

Government of India
Ministry of Health and Family Welfare
Department of Health Research
2nd Floor, IRCS Building, Red Cross Road, New Delhi-110001.

Filling up of vacant contractual positions in Department of Health Research-reg.

The Department of Health Research was created as a new Department under the Ministry of Health & Family Welfare vide Presidential notification dated 17th September 2007 by an amendment to the Government of India (Allocation of Business) Rules, 1961, with the objective of facilitating a well-functioning health research system in the country. To fulfill its assigned mandate, the Department of Health Research has the following schemes:

- a) Establishing Multidisciplinary Research Units in Government Medical Colleges (MRU)
- b) Establishing Model Rural Health Research Units (MRHRU) in the States.
- c) Establishing Network of Research Laboratories for Managing Epidemics and Natural Calamities (Virology Diagnostic Labs).
- d) Human Resource Development for Health Research (HR).
- e) Grants-in-Aid Scheme for Inter-Sectoral convergence and promotion and guidance on research governance issues (GIA).
- f) Development of Tools/support to prevent outbreaks of epidemics
- g) Health Technology Assessment in India (HTAI)
- h) International Cooperation

3. The following vacant positions in the above schemes are proposed to be filled up:

S.No.	Name of post	No. of positions
1.	Project Manager	04
2.	Scientist D	02
3.	Scientist C	09
4.	Junior Health Economist	02
5.	Health Policy Analyst	01
6.	Finance Manager	04
7.	Biostatistician	01
8.	IT professional	01
9.	Administrative Officer	06
10.	Assistant	02

4. Educational Qualifications, Eligibility, Responsibilities and terms of engagement for the above posts are annexed.

5. Candidates are advised to send in their applications by 25.04.2021 to the Department of Health Research. The applications may be sent to the e-mail ID dhrhq2016@gmail.com. Shortlisted candidates will be invited for personal interaction.

Note: The date, venue, time of personal interaction will be intimated on the website of the Department of Health Research- <https://dhr.gov.in> .

I. Educational Qualifications, Experience, Remuneration, Age limit and Responsibilities

1. Project Manager

Essential Qualifications/Eligibility:-

MBA (Finance/Human Resources Management/Post Graduate Diploma in Management (Two years)) from recognized institute with minimum of 10 years of working experience preferably in Health Sector.

Or

Retired Officers of the rank of Deputy Secretary/Director in Government of India (Age:-Not exceeding 65 years as on the last date of receipt of application).

Preference will be given to persons having experience of working in Health Sector, Knowledge of MS Office, MS Word, MS Power-Point, and MS Excel would be desirable.

Fixed Remuneration:- Rs.80,000-90,000/- per month.

Age limit:- Not exceeding 50 years. Relax-able up to 5 years for Government servants and SC/ST/OBC candidate in accordance with the instruction issued by the Department of Personnel and Training from time to time in this regard. Age relaxation may be considered for exceptionally qualified and experience persons or for retired professionals who will be taken as consultant if found fit.

Responsibilities:-

1. To provide support for planning, managing and implementation of the Health Research Schemes.
2. To call for the proposals and preparation of comments on them and coordinate with the ICMR/ State Governments/ Medical Colleges /other Institutions in any matter arising of the examination of proposals.
3. To Coordinate and facilitate the maintenance of database for the concerned scheme/project, including their physical and financial progress and outcome/ output indicators.
4. To liaison and brief officers of DHR/ICMR/States Health Departments/concerned Institutions & beneficiaries on successes, problems and issues on implementation of programmers/schemes.
5. To examine physical and financial progress of implementation of projects and put up status report to the Department.
6. To submit technical reports on status of the programme implementation.
7. To organize Expert Committee/Approval committee meetings and other meetings and workshops as required from time to time.
8. Preparation of screening Committee agenda & Minutes.
9. Provide information regarding Parliament Question/Committees, assurances, VIP references from time to time.
10. Any other work assigned by officers from time to time

2. Scientist 'D'

Essential Qualifications/Eligibility:-

(i) Doctor of Medicine or Master of Surgery or Diplomate of National Board or equivalent degree recognised by Medical Council of India with five years Research and Development or Teaching or working experience from public sector or Government recognised institutions; or

(ii) Bachelor of Medicine and Bachelor of Surgery degree recognised by Medical Council of India with Doctor of Philosophy and four years Research and Development or Teaching or working experience from public sector or Government recognised institutions; or

(iii) Doctor of Philosophy from a recognized University in any of the subjects viz- Biochemistry or Chemistry or Anthropology or Sociology or Social Work or Food and Nutrition or Economics with specialisation in Health Economics or Psychology or Biology or Bioscience or Entomology or Genetics or Medical Genetics or Immunology or Microbiology or Molecular biology or Pharmacology or Pharmacy or Toxicology or Virology or Zoology or Biotechnology or Botany or Bio-Informatics or Biostatistics with five years Research and Development or Teaching or working experience from public sector or Government recognised institutions; or

(iv) Post Graduate degree in any of the subjects viz- Biochemistry or Chemistry or Anthropology or Sociology or Social Work or Food and Nutrition or Economics with specialisation in Health Economics or Psychology or Biology or Bioscience or Entomology or Genetics or Medical Genetics or Immunology or Microbiology or Molecular biology or Pharmacology or Pharmacy or Toxicology or Virology or Zoology or Biotechnology or Botany or Bio-Informatics or Biostatistics with eight years Research and Development or Teaching or working experience from public sector or Government recognised institutions.

Fixed Remuneration:- Rs.78,000/- + HRA as per city rate. (per month)

Age limit:- Not exceeding 50 years. Relax-able up to 5 years for Government servants and SC/ST/OBC candidate in accordance with the instruction issued by the Department of Personnel and Training from time to time in this regard. Age relaxation may be considered for exceptionally qualified and experience persons or for retired professionals who will be taken as consultant if found fit.

Responsibilities:

- i. Responsible for the programme , scientific, and/or technical aspects of the implementation of the said schemes inter alia involving the following:
- ii. Invitation of applications/proposals from the States/Medical Colleges/Institutions
- iii. Preliminary review/examination of applications/proposals to determine their eligibility in compliance with the project guidelines
- iv. Getting the requisite MoA signed with the States/Medical Colleges/Institutions
- v. Submission of the proposals for recommendations of the review/expert committees.
- vi. Seeking any clarification from the States/applicants on various issues/points
- vii. Submission of proposal alongwith the recommendations of the expert committees.
- viii. Examination of the proposals received from the ICMR.
- ix. Conveying acceptance of proposals to the ICMR/ concerned States/Medical Colleges/Institutions, as the case may be.
- x. Monitoring of physical progress and financial reporting against the release.
- xi. Undertaking visits to the grantee organisations wherever necessary.
- xii. Seeking performance-cum-achievement reports and submission of these reports to the concerned committees/higher officers as the case may be.
- xiii. Any other work assigned by the Department.

3. Scientist-C

Essential Qualifications/Eligibility:-

(i) Bachelor of Medicine and Bachelor of Surgery degree recognised by Medical Council of India or post graduate degree in any of the subjects viz- Biochemistry or Chemistry or Anthropology or Sociology or Social Work or Food and Nutrition or Economics with specialisation in Health Economics or Psychology or Biology or Bioscience or Entomology or Genetics or Medical Genetics or Immunology or Microbiology or Molecular biology or Pharmacology or Pharmacy or Toxicology or Virology or Zoology or Biotechnology or Botany or Bio-Informatics or Biostatistics;

(ii) Four years' experience of Research and Development or Teaching or working in public sector or Government recognised institutions.

Fixed Remuneration:- Rs.67,000/- + HRA as per city rate (per month)

Age limit:- Not exceeding 45 years. Relax-able up to 5 years for Government servants and SC/ST/OBC candidate in accordance with the instruction issued by the Department of Personnel and Training from time to time in this regard. Age relaxation may be considered for exceptionally qualified and experience persons or for retired professionals who will be taken as consultant if found fit.

