

**No. Z.28015/34/2014-H&D Cell  
Government of India  
Ministry of Ayush  
National Ayush Mission (NAM)**

**“AYUSH Bhawan”  
‘B’ Block, GPO Complex,  
INA, New Delhi-110023  
Dated: 23rd March, 2023**

**Office Memorandum**

**Subject: To upload the ‘advertisement’ on the Websites of Ministry of Ayush, National Institutes and Research Councils under Ministry of Ayush-regarding.**

Ministry of Ayush intends to advertise the posts of Senior Programme Manager, Domain Expert-Public Health, Senior Consultant, Junior Consultant, Finance Manager, Accounts Manager, HMIS Manager, Data Assistant and Office Assistant for Central Programme Management Unit (CPMU) established in the Ministry of Ayush under Centrally Sponsored Scheme of National AYUSH Mission (NAM) for which an advertisement required to be uploaded in the Ministry’s Website as well as Websites of the respective Research Councils (CCRAS, CCRH, CCRUM, CCRYN and CCRS) and National Institutes under Ministry of Ayush. The advertisement is enclosed herewith.

2. Therefore, NIC Division of the Ministry is requested to upload the said advertisement at the Ministry’s Website as early as possible. Further, Director Generals/ Directors of the Research Councils and National Institutes under Ministry of Ayush are also requested to upload the advertisement on their Websites for wider range of publicity.

3. This issues with the approval of the competent authority.

Signed by Anjan Biswas  
Date: 23-03-2023 12:07:19  
(Anjan Biswas)

**Deputy Secretary to the Government of India**

**Enclosure: As stated above:**

- i. Shri Ajit Saha, Senior Technical Director, NIC, Ministry of Ayush
- ii. Director General/Director (CCRAS/CCRH/CCRUM/CCRS/ CCRYN)
- iii. In-charge/Directors of all National Institutes/ Statutory Bodies/ Subordinate Office under Ministry of Ayush

Copy for information to:

- i. Sr. PPS to Secretary Ayush
- ii. PPS to Joint Secretary (KG)

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**Dated: 23.03.2023**

**Subject: Inviting applications for contractual engagement of the Staff in“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:

<b>Sr. No.</b>	<b>Name of the post</b>	<b>Eligibility criteria&amp;remuneration</b>
1	Senior Programme Manager	As per the detailed <b>Terms of References</b> attached with this advertisement.
2	Domain Expert-Public Health	
3	Senior Consultant	
4	Junior Consultant	
5	Finance Manager	
6	Accounts Manager	
7	HMIS Manager	
8	Data Assistant	
9	Office Assistant	

- a) Age limit for all positions: 21 years to 60 years.
- b) Status of Employment: Contractual basis
- c) TA/DA Entitlements for Programme Management Manpower on Tour as per existing rules:
- d) Leave: Programme Management Unit Manpower shall be eligible for 18 days Leave in a calendar year on pro-rata basis and thereafter remuneration would be deducted on pro - rata basis. Un-availed leave in a calendar year cannot be carried forward to next year.
- e) Allowance: Except TA/DA on tour, no transport, mobile or medical allowance shall be admissible.

f) Selection Procedure: A Selection Committee headed by an officer in the rank and pay of Joint Secretary to the Government 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.

g) The continuous working on contractual assignment shall not confer any preferential right of claiming regularization/ permanent absorption against the position.

h) The selected manpower should be ready to travel to States/UTs as per need of Scheme.

i) The contractual Manpower shall be appointed after fulfilling the statutory requirements of antecedent verification, signing of “privacy agreement”, etc.

j) The provisions regarding Income Tax / other taxes shall apply as per rules.

**Note: Last date of submission of applications is 21<sup>st</sup> April, 2023.**

## **Terms of References:**

### **1. Senior Programme Manager**

**Essential Qualification and Experience:** Post Graduate Diploma in Public Health Administration /Post Graduate Diploma in Management (Two years)/ MBA-Human Resource Management from AICTE recognized institute with more than 15 years working experience in Government sector. Exposure in social sector schemes/missions of Govt. at national, state and district level and knowledge of computer including MS Office, MS Word, MS Power Point, MS Excel would be desirable. Preference will be given to persons having experience of working in Health sector including AYUSH.

**Responsibilities:**

- i. To provide overall support for planning and implementation of National AYUSH Mission Scheme including AYUSH Health Wellness component in the States.
- ii. Overall coordination with CPMU team regarding examination of State Annual Action Plans (SAAP) and preparation of comments on them and also coordinate between State AYUSH Society/NHM/AYUSH Directorate.
- iii. To coordinate and facilitate the States for effective implementation of AYUSH Health & Wellness Component& AYUSH Public Health programs and analyze the actual bottlenecks as faced during implementation of the activity. As per the analysis detailed strategy is required to be designed along with support of other staff of NAM division, so that smooth implementation of the AYUSH HWCs activity may be carried out for better outcome.
- iv. To coordinate and facilitate the States along with support of CPMU team for maintenance of database for the AYUSH sector including manpower, co-location under NHM, AYUSH Hospitals & Dispensaries, Educational Institutions, AYUSH Health & Wellness Centers.
- v. To liaison and brief officers of MOHFW/ States AYUSH/ Health Departments on successes, problems and issues on implementation of National AYUSH Mission.
- vi. To coordinate with CPMU team regarding submission of technical reports (including when necessary brief action points) on status of National AYUSH Mission.
- vii. To take a lead role in preparation different training modules and training material curriculum and guidelines etc. in consultation with the State and Central Govt. officials.
- viii. To help Centre & State Directors/ Nodal Officers of AYUSH to organize TOTs, Expert Committee meetings and other meetings and workshops as required from time to time.
- ix. To coordinate with CPMU team regarding preparation of Screening Committee agenda & Minutes.
- x. To coordinate with CPMU team for providing information regarding Cabinet, ParliamentQuestions /Committees, assurances, VIP references/RFD from time to time.
- xi. Any other work assigned by officers from time to time.

**Remuneration:** Rs. 100,000/-per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Ministry of Ayush selection Committee / Competent authority.

## **2. Domain Expert-Public Health**

**Essential Qualification and Experience:**Minimum bachelor degree (BAMS/BUMS/BHMS/BSMS/BYNS) from recognized university alongwith Master Degree in Public Health Programme / Post Graduate Diploma in Public Health Administration from AICTE recognized institute with minimum 05 years working experience in Government Sector/Private Sector. Exposure in social sector schemes/missions of Govt. at National, State and District level and knowledge of computer including MS Office, MS Word, MS Power Point, MS Excel would be desirable. Preference will be given to persons having excellent communication and interpersonal skills and experience of working in Public Health sector including AYUSH.

### **Responsibilities:**

- i. To provide support to the Program Manager and other CPMU staff in planning and implementation of the scheme of AYUSH Health and Wellness Centers and other Public Health activities in the States/UTs
- ii. To coordinate with State Govt. officials and CPMU staff regarding smooth implementation of the scheme of AYUSH Health and Wellness Centers and other Public Health activities in the States/UTs
- iii. To liaison and brief the officers of MOHFW, States AYUSH/Health Departments and other Ministries on successes, problems and issues on implementation of AYUSH Health and Wellness Centers and other Public Health activities
- iv. To examine the State Annual Action Plans (SAAP) and preparation of comments on them and coordinate between CPMU staff/State AYUSH Society/AYUSH Directorate.
- v. To assist in preparing different training modules and training material, curriculum and guidelines etc. in consultation with the State and Central Govt. officials
- vi. To submit technical reports (including brief action points, when necessary) on status of AYUSH HWCs
- vii. To plan and organize ToT for CHOs, ASHA, ANMs, Yoga instructors etc.
- viii. To help State Directors/Nodal Officers of AYUSH to organize different trainings at State/District level and also support in organizing Expert Committee meetings and other meetings and workshops as required from time to time.
- ix. To coordinate and facilitate the States/UTs in Family empanelment, CBAC survey, PrakritiParikshan, Yoga sessions etc.

x. To undertake periodic field visits to states and districts to review program implementation in the States, identify implementation challenges and support states in charting appropriate solutions or enable linkages with appropriate public health/research/academic/technical/support institutions for technical support at the State/District Level

xi. To get monthly/quarterly/yearly report of implementation of the scheme of AYUSH Health and Wellness Centers and other Public Health activities from the States/UTs and analyzing the data

xii. To facilitate States/UTs in uploading the data of AYUSH Health and Wellness Centers and other Public Health activities on NAM Portal for better monitoring

xiii. To provide information regarding Parliament Questions/Committees, assurances, VIP references.

xiv. Any other work/assignment assigned by officers from time to time

**Remuneration:** Rs. 75,000/- per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Ministry of Ayush Selection Committee/Competent authority.

### **3 & 4. Junior and Senior Consultant**

**Essential Qualification and Experience:** Minimum bachelor degree (BAMS/BUMS/BHMS/BSMS/BYNS) from recognized university with minimum 05 years working experience in case of Junior Consultant and 07 years working experience in case of Senior Consultant in Public Health Programmes of Government organization/organizations working in public health. Exposure in social sectorschemes/Mission of Government at National, State and District level and knowledge of computers including MS Office, MS Word, MS Power Point, MS Excel would be desirable. Preference will be given to persons having PG qualification in AYUSH stream and experience of working in Health sector including AYUSH.

#### **Responsibilities:**

i. To examine State AYUSH Annual Action Plan/ NHM PIP with mainstreaming of AYUSH.

ii. To provide the technical inputs and submit technical reports (including brief action points as per requirements) on status of National AYUSH Mission.

iii. To coordinate & liaison and brief the officers of MOHFW/ States AYUSH/ Health Departments on successes, problems and issues on implementation of National AYUSH Mission.

iv. 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.

v. To assist in preparing different training modules and training material curriculum and guidelines etc. in consultation with the State and Central Govt. Officials.

vi. Any other work assigned by officers from time to time.

**Remuneration:** Rs. 60,000/- for Junior Consultant and Rs. 65,000/- for senior Consultant per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Ministry of Ayush -Selection Committee/Competent authority.

## **5. Finance Manager:**

**Essential Qualification and Experience:**MBA- Finance/M. Com/ICWA/C.A. from AICTE recognized institute or university with Minimum 5 years experience in government or any other reputed organization in finance management of major programme/project. Exposure to financial management operations, Government accounting, funds flow management, utilization certificates and scheme-wise expenditure reporting in a Govt. set up and development of accounting packages will be an added advantage. Exposure in social sector schemes/Missions of Government at National, State and District level and knowledge of computer including MS Office, MS Word, MS Power Point,MS Excel would be desirable. Preference will be given to persons who have experience of working in health sector including AYUSH.

### **Responsibilities:**

i. To handle all financial matter of the National AYUSH Mission.

ii. Financial management, tracking and monitoring of funds for AYUSH up to the lower level.

iii. To ensure timely receipt of Financial Monitoring Report (FMR), Statements of Funds position from the States and coordinate with State PMU on all aspects of financial issues.

iv. Devising financial MIS.

v. To prepare and pursue of sanction orders and liaison with PAO to release of funds.

vi. All matters related to finance as budget preparation, performance budget, outcome budget, financial status, detail of expenditure, Zero base budgeting, gender budgeting, audit etc. will be dealt.

vii. Replies of various paras raised by C&AG or Audit parties.

viii. Any other work assigned by officers from time to time.

**Remuneration:** Rs. 60,000/- per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Ministry of Ayush -Selection Committee/Competent authority.

## 6.Accounts Manager

**Essential Qualification and Experience:**MBA- Finance/ M. Com/ ICWA (Inter)/ CA (Inter) from recognized institute with 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 including AYUSH.

### **Responsibilities:**

- i. Managing the accounts of National AYUSH Mission.
- ii. Coordinate with State AYUSH Societies/ AYUSH Directorate for expenditure and proper maintenance of accounting procedure of the Grant-in-aid.
- iii. Assist the Programme manager/ Finance manager in ensuring proper flow of funds and in all financial matters.
- iv. Maintaining the database of updated UCs status of all states and periodically followup.
- v. To examine the Audit reports submitted by the States.
- vi. To ensure timely submission of SoE and Utilization Certificate (UCs) from the States.
- vii. Coordination & reconciliation with budget section & PAO.
- viii. Monitor expenditure and assess the balance/ requirement of funds in the scheme.
- ix. To keep the all records related to State AYUSH societies through which funds are transferred to the States.
- x. To assist the Programme Manager in planning & budgeting for different components for the Scheme.

**Remuneration:** Rs. 50,000/- per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Ministry of Ayush Selection Committee/Competent authority.

## 7. HMIS Manager

**Essential Qualification and Experience:** MBA-IT/ MCA/ M.Sc.-IT/BCA from recognized institute with 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 computer including MS Office, MS Word, MS PowerPoint and MS Excel, MS access would be essential. Preference will be given to persons who have experience of working in health sector including AYUSH.



**Responsibilities:**

- i. To create the data base software related to Health Information Systems relevant to AYUSH Sector.
- ii. 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.
- iii. 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.
- iv. To maintain the Health Statistics Information Portal facilities, 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.
- v. To meet the HMIS (AYUSH) requirements through close coordination with PMU (AYUSH & NRHM), National/ State Health & Family Welfare institute and National/State Health System Resource Centre to get and provide data regarding AYUSH sector.
- vi. Data handling of software (HMIS-AYUSH), data incorporation, retrieval of data.
- vii. Maintaining the records/files of Mainstreaming of AYUSH under NRHM along with compilation of relevant information received from different sector time to time.
- viii. Any other work assigned by officers from time to time.

**Remuneration:** Rs. 45,000/- per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Ministry of Ayush -Selection Committee/Competent authority.

**8. Data Assistant:****Essential Qualification and Experience:**

MBA-IT/MCA/M.Sc.-IT/BCA from recognized institute with 3 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 including AYUSH.

- i. 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.

- ii. Extracting the information from State Annual Action Plans/ HMIS-NAM related progress of collocation, up gradation of Hospitals & Dispensaries and supply of medicines to AYUSH Hospitals and Dispensaries and maintain the database. Performance statistics on Mainstreaming AYUSH / AYUSH to be culled from various database sources.
- iii. 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.
- iv. To meet the HMIS (AYUSH) requirements through close coordination with PMU (AYUSH), National/ State Health & Family Welfare institute and National/ State.
- v. Health System Resource Centre to get and provide data regarding AYUSH sector.
- vi. Data handling of software (HMIS-AYUSH), data incorporation, retrieval of data.
- vii. Maintaining the records/files of Mainstreaming of AYUSH under NRHM along with compilation of relevant information received from different sector time to time.
- viii. Any other work assigned by officers from time to time

**Remuneration:** Rs. 35,000/- per month as consolidated remuneration with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Ministry of Ayush Selection Committee/Competent authority.

## **9. Office Assistant**

### **Essential Qualification and Experience:**

Graduation in Computer Application/ IT/ Business Administration/ B.Tech (C.S) or (I.T)/ BCA/ BBA/ BSC – IT/ Graduation with one year diploma/ certificate course in computer from recognized institute or University. Minimum 1 – 2 years of experience in government sector. Exposure in social sector schemes at National, State and District level and knowledge of computer including 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 including AYUSH.

### **Responsibilities:**

- i. To provide assistance in maintaining periodic reports on the status of the AYUSH Sector.

ii. To provide assistance in Data handling of software, data incorporation, retrieval of data, maintaining the records/ files of National AYUSH Mission (NAM) along with compilation of relevant information received from different sector time to time.

iii. To enter data and maintain data related to Centrally Sponsored Scheme of National AYUSH Mission. 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.

iv. On line communication and Coordination among the State/ UT Govt. with respect to issues related to Centrally Sponsored Scheme of National AYUSH Mission.

v. Any other work assigned by officers from time to time or any other work related to the concerned State/ UT.

**Remuneration:** Rs. 30,000/-per month consolidated along with provision of annual enhancement of 05% based on satisfactory performance to be decided by the Ministry of Ayush Selection Committee/ Competent Authority. The Office Assistant 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 **Smt. Mamta Yadav, Under Secretary, Ministry of Ayush, AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi-110023** by **21<sup>st</sup> April, 2023** with their resume and self-certified copies of all relevant supporting 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:

Passport Size Photo
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Sr. No	Qualification	Board/University	Year of Passing	Max. Marks	Marks obtained	% age

iv. Details of employment:

Sr. No	Post held	Name of Organization/ Department	From	To	Nature of duties performed

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

**Signature of applicant**

**Date:**

**Place:**