Sub- Inviting applications for contractual engagement of the Staff of “CENTRAL PROGRAMME MANAGEMENT UNIT” (CPMU) set up under Centrally Sponsored Scheme of National AYUSH Mission (NAM).

Applications are hereby invited from interested persons for working in the Central Programme Management Unit (CPMU) setup in the Ministry of AYUSH for dealing with the Centrally Sponsored Scheme of National AYUSH Mission (NAM) as per details given below:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Post</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Junior Consultant</td>
<td>One</td>
</tr>
<tr>
<td>2</td>
<td>Accounts Manager</td>
<td>One</td>
</tr>
<tr>
<td>3</td>
<td>HMIS Manager</td>
<td>One</td>
</tr>
</tbody>
</table>

b) Proposed Salary:

(a) Junior Consultant: Rs. 45,000/- per month  
(b) Accounts Manager: Rs. 40,000/- per month  
(c) HMIS Manager: Rs. 35,000/- per month

Along with provision of annual increment of 05% based on satisfactory performance. Performance of the CPMU Staff will be evaluated by the reporting/reviewing officer as per work done by them and quantifiable /verifiable performance indicators will be designed according to their Terms of Reference (ToRs). Evaluation of performance of the CPMU officials shall be made by the Under Secretary level officer.

c) Age limit for all posts: 25 years and not more than 62 years.

d) Status of Employment: Contractual basis.
e) **TA/DA Entitlements for Programme Management Staff on Tour:**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Remuneration range</th>
<th>TA/DA entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Upto Rs.25,000/- per month</td>
<td>TA-Reimbursement of three tier AC train Fare. DA-Reimbursement of Hotel accommodation of upto Rs. 500/- per day, reimbursement of local travel charges upto Rs. 100/- per diem for travel within the city and reimbursement of food bills not exceeding Rs. 150/- per day.</td>
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<tr>
<td>2</td>
<td>Above Rs. 25,000/- to Rs. 65,000/- per month</td>
<td>TA-Reimbursement of Second tier AC train Fare/air fare (economy class). DA-Reimbursement of Hotel accommodation of up to Rs. 1500/- per day, reimbursement of local travel charges up to Rs. 150/- per diem for travel within the city and reimbursement of food bills not exceeding Rs. 200/- per day.</td>
</tr>
</tbody>
</table>

f) **Leave:** Programme Management Unit Staff shall be eligible for 8 days Leave in a calendar year on pro-rata basis and thereafter remuneration would be deducted on prorata basis. Un-availed leave in a calendar year cannot be carried forward to next year.

g) **Allowance:** Except TA/DA on tour, no transport, mobile or medical allowance shall be admissible.

h) **Selection Procedure:** A Selection Committee headed by an officer in the rank and pay of Joint Secretary to the Govt. of India and consisting of at least three members including an expert outside the concerned division shall be formed to make selection after following due procedures.
Detailed Terms of Reference (ToRs) of the Post is as follows:

**Terms of Reference**

1. **Name of Post: Junior Consultant**

   **Essential Qualification:** MD-Ayurveda /Unani /Siddha /Homoeopathy degree or BAMS/BUMS/BHMS/BSMS/BYNS degree from recognized university with minimum 5 years experience in Public Health Programme. Preference will be given to persons having experience of working in Health sector, AYUSH, NHM etc.

   **Responsibility:**
   2. To provide the technical inputs and submit technical reports (including brief action points as per requirements) on status of National AYUSH Mission.
   3. To coordinate & liaison and brief the officers of MOHFW/ States AYUSH/ Health Departments on successes, problems and issues on implementation of National AYUSH Mission.
   4. To assist the higher officers in preparation of guidelines for Public health outreach activity through AYUSH, AYUSH School Health programme, AYUSH Gram, Behaviour Change Communication programmes, etc.
   5. To assist in preparing different training modules and training material curriculum and guidelines etc in consultation with the State and Central Govt. Officials.
   6. Any other work assigned by officers time to time.

   **Salary:** Rs. 45,000/- per month consolidated along with provision of annual increment of 05% based on satisfactory performance to be decided by the Ministry of AYUSH Selection Committee/Competent authority on the basis of prevailing conditions. The consultant shall not be exempt from taxation or entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received.

