

No.T.11016/20/2022-HR(part-1)
Government of India
Ministry of Health and Family Welfare
Health Technology Assessment
(An Attached Office of the Department of
Health Research)

2nd Floor, IRCS Building,
Red Cross Road, New Delhi-110001.

VACANCY CIRCULAR

Subject: Filling up of vacant contractual positions in the Health Technology Assessment (HTA) Attached Office of the Department of Health Research-reg.

Applications are invited for filling up of the following vacant positions in the Health Technology Assessment, an Attached Office of Department of Health Research on contractual basis: -

S.No	Name of the Post	Number of Posts	Salary as per DST Norms
1.	Junior Health Economist (Scientist B Level)	4	Rs.60000-70000
2.	Scientist –B (Medical/ Non-Medical)	4	Rs.60000-70000
3	Consultant (Finance and Accts.)	1	Rs.60,000
4	Consultant (Administration)	1	Rs.60,000

2. The detailed eligibility conditions including Educational and Professional Qualifications, Experience, duties and responsibilities and other terms of engagement and the prescribed application format for the above posts are at Annexure-I.

3. Applications in prescribed format should be sent by email on: sanjeev.singh81@nic.in within 30 days of publication of advertisement for the above posts in the newspapers. Shortlisted candidates will be invited for personal interaction through e-mail.


(Murarilal Sharma)
Director

NIC,DHR with a request to upload the vacancy Circular on website of the DHR

Annexure-I

Detailed eligibility conditions including Educational and Professional Qualifications, Experience, duties and responsibilities and other terms of engagement and the prescribed application format

1. **Junior Health Economist (Scientist B Level)**

Essential Qualifications and Experience :-

1. 1st class Masters in Public Health or MSC in Health Economics from any recognized 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 a few 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 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) India .
2. Contribute to identifying and communicating with Resource centres 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. Adhering to DHR policies and procedures
6. Any other work assigned from time to time.

2. Scientist B

Essential Qualifications and Experience: -

1. MBBS degree recognized by MCI. Or First Class Post Graduate degree from a recognized University in Biochemistry/ Chemistry/ Anthropology/ Sociology/ Social Work/ Food and Nutrition/ Economics with specialization in Health Economics/ Psychology/ Biology/ Bioscience/ Entomology/ Genetics/ Medical Genetics/ Immunology/ Microbiology/ Molecular biology/ Pharmacology/ Pharmacy/ Toxicology/ Virology/ Zoology/ Biotechnology/ Botany/ Bio-Informatics/ Biostatistics/Statistics

OR

2. Second Class Post Graduate from a recognized University in Biochemistry/ Chemistry/ Anthropology/ Sociology/ Social Work/ Food and Nutrition/ Economics with specialization in Health Economics/ Psychology/ Biology/ Bioscience/ Entomology/ Genetics/ Medical Genetics/ Immunology/ Microbiology/ Molecular biology/ Pharmacology/ Pharmacy/ Toxicology/ Virology/ Zoology/ Biotechnology/ Botany/ Bio-Informatics/ Biostatistics/Statistics.

Desirable

PhD in the relevant subject as above

Fixed Remuneration: -

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

Age limit:- Not exceeding 40 years. Relax-able 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 Scientist B, if found fit.

Responsibilities: -

1. Coordination with Resource centres for undertaking HTA studies
2. To conduct training and workshops with HTAIn secretariat
3. To support in Preparation of Policy briefs for completed HTA studies
4. Assist in drafting key documents for the HTAIn secretariat, including: Terms of reference (TORs), Standard operating procedures (SOPs), HTA Methods manuals, process documents
5. Contribute to technical and organizational planning of the HTAIn
Contributing to identifying and communicating with resource centres and technical partners in the field of HTAIn
6. Any other duties/ responsibilities assigned by the Department.

3. Consultant (Finance and Acctts.)

Essential Qualifications and Experience: -

MCom or 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) or as per DoE guidelines for retired Govt officials.

Age limit:- Not exceeding 50 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 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.

5. Consultant (Administration)

Essential Qualifications and Experience:

MBA (Human Resources/Personnel Management/ Two years' Post Graduate Diploma in HR/Personnel Management /Post graduate in humanities from recognized institute with minimum of 03 years of working experience in the field of Administration and establishment matters preferably in Health Sector.

OR

Retired Officers of the rank of Section Officer/Under Secretary in Government of India or Autonomous bodies (**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.60,000/- (per month) or as per DoE guidelines for retired Govt officials.

Age limit:- Not exceeding 50 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 experience persons or for retired professionals who will be taken as consultant if found fit.

Responsibilities:

1. Noting and drafting and processing Public grievances, RTI etc on file
2. Making arrangements for organizing meetings/seminars/workshops for the HTA/ Department of Health Research.
3. Monitoring and furnishing information regarding Parliament Question, budget, RTI, public grievances, Parliamentary Standing Committee and any other information asked for by the various Ministries.
4. Coordination with ICMR, DDO and PAO for financial matters.
5. Maintaining grants-in-aid register with respect to release of funds.
6. Assisting PMIUs/HTA In 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.
7. Any other work assigned from time to time.

I. 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.
- Increment in remuneration @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.

II. 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. For retired officials Transport allowance will be given as per DoE guidelines.

III. LEAVE:

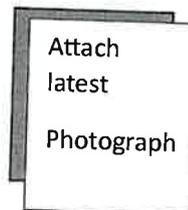
Eighteen days leave in a calendar year will be given on pro-rata basis. The DHR would be free to terminate the services in case of absence by more than 15 days beyond the entitled leave in a calendar year.

IV. TA/DA:

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

APPLICATION FORMAT FOR CONTRACTUAL ENGAGEMENT

1. Position applied for:
2. Name:
3. Father's Name:
4. Date of Birth:
5. Age in years and months (on closing date of application)
6. Address:
7. Mobile No. :
8. Email ID:
9. Educational qualifications details:



S. No.	Course/Degree/ College/ Board/ University	Subject(s)	Year of Passing	%age

10. Qualification and Experience (in chronological order):

S.No	Qualification and experience asked for in the advertisement	Qualification and experience possessed by the candidate	Duration of relevant experience (in Years and months)	
			Years	Months
	Qualification	Qualification		
	Experience	Experience		
Total duration of relevant experience in years and months			Years	Months

11. Knowledge of computer programs:

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.

Date:

Place :

Signature of Applicant

Note: Self-attested copies of supporting documents be attached with the application, in absence of which application may not be considered.