to be uploaded beforehand.
 - o) Photograph (.jpg/.jpeg/.png or.gif image types less than 1 MB.
 - p) Signature of the candidate (to be appended at the end of the online application) .jpg/.jpeg/.png or .gif image types-less than 1 MB.
 5. In case of any error/updates all the previously uploaded files need to be uploaded again.
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