2. **Name of Post: Accounts Manager:**

   **Essential Qualification:** MBA- Finance/ M.Com/ ICWA (Inter)/ CA (Inter) from recognized institute or university.

   **Experience:** Minimum 3 years experience in a government or any other reputed organization in account management. Exposure in social sector schemes at national, state and district level and knowledge of Tally accounting package, MS Office, MS Word, MS Power Point and MS Excel would be desirable. Preference will be given to persons who have experience of working in health sector, AYUSH, NHM etc.
Responsibility:
1. Managing the accounts of National AYUSH Mission.
2. Coordinate with State Health Societies/ AYUSH Directorate for expenditure and proper maintenance of accounting procedure of the Grant-in-aid.
3. Assist the Programme manager/ Finance manager in ensuring proper flow of funds and in all financial matters.
4. Maintaining the database of updated UCs status of all states and periodically follows up.
5. To examine the Audit reports submitted by the States.
6. To ensure timely submission of SoE and Utilization Certificate (UCs) from the States.
7. Coordination & reconciliation with budget section & PAO.
8. Monitor expenditure and assess the balance/ requirement of funds in the scheme.
9. To keep the all records related to State AYUSH societies.
10. To assist the Programme Manager in planning & budgeting for different components for the Scheme.
11. Any other work assigned by officers time to time.

Salary: Rs. 40,000/- per month consolidated along with provision of annual increment of 05% based on satisfactory performance to be decided by the Ministry of AYUSH Selection Committee/Competent authority on the basis of prevailing conditions. The Accounts Manager shall not be exempt from taxation or entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received.

3. Name of Post: HMIS Manager:
   Essential Qualification: MBA-IT/ MCA/ M.Sc.-IT/BCA from recognized institute or University.
   Experience: Minimum 5 years experience in a government or any other reputed organization. Exposure in social sector schemes at national, state and district level and knowledge of MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential. Preference will be given to persons who have experience of working in health sector, AYUSH, NHM etc.

Responsibility:
1. To create the data base software related to Health Information Systems relevant to AYUSH Sector.
2. To collect the data from all departments of Hospitals & Dispensaries (in terms of OPD & IPD data), Educational Institutions, Drug Enforcement mechanism, Medicinal Plants and to be managed separately. Data from the field level to be created & maintained as State resource database for the AYUSH sector.
3. Extracting the information from State Annual Action Plans/ HMIS-NAM related to progress of collocation, up gradation of Hospitals & Dispensaries and supply of medicines to AYUSH Hospitals and Dispensaries and maintains the database. Performance statistics on Mainstreaming AYUSH / AYUSH to be culled from various database sources.
4. To maintain the Health Statistics Information Portal facilitates, the flow of physical and financial performance from the field level to the State H.Q. and will provide periodic reports on the status of the AYUSH sector.

5. To meet the HMIS (AYUSH) requirements through close coordination with PMU (AYUSH & NHM), National/ State Health & Family Welfare institute and National/ State Health System Resource Centre to get and provide data regarding AYUSH sector.

6. Data handling of software (HMIS-AYUSH), data incorporation, retrieval of data

7. Maintaining the records/files of National AYUSH Mission along with compilation of relevant information received from different sector time to time.

8. Any other work assigned by officers time to time.

Salary: Rs. 35,000/- per month consolidated along with provision of annual increment of 05% based on satisfactory performance to be decided by the Ministry of AYUSH Selection Committee/Competent authority on the basis of prevailing conditions. The HMIS Manager shall not be exempt from taxation or entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received.
Interested persons may submit their applications to Shri. Shri. Franklin L. Khobung, Director, Ministry of AYUSH, AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi-110023 by 26th October, 2015 with their resume and certified copies of all relevant documents with following details:

i. Name of post applied for: .....................................................

ii. Name of the candidate: .....................................................

iii. Address for communication
    with telephone number & email: ..........................................

iv. Date of birth and present age: .............................................

v. Educational qualifications:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Qualification</th>
<th>Board/University</th>
<th>Year of Passing</th>
<th>Max. Marks</th>
<th>Marks obtained</th>
<th>% age</th>
</tr>
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</table>

iv. Details of employment:

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<thead>
<tr>
<th>Sr. No</th>
<th>Post held</th>
<th>Name of Organization/ Deptt.</th>
<th>From</th>
<th>To</th>
<th>Nature of duties performed</th>
</tr>
</thead>
</table>

v. Any other relevant information:.................................

Signature of applicant