Responsibilities:-

1. Responsible for the scientific, and/ or technical aspects of the implementation of the schemes of DHR.
2. Invitation of applications/proposals from the States/Medical Colleges/ Institutions
3. Preliminary review examination of applications/proposals to determine their eligibility in terms of the project guidelines.
4. Organizing TEC and Approval Committee meetings.
5. Getting the requisite MoA signed by the States/Medical Colleges/Institutions.
6. Submission of the proposals for recommendations of the review/expert committees.
7. Seeking any clarification from the States/applicants on various issues/points.
8. Submission of proposal along with the recommendations of the expert committees.
9. Conveying acceptance of proposals to the fellow/concerned State/Medical Colleges/Institutions.
10. Monitoring of Physical progress and financial reporting against the release of funds for the new and ongoing projects.
11. Undertaking visits to the grantee organisations wherever necessary.
12. Seeking performance-cum-achievement reports and submission of these reports to the concerned committees/higher officers for further evaluation.
14. Any other work assigned by the Department.

4. Junior Health Economist

Essential Qualifications and Experience/Knowledge :-

1. 1st class Masters in Public Health from any recognised University with Science/Medical background.
2. Hands on experience on Health Technology related work or Health Economics.
3. Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point.
4. Knowledge of cost-analysis & economic decision modelling in MS Excel or Tree Age.
5. Having undertaken at least 1-2 full economic evaluation of health care program/intervention/drug or device.
6. Excellent communication and presentation skills

Desirable:

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

Fixed Remuneration:Rs.60,000-70,000/- (per month)

Age limit:- Not exceeding 35 years. Relax-able up to 5 years for SC/ST/OBC candidate in accordance with the instruction issued by the Department of Personnel and Training from time to time in this regard. Age relaxation may be considered for exceptionally qualified and experienced persons, if found fit.

Responsibilities:

1. Contribute to technical and organizational planning of Health Technology Assessment (HTA) in India.
2. Contribute to identifying and communicating with technical partners in the field of HTA in India.
3. To undertake HTA studies for topics allocated by the State and Central Government.
4. Contribute to the writing, editing and publishing of reports and journal articles.
5. 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
6. Respecting the confidentiality of work of the HTAIn Secretariat and Technical Appraisal Committee/Board
7. Adhering to DHR policies and procedures
8. Any other work assigned from time to time.

5. Health Policy Analyst

Essential Qualifications and Experience/Knowledge :-

1. Basic qualification as Graduation in Sciences / clinical research/Statistics.
2. Post-graduation qualification in health & allied science such as public health/clinical research/health information management/health management.
3. 3 years of post - basic qualification work experience.
4. Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point B Web surfing to search relevant data & documents.

Desirable:

1. Published studies in the area of health technology assessments or meta analysis of published studies on devices.
2. Knowledge of health technology assessment.
3. Experience of data collection and analysis for the purpose of informing health policy and decision-making
4. Good communication and presentation skills, excellent oral and written communication skills in English.
5. Strong knowledge of the Indian health development system and health policy
6. Willingness to travel to states to collect technical information and ability to subsequently synthesize information into research evidence.

Fixed Remuneration: Rs.70,000-80,,000/- (per month)

Age limit:- Not exceeding 40 years. Relax-able up to 5 years for SC/ST/OBC candidate in accordance with the instruction issued by the Department of Personnel and Training from time to time in this regard. Age relaxation may be considered for exceptionally qualified and experienced persons, if found fit.

Responsibilities:

1. Supporting the HTA Advisory Group, team members at DHR and to work on the day to day activities of the HTAIn secretariat.
2. Assisting in drafting key documents for the HTA secretariat, including: Terms of reference (TOR). Standard operating procedures (SOPs), HTA Methods manuals, process documents
3. Contributing to technical and organisational planning of the HTAIn
4. Contributing in identifying and communicating with technical partners in the field of HTA in India.
5. Assisting in day to day administrative activities of the MTAB secretariat, including liaising with group members, arranging meetings, and communicating with International partners
6. Providing progress updates on the work of the MTAB secretariat to the Secretary, DHR/ DG, ICMR/HTA advisory group.
7. Maintaining effective working relationships with colleagues at DHR, ICMR, Government Ministries (i.e. NRHM, MOHFW), NHSRC, DGHS, and international partner organisations.
8. Supporting the HTA advisory group, MTAB secretariat, International partners, and team members in developing and maintaining effective working relationships with relevant national partners and stakeholders.
9. Regularly liaising with international partners to ensure satisfactory progress and quality of the MTAB secretariat outputs.
10. Contributing in drafting official reports from the MTAB secretariat, including summaries of workshops and events.
11. Contributing in preparing the agenda for each of the MTAB secretariat meetings

