

No.S-12012/03/2022-NHA
Government of India
Ministry of Health & Family Welfare
National Health Authority

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

Dated: 10 January 2022

To

As per list attached

Subject: Vacancy circular for one post each Executive Director (IT) and Deputy Director (IT) in National Health Authority, an attached office of the Ministry of Health & Family Welfare – regarding.

Sir,

With reference to the subject cited above, I am directed to enclose herewith a copy of vacancy circular No.S.12012/03/2022-NHA for one post each of Executive Director (IT), Level-13A and Deputy Director (IT), Level 11 in the National Health Authority, an attached office under the aegis of Ministry of Health & Family Welfare, proposed to be filled up by Deputation (including short-term-contract). The vacancy circular may please be widely circulated in your organisation. An abridged version of the advertisement of the vacancy is also being published in the employment News separately.

2. Applications of eligible and willing candidates accompanied by the essential documents may be forwarded to the undersigned latest by 7th February 2022. Incomplete/applications not accompanied by the essential documents will be summarily rejected.

Yours faithfully,


(Sraddha Paul)

Deputy Director (Admin.)

MAILING LIST

1. Department of Personnel & Training with the request to upload the vacancy circular on the website of DOPT.
2. All other Ministries/Departments of Government of India as under:-
 - Office of Comptroller & Auditor General of India
 - Indian Railway Accounts Service, Ministry of Railways, Railway Board
 - Office of Controller General of Accounts
 - Ministry of Agriculture and Farmers Welfare
 - Department of Agricultural Research and Education (DARE)
 - Department of Agriculture, Cooperation and Farmers Welfare
 - Ministry of AYUSH
 - Ministry of Chemicals and Fertilizers
 - Department of Chemicals and Petrochemicals
 - Department of Fertilizers
 - Department of Pharmaceuticals
 - Ministry of Civil Aviation
 - Ministry of Coal
 - Ministry of Commerce and Industry
 - Department for Promotion of Industry and Internal Trade
 - Department of Commerce
 - Ministry of Communications
 - Department of Posts
 - Department of Telecommunications (DOT)
 - Ministry of Consumer Affairs, Food and Public Distribution
 - Department of Consumer Affairs
 - Department of Food and Public Distribution
 - Ministry of Corporate Affairs
 - Ministry of Culture
 - Ministry of Defence
 - Department of Defence
 - Department of Defence Production
 - Department of Defence Research & Development
 - Department of Ex-Servicemen Welfare
 - Ministry of Development of North Eastern Region
 - Ministry of Earth Sciences
 - India Meteorological Department (IMD)
 - Ministry of Electronics and Information Technology
 - Ministry of Environment, Forest and Climate Change
 - Ministry of External Affairs
 - Ministry of Finance
 - Department of Economic Affairs
 - Department of Expenditure
 - Department of Financial Services
 - Department of Investment and Public Asset Management
 - Department of Revenue
 - Ministry of Fisheries, Animal Husbandry and Dairying
 - Department of Animal Husbandry and Dairying
 - Department of Fisheries
 - Ministry of Food Processing Industries
 - Ministry of Health and Family Welfare
 - Department of Health and Family Welfare
 - Department of Health Research, Ministry of Health & Family Welfare
 - Ministry of Heavy Industries and Public Enterprises

3. The Chief Secretary to the Government of –
National Capital Territory of Delhi, Delhi Assam, Dispur (Guwahati), Meghalaya, Shillong, Manipur, Imphal, Arunachal Pradesh, Itanagar, Mizoram, Aizawl, Nagaland, Kohima, Tripura, Agartala, Sikkim, Gangtok, West Bengal, Kolkata, Odisha, Bhubaneswar, Andhra Pradesh, Visakhapatnam, Telengana, Hyderabad, Tamil Nadu, Chennai, Karnataka, Bengaluru, Kerala, Thiruvananthapuram, Jammu & Kashmir, Srinagar, Uttar Pradesh, Lucknow, Bihar, Patna, Madhya Pradesh, Bhopal, Gujarat, Gandhinagar, Maharashtra, Mumbai, Goa, Panaji, Chhattisgarh, Raipur, Rajasthan, Jaipur, Himachal Pradesh, Shimla, Haryana, Chandigarh, Punjab, Chandigarh, Uttarakhand, Dehradun, Jharkhand, Ranchi,
4. The Chief Secretary, Government of Union Territory of
Andaman & Nicobar Islands, Port Blair, Puducherry, Puducherry, Lakshadweep, Kavarati, Dadra and Nagar Haveli, Silvassa, Daman and Diu, Daman, UT of J&K, UT of Laddakh.
5. The Registrar,
Agra University, Agra, Aligarh Muslim University, Aligarh, University of Allahabad, Amravati University, Amravati, Andhra University, Waltair, Anna University, Chennai, Annamalai University, Annamalainagar, Awadh University, Faizabad, Awadesh Pratap Singh University, Rewa (MP), Banaras Hindu University, Varanasi, Bangalore University, Bengaluru, Hechampur University, Bhanja (Bihar), Bhagalpur University, Bhagalpur, Bharatiar University, Coimbatore, Bhartidasan University, Tiruchirapalli, Bhopal Vishwavidyalaya, Bhopal, University of Bihar, Muzaffarpur, University of Burdwan Kolkata, University of Calcutta, Kolkata, University of Calicut, Calicut, University of Cochin, Kochi, University of Delhi, Delhi, Dibrugarh University, Dibrugarh, Guwahati University, Guwahati, North Eastern Hill University, Shillong, North Bengal University, Siliguri, Jadavpur University, Kolkata, Guru Nank Dev University, Amritsar, University of Gorakhpur, Gorakhpur, Himachal Pradesh University, Shimla, Gujarat Ayurved University, Jamnagar, Jagannath Sanskrit Vishwavidyalaya, Puri, Jawaharlal University, New Delhi, Nagpur University, Nagpur University, Nagpur, Meerut University, Meerut, University of Madras, Chennai, University of Lucknow, Lucknow, Manipur University, Kanchipur, Imphal, Rabindra Bharti University, Santiniketan, Sri Venkateswara University, Tirupati.
6. The Registrar, Indian Institute of Technology, Kharagpur, Madras, Kanpur, Delhi, Mumbai.
7. The Director, Central Water and Power Research Station, Khadakvasla, Pune-24.
8. The Director, National Geophysical Research Institute, Uppal Road, Hyderabad-500 007.
9. The Chairman, Oil and Natural Gas Commission, Tel Bhawan, Dehradun.
10. The Director General, Geological Survey of India, 27, Jawaharlal Nehru Road, Kolkata-700 016..
11. The Director General, Survey of India, Dehradun.
12. The Director General, Council of Scientific and Industrial Research, Anusandhan Bhawan, Rafi Marg, New Delhi-110001.
13. The Director General, Defence Research and Development Organisation Hqs., Directorate of Personnel, B wing, Sena Bhawan, New Delhi-110001.
14. The Defence Electronics Applications Lab (DEAL), DRDO, Ministry of Defence, Raipur Road, Dehradun-248 001..
15. The Senior Deputy Director General (Geophysics), Central Geophysics Division, Geological Survey of India, 115, Park Street, Kolkata-700 016.

16. The Director, Indian School of Mines, Dhanbad-4.
17. The Director General Indian Council of Agricultural Research, Krishi Bhawan, New Delhi-110001.
18. Indian Space Research Organisation
19. Atomic Energy Commission, Mumbai.
20. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069
21. The Election Commission of India
22. The New Delhi Municipal Council, New Delhi.

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9th Floor, Tower I,
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Dated January 2022

Applications are invited from eligible candidates for appointment by Deputation (including short- term- contract) to the following posts in National Health Authority, an attached officer of the Ministry of Health & Family Welfare.

S.No.	Designation of the post	Classification of the post	Level in pay matrix	No. of posts
1.	Executive Director (IT)	Group 'A' gazetted, non-ministerial	Level-13-A	01
2.	Deputy Director (IT)	Group 'A' gazetted, non-ministerial	Level-11	01

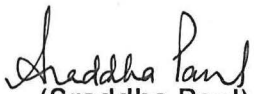
2. The details of the posts, eligibility criteria, job requirement, age limit etc. required for each post are indicated in Annexure I. The pay and other terms and conditions of deputation (including short-term-contract) will be regulated in accordance with DOPT's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time. Cadre authorities/Heads of Department are requested to forward applications of eligible and willing candidates whose services can be spared for appointment to the above posts by deputation (including short-term-contract) so as to reach the undersigned at National Authority, 3rd Floor, Tower I, Jeevan Bharati Building, Connaught Place, New Delhi-110001 latest by 07.02.2022. The Application Form/Curriculum Vitae proforma is at Annexure-II.

LIST OF DOCUMENTS TO BE SENT ALONG WITH THE APPLICATION

1. Application in prescribed format – Annexure II duly filled in and signed by the candidate and countersigned with seal by the Cadre/Appointing authority.
2. Attested copies of APAR/ACRs for the 5 (five) years i.e. from 2015-16 to 2019-2020 duly attested on each page by an officer not below the rank of Under Secretary to the Government of India.
3. Integrity Certificate
4. Vigilance Clearance Certificate

5. Statement of major or minor penalties, if any, imposed on the officer during the last 10 years of service.
6. A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.
7. Cadre Clearance Certificate.

NOTE: Incomplete application or application not accompanied by the above documents will be summarily rejected. Advance copy of applications will also not be entertained.


(Sraddha Paul)
Deputy Director (Admin.)

I. One post of Executive Director (IT) National Health Authority, Group 'A', Gazetted, Level 13-A (Rs. 131100-216600)

Method of recruitment - Deputation (including short-term-contract).

Eligibility Criteria Deputation (including short term contract)

Officers under the Central/State Governments/UTs/ autonomous or Statutory organisations/Public Sector Undertakings/Recognised Research Institutions/ Universities:-

a(i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) With two years service rendered after appointment thereto on a regular basis in posts in Level 13 (Rs. 123100-215900) in the pay matrix or equivalent in the parent cadre or department; or

iii) With six years service rendered after appointment thereto on a regular basis in posts in Level 12 (Rs. 78800-209200) in the pay matrix or equivalent in the parent cadre or department; and

(b) Possessing following qualifications and experience:-

Essential

i) Bachelors degree in Electrical and Electronics/Computer Sciences Engineering from a recognized University/Institute;

(ii) 10 years' experience in e-governance /IT (Management of Projects).

Note-1. The period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed five years.

Note-2. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

II. One (01) post of Deputy Director (IT), National Health Authority, Group 'A', Gazetted, Level 11 (Rs. 67700-208700)

Method of recruitment - Deputation (including short-term-contract).

Eligibility Criteria Deputation (including short term contract)

Deputation (including short term contract)

Officers under the Central/State Governments/UTs/ autonomous or Statutory organisations/Public Sector Undertakings/Recognised Research Institutions/ Universities:-

a(i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with five years service rendered after appointment to on regular basis in posts in Level 10 (Rs. 56100-177500) in the pay matrix or equivalent in the parent cadre or department; and

b) possessing the following educational qualifications and experience:-

Essential

i) B.Tech. in Computer Science Engineering from a recognized University/Institute.

(ii) 5 years' experience in e-governance/ IT (Management of Projects)

Note-1. The period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Government shall ordinarily not exceed three years.

Note-2. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into service	
(ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ Experience possessed by the officer
Essential	Essential
A. Qualification	A. Qualification
B. Experience	B. Experience
Desirable	Desirable
A. Qualification	A. Qualification
B. Experience	B. Experience
<p>5.1 Note: This column needs to be amplified to indicate "Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	

6.1 Note: Borrowing Departments are to provide their specific comments! views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate(as Indicated in the Bio-data) with reference to the post applied.

7. Details of Employment, in chronological order. **Enclose separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation / contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in

			the parent organization
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities Others</p>	
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	

14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
<p>16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii)Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the Organization (v) Any research/ innovative measure involving official recognition vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is Insufficient)</p>		
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of		

non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption', Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" 'or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

E-mail _____

Mobile No. _____

Date _____

Certification by the Employer Cadre Controlling Authority

The information details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri./Smt _____

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No. major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer / Cadre Controlling Authority with Seal)