

No. Z.28015/11/2012-H&D Cell  
Government of India  
Ministry of Health and Family Welfare  
(Department of AYUSH)

Red Cross Building,  
1, Red Cross Road, New Delhi – 110001  
Dated: 25.09.2012

**ESTABLISHMENT OF CENTRAL “PROGRAMME MANAGEMENT UNIT” (PMU)  
FOR MAINSTREAMING OF AYUSH UNDER NATIONAL RURAL HEALTH  
MISSION (NRHM)**

Application are hereby invited from interested persons for working in the Programme Management Unit (PMU) setup in the Department of AYUSH, Ministry of Health & Family Welfare for dealing with the Mainstreaming of AYUSH as per details given below:

Sr. No	Name of Post	Position
1	Programme Manager	One
2	Consultant-AYUSH (Training)	One
3	Consultant-Ayurveda	One
4	Consultant-Homoeopathy	One
5	Consultant - Unani	One
6	Finance Manager	One
7	Accounts Manager	One
8	Data officer/Assistant	One

**b) Salary Range:**

(a) Programme Manager:	Rs. 55,000/- to Rs. 60,000/- per month
(b) Consultant-AYUSH Training:	Rs. 45,000/- to Rs. 50,000/- per month
(c) Consultant-Ayurveda:	Rs. 45,000/- to Rs. 50,000/- per month
(d) Consultant-Homoeopathy:	Rs. 45,000/- to Rs. 50,000/- per month
(e) Consultant-Unani:	Rs. 45,000/- to Rs. 50,000/- per month
(f) Finance Manager:	Rs. 40,000/- to Rs. 45,000/- per month
(g) Accounts Manager:	Rs. 35,000/- to Rs. 40,000/- per month
(h) Data Officer/ Assistant:	Rs. 25,000/- to Rs. 30,000/- per month

Along with provision of annual increment of 05% based on satisfactory performance. Performance of the PMU 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 PMU 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:**

S.No	Remuneration range	TA/DA entitlement
1	Upto Rs.25,000/- per month	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.
2	Above Rs. 25,000/- to Rs. 60,000/- per month	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.

**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.

**i) Detailed Terms of Reference (ToRs) of the Post is as follows:**

## Terms of Reference

### **1. Name of Post: Programme Manager**

#### **Essential Qualification:**

MBA-Human Resource Management/ Post Graduate Diploma in Management (Two years) from AICTE recognized institute with more than 10 years working experience in Government sector. Exposure in social sector schemes at national, state and district level and knowledge of 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, AYUSH, NRHM etc.

#### **Responsibilities:**

1. To provide support for planning and implementation of Mainstreaming of AYUSH.
2. Examination of State PIPs and preparation of comments on them and coordinate between State NRHM/ AYUSH Directorate.
3. To coordinate and facilitate the States for maintenance of database for the AYUSH sector including manpower, collocation under NRHM, AYUSH Hospitals & Dispensaries.
4. To liaison and brief officers of MOHFW/ States AYUSH/ Health Departments on successes, problems and issues on implementation of Mainstreaming of AYUSH.
5. To submit technical reports (including when necessary brief action points) on status of Mainstreaming.
6. To assist in preparing different training modules and training material curriculum and guidelines etc in consultation with the State and Central Govt. officials.
7. To help Center & State Directors/ Nodal Officers of AYUSH to organize TOTs, Expert 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 Questions/Committees, assurances, VIP references from time to time.
10. Any other work assigned by officers time to time.

**Salary:** Rs. 55,000/- to Rs. 60,000/- per month consolidated along with provision of annual increment of 05% based on satisfactory performance to be decided by the Department of AYUSH Selection Committee/Competent authority on the basis of prevailing conditions. The Programme 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.

### **2. Name of Post: Consultant-AYUSH-Training**

#### **Essential Qualification:**

MD-Ayurveda or Unani or Siddha or Homoeopathy degree or MBA-Human Resource Management along with Degree or Diploma in Training and Development from recognized institute and having minimum 3 years experience in Training Institute/Teaching institute. Exposure of Training technology. Preference will be given to persons who have experience of working in health sector, AYUSH, NRHM etc.

**Responsibility:**

1. To coordinate between State NRHM/ AYUSH Directorate.
2. To prepare training curriculum for AYUSH doctors/Paramedics
3. To conduct the Training programme on implementation of Mainstreaming of AYUSH.
4. To submit technical reports (including when necessary brief action points) on status of Mainstreaming.
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. To help Centre & State Directors/ Nodal Officers for AYUSH to organize TOTs, Expert Committee meetings and other meetings and workshops as required from time to time.
7. Examination of State PIP and preparation of comments on them.
10. Any other work assigned by officers time to time.

**Salary:** Rs. 45,000/- to Rs. 50,000/- per month consolidated along with provision of annual increment of 05% based on satisfactory performance to be decided by the Department 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.