12. Drafting minutes for circulation to the MTAB members of each MTAB meeting.
13. Contributing in the writing, editing and publishing of reports and journal articles.
14. Contributing in initiatives to publicise the work of MTAB in India, including working with the media and other sources of information dissemination, such as circulars and newsletters.
15. Respecting the confidentiality of work of the MTAB secretariat and HTA advisory group.
16. Adhering to DHR policies and procedures.
17. Any other work assigned from time to time.

6. Finance Manager

Essential Qualifications/Eligibility:-

MBA- Finance/ICWA/CA/M.Com from recognized institute with minimum 03 years of experience of working preferably in Health sector.

Knowledge of accounting packages, MS Office, MS Word, MS Power Point and MS Excel.

Or

Retired Officers of the rank of Under Secretary to the Government of India. (Age: Not exceeding 65 years as on the last date of receipt of application). Preference will be given to persons having experience of working in budget/IFD divisions. Knowledge of MS Office, MS Word, MS Power Point and MS Excel.

Fixed Remuneration: Rs.60,000/- (per month)

Age limit:- Not exceeding 50 years. Relax-able up to 5 years for Government servants and SC/ST/OBC candidate in accordance with the instruction issued by the Department of Personnel and Training from time to time in this regard. Age relaxation may be considered for exceptionally qualified and experience persons or for retired professionals who will be taken as consultant if found fit.

Responsibilities:

1. Handling of accounts, maintaining data base and budgetary aspects of the scheme of Department of Health Research with respect to States/institutions allotted.
2. Maintaining grants-in-aid register.
3. Maintaining data base with respect to release of funds, expenditure utilization certificate, etc. and maintaining all records as per General Financial Rules and instructions issued by the Government of India from time to time.
4. Implementing the schemes with respect to States/Institutions allotted.
5. Liaisoning with Budget Division, DDO and PAO, etc. with respect to release of funds to the grantee Institutions.
6. Periodically reconciling the expenditure related to the schemes with PAO and ICMR as the case may be.
7. Preparing budgetary requirements of the Schemes and furnishing requisite information to the concerned officers/consultants.
8. Preparing monthly and quarterly expenditure (physical and financial) progress reports of the schemes according to Monthly Expenditure Plan and quarterly Expenditure Plan.
9. Preparing quarterly analysis of physical and financial progress of the schemes based on reports received from the field units by obtaining the same from the concerned officer/consultants dealing with the schemes.
10. Assisting in conduct of meetings of Technical Evaluation Committee, Approval Committee and various other Committees or any other meetings, workshops, etc. and ensure settlement of the TA/DA bills.
11. Preparing BE/RE and action plan for requirement of funds.
12. Monitor expenditure and assess the unspent balance/requirement of funds in the schemes.
13. To coordinate with ICMR w.r.t release of funds to the grantee Institutions, whenever required.
14. Any other work assigned from time to time.

7. Biostatistician

Essential Qualifications/Eligibility:-

Graduate in statistics or medical statistics from a recognized university with five years work experience from recognized institution or Master's degree in relevant subject.

Fixed Remuneration: Rs.32,000/- (per month)

Age limit:- Not exceeding 40 years. Relax-able up to 5 years for SC/ST/OBC candidate in accordance with the instruction issued by the Department of Personnel and Training from time to time in this regard. Age relaxation may be considered for exceptionally qualified and experienced persons, if found fit.

Responsibilities:

1. Provide bio statistical consultation to colleagues.
2. Analyze data of the project.
3. Assisting in writing grant proposals.
4. Contribute in continuing education courses or webinars on biostatistics.
5. Contribute in report writing
6. Any other work assigned from time to time.

8. IT Professional

Essential Qualifications/Eligibility:-

Master's degree in Computer application/ Information Technology/ Computer Science from a recognized institution/university/ Institute

Or

B.E. or B. Tech in computer engineering/ Computer science/ Computer technology/ Information technology from a recognized university.

Fixed Remuneration: Rs.40,000 to 60,000/- (per month)

Age limit:- Not exceeding 40 years. Relax-able up to 5 years for SC/ST/OBC candidate in accordance with the instruction issued by the Department of Personnel and Training from time to time in this regard. Age relaxation may be considered for exceptionally qualified and experienced persons, if found fit.

Responsibilities:

1. Installing or upgrading components.
2. Developing and programming of softwares.
3. Assisting with network administration.
4. Resolving all IT support issues.
5. Any other work assigned from time to time.

9. Administrative Officer

Essential Qualifications and Experience:

Bachelor's Degree or its equivalent, with minimum 03 years of experience under the Government Department/Statutory or Autonomous bodies/Universities/Public Sector undertakings and having knowledge of MS Office, Ms Word, MS Power Point and MS Excel.

Or

Retired Officers of the rank of Section Officer/Under Secretary to the Government of India. (Age: Age:-Not exceeding 65 years as on the last date of receipt of application). Preference will be given to persons having experience of working in Administration Divisions. Knowledge of MS Office, MS Word, MS Power Point and MS Excel would be mandatory.

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

Age limit:- Not exceeding 50 years. Relax-able up to 5 years for Government servants and SC/ST/OBC candidate in accordance with the instruction issued by the Department of Personnel and Training from time to time in this regard. Age relaxation may be considered for exceptionally qualified and experience persons or for retired professionals who will be taken as consultant if found fit.

Responsibilities:

1. Making arrangements for organizing meetings/seminars/workshops for the Department of Health Research.
2. Monitoring and furnishing information regarding Parliament Question, budget, RTI, public grievances, Parliamentary Standing Committee and any other information asked for by the various Ministries.
3. Coordination with ICMR, DDO and PAO for financial matters.
4. Maintaining grants-in-aid register with respect to release of funds.
5. Assisting PMIUs/HTAIn Secretariat in PFMS and EAT module implementation, examination of utilization certificates and statement of expenditure of related DHR schemes and regular monitoring of physical and financial matters of the schemes.
6. Any other work assigned from time to time.

10. Office Assistant

Essential Qualifications and Experience:

Bachelor's Degree or its equivalent grade. At least five years' experience in the same or allied field under the Government Department / Statutory or Autonomous bodies/Universities/Public Sector Undertakings/any reputed company/organization, etc. or a retired officer of the rank of assistant having at least 5 years experience in the establishment and general administration.

Fixed Remuneration: Rs.35,000/- (per month)

Age limit:- Not exceeding 45 years. Relax-able up to 5 years for Government servants and SC/ST/OBC candidate SC/ST/OBC in accordance with the instruction issued by the Department of Personnel and Training from time to time in this regard. Age relaxation may be considered for exceptionally qualified and experience persons or for retired professionals who will be taken as consultant if found fit.

Responsibilities:

Processing of case files relating to administrative and establishment matters such as management of housekeeping services, procurement of office equipment, furniture and miscellaneous stores, AMC of equipments, contracting for supplies and appointments, postings and transfer etc. Any other work assigned from time to time.

II. OTHER TERMS & CONDITIONS:

- The Department reserves the right to hold or not to hold the selection in respect of all or any category of posts.
- The initial engagement would be for a period of 11 (eleven) months. 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 terminated 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.
- Annual increase @5% every two years can be considered by the Department on satisfactory performance of duties and responsibilities.
- 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).
- For retired Government Servants, the remuneration including pension shall not be more than the last pay drawn by the officer
- Department reserves the right to evolve a uniform and reasonable criterion for short listing of eligible candidates, if needed.
- Candidate must clearly indicate the name of the post applied for.
- Applications received after due date will not be entertained.

III. ALLOWANCES:

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

IV. 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.

V. TA/DA:

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

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 qualifications 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:

12. Integrity certificate from current/previous employer or PPO wherever available.

DECLARATION:

I hereby declare that the information/documents furnished by me are true and correct and nothing has been hidden. I shall be liable to any action as decided by the Competent Authority in case if any of the information/documents furnished by me is found to be false/incorrect. 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.