

**Government of India
Ministry of Health & Family Welfare
Department of Health Research
New Delhi – 110001**

2nd Floor, IRCS Building, Red Cross Road, New Delhi – 110001
No. V.25011/479/2016-HR Dated: 09/04/2018

**Inviting Applications for various positions in Health
Technology Assessment in India (HTAIn) Secretariat**

Applications are hereby invited from interested and eligible candidates for the following positions in the **Health Technology Assessment in India (HTAIn) Secretariat** in the Department of Health Research, Ministry of Health & Family Welfare, purely on contractual basis. Applicants may refer to the website <http://www.dhr.gov.in> for further details regarding remuneration, eligibility conditions, etc:

Junior Health Economist	2 Positions
Programme Manager	1 Position

Interested Candidates may send their applications with self-attested copies of certificates by post so as to reach **Sh. Vinod Kumar, Under Secretary, DHR, Room No. 204, IRCS Building, Red Cross Road, New Delhi – 110001** by **30/05/2018**.

Government of India
Ministry of Health & Family Welfare
Department of Health Research

Job Details for various Personnel under Health Technology Assessment in India
(HTAIn) Secretariat in Department of Health Research (DHR)

I. Job Description

Ministry of Health & Family Welfare, Department of Health Research intends to set up a system for the evaluation of appropriateness and cost effectiveness of the available and new Health technologies in India as part of the research governance mandate of the Department of Health Research.

In order to establish an authority, systems for extracting available evidence, gather primary data/information through model projects for improving the health research governance in India and to examine the numerous and heterogeneous health technology providers, payers and adopters, a Health Technology Assessment in India (HTAIn) Secretariat has been set up in the Department of Health Research. The HTAIn would be empowered to make recommendations to the Government of India after suitable health technology assessment systems through evaluation on the appropriateness and cost effectiveness of medical technologies, interventions and procedures for introduction /procurement in India.

Department of Health Research (DHR) intends recruiting the following personnel purely on contractual basis for Health Technology Assessment in India (HTAIn) Secretariat. The consolidated remuneration range and age limit are as under:

Name of the Position	Consolidated Remuneration	Age Limit	No. of Positions
Junior Health Economist	Rs. 60,000- 80,000/- per month	Not less than 25 years but not exceeding 60 years	2 Positions
Programme Manager	Rs. 70,000-90,000/- per month	Not less than 35 years but not exceeding 60 years	1 Position
Total: 3 Positions			

II. Major Role & Responsibilities:

A. Junior Health Economist

- Contribute to technical and organizational planning of Health Technology Assessment (HTA) in India.

- Contribute to identifying and communicating with technical partners in the field of HTA in India
- To undertake HTA studies for topics allocated by the State and Central Government
- Contribute to the writing, editing and publishing of reports and journal articles
- Taking advocacy initiatives on behalf of DHR to publicise the work of HTAIn including working with the media and other sources of information dissemination, such as circulars and newsletters
- Respecting the confidentiality of work of the HTAIn Secretariat and Technical Appraisal Committee/Board
- Adhering to DHR policies and procedures
- Any other work as may be assigned by Joint Secretary, DHR

B. Programme Manager

Major Role and Responsibilities, Qualification and Experience for the post of Programme Manager:

- To provide efficient and effective daily operational management of all activities relating to the HTAIn Secretariat
- To support the communication and coordination activities between the Board Technical Appraisal Committee, DHR, Central and State Government and non-government partners and International advisors
- To provide efficient and effective administrative and secretarial support to the HTA programme, including preparing correspondence and papers, collating, copying and distributing papers
- To organize meetings, teleconferences, videoconferences and other events, which may include coordinating the attendance of invitees, assisting in travel arrangements, etc.
- To prepare agenda and other meeting papers, their distribution and preparing record of discussions of meetings
- To manage and operate information management systems, including filing system
- To develop and manage databases and other records, such as mailing listes, budget monitoring spread sheets
- To deal with day to day enquiries by other Departments / agencies, etc.

C. Junior Health Economist

Qualifications and experience:

Essential:

- 1st class Masters in Public Health from any recognised University with Science/Medical background
- Hands on experience on Health Technology related work or Health Economics.

- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point.
- Knowledge of cost-analysis & economic decision modelling in MS Excel or Tree Age.
- Having undertaken at least 1-2 full economic evaluation of health care program/intervention/drug or device.
- Excellent communication and presentation skills

Desirable:

- Experience of data collection and analysis for the purpose of informing health policy and decision-making
- A working knowledge of Indian health care systems at national and state levels.

D. Programme Manager

Qualifications and experience:

Essential:

- MBA in Human Resource Management/ Master's Degree in any discipline from Government recognized institute with more than 5 years working experience in Government Sector / PSU
- Exposure in social sector schemes at national, state and district level
- Knowledge of MS Office, MS Word, MS Power Point, MS Excel
- Preference will be given to persons having experience of working in Health sector, AYUSH, NRHM, NACO, etc. or in the Scientific Departments/Organizations with experience in coordination of health programmes or projects,

Desirable:

- Excellent interpersonal, communication (written and verbal) and organizational skills
- Knowledge of project management tools and techniques
- High proficiency in the English language, both verbal and written

III. OTHER TERMS & CONDITIONS:

PERIOD OF ENGAGEMENT:

- The initial engagement would be for a period of one year. Thereafter, the engagement would be reviewed and it can be extended on year to year basis based on the review of performance and requirements.

- The engagement would be on full-time basis and incumbent would not be permitted to take up any other assignment during the period of engagement with the Department of Health Research.
- The engagement is of a temporary nature against the specific jobs. The engagement can be cancelled at any time by the Department without assigning any reasons.
- The engagement is purely on contract basis on consolidated remuneration basis and the incumbent will not have any claim whatsoever for regularization of appointment in the Government.
- The Department of Health Research reserves the right to make or not to make the selection for the said positions.
- Candidates must enclose self-attested copies of date of birth certificate, copies of degree/diploma and mark sheet, experience certificate etc, with the application form (enclosed).

ALLOWANCES:

No allowance/benefits such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc. will be admissible.

LEAVE:

Eight days leave in a calendar year on pro-rata basis will be admissible. The DHR would be free to terminate the services in case of absence by more than 15 days beyond the entitled leave in a calendar year.

TA/DA

No TA/DA shall be admissible for joining the assignment or on its completion.

Proforma for Application

1. Position applied for :
2. Name :
3. Father's Name :
4. Date of Birth :
5. Present address :
6. Permanent address :
7. Mobile No. :
8. Email ID :
9. Educational Qualification details :

**Please affix
Photograph**

S. No.	Course / Degree	Subject (s)	University / Board	Year of Passing	Percentage

10. Experience (in chronological order) :

S. No.	Post held	Organization/Institute	Nature of duties and responsibilities including experience	Remarks

11. Knowledge of computer programmes:

DECLARATION:

I hereby declare that the statement filled in my application are true and correct and nothing has been hidden. I am willing to take up the assignment within two weeks of offer of appointment.

Signature

Date :

Place :

Note: Self-attested copies of supporting documents may be attached with the application.