**3. Name of Post: Consultant-Ayurveda:**

MD (Ayurveda) degree or BAMS degree from recognized university with minimum 5 years experience in Public Health Programme. Preference will be given to persons who have experience of working in health sector, AYUSH, NRHM etc.

**Responsibility:**

1. To examine State AYUSH PIP/ NRHM PIP with mainstreaming of AYUSH.
2. To provide the technical inputs and submit technical reports (including brief action points as per requirements) on status of Mainstreaming.
3. To coordinate & liaison and brief the officers of MOHFW/ States AYUSH/ Health Departments on successes, problems and issues on implementation of Mainstreaming of AYUSH.
4. To assist in preparing different training modules and training material curriculum and guidelines etc in consultation with the State and Central Govt. Officials.
5. Any other work assigned by officers time to time.

**Salary:** Rs. 45,000/- to Rs. 50,000/- per month consolidated along with provision of annual increment of 05% based on satisfactory performance to be decided by the Department 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.

**4. Name of Post: Consultant-Homoeopathy**

MD (Homoeopathy) or BHMS degree from recognized university with minimum 5 years experience in Public Health Programme. Preference will be given to persons who have experience of working in health sector, AYUSH, NRHM etc.

**Responsibility:**

1. To examine State AYUSH PIP/ NRHM PIP with mainstreaming of AYUSH.
2. To provide the technical inputs and submit technical reports (including brief action points as per requirements) on status of Mainstreaming.
3. To coordinate & liaison and brief the officers of MoHFW/ States AYUSH/ Health Departments on successes, problems and issues on implementation of Mainstreaming of AYUSH.
4. To assist in preparing different training modules and training material curriculum and guidelines etc in consultation with the State and Central Govt. officials.
5. Any other work assigned by officers time to time.

**Salary:** Rs. 45,000/- to Rs. 50,000/- per month consolidated along with provision of annual increment of 05% based on satisfactory performance to be decided by the Department 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.

**5. Name of Post: Consultant – Unani**

MD (Unani) or BUMS degree from recognized university with minimum 5 years experience in Public Health Programme. Preference will be given to persons who have experience of working in health sector, AYUSH, NRHM etc.

**Responsibility:**

1. To examine State AYUSH PIP/ NRHM PIP with mainstreaming of AYUSH.
2. To provide the technical inputs and submit technical reports (including brief action points as per requirements) on status of Mainstreaming.
3. To coordinate & liaison and brief the officers of MOHFW/ States AYUSH/ Health Departments on successes, problems and issues on implementation of Mainstreaming of AYUSH.
4. To assist in preparing different training modules and training material curriculum and guidelines etc in consultation with the State and Central Govt. officials.
5. Any other work assigned by officers time to time.

**Salary:** Rs. 45,000/- to Rs. 50,000/- per month consolidated along with provision of annual increment of 05% based on satisfactory performance to be decided by the Department 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.

**6. Name of Post -Finance Manager:**  
**Essential Qualification:**

MBA-Finance/M.Com/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 at national, state and district level and knowledge of 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, AYUSH, NRHM etc.

**Responsibility:**

1. To handle all financial matter of the Scheme.
2. Financial management, tracking and monitoring of funds for AYUSH up to the lower level.
3. 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.
4. Devising financial MIS.
5. To prepare and pursue of sanction orders and liaison with PAO to release of funds.
6. All matters related to finance as budget preparation, performance budget, out come budget, financial status, detail of expenditure, Zero base budgeting, gender budgeting, audit etc. will be dealt.
7. Replies of various paras raised by C&AG or Audit parties.
8. Any other work assigned by officers time to time.

**Salary:** Rs. 40,000/- to Rs. 45,000/- per month consolidated along with provision of annual increment of 05% based on satisfactory performance to be decided by the Department of AYUSH Selection Committee/Competent authority on the basis of prevailing conditions. The Finance 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.

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

**Essential Qualification:**

MBA- Finance/ M.Com/ ICWA (Inter)/ CA (Inter) from recognized institute with Minimum 5 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, NRHM etc.

**Responsibility:**

1. Managing the accounts of mainstreaming of AYUSH under NRHM.
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 health societies through which funds are transferred to the States.
9. To assist the Programme Manager in planning & budgeting for different components for the Scheme.
10. Any other work assigned by officers time to time.

**Salary:** Rs. 35,000/- to Rs. 40,000/- per month consolidated along with provision of annual increment of 05% based on satisfactory performance to be decided by the Department 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.

**8. Name of Post: Data Officer/Assistant:****Essential Qualification:**

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, AYUSH, NRHM etc.

**Responsibility:**

1. To collect the data from all department of Hospital in terms of OPD & IPD data would be managed separately. Data from the field level and create & maintain State resource database for the AYUSH sector.
2. Extracting the information from PIPs/ HMIS-NRHM 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.
3. 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.
4. 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.

5. Data handling of software (HMIS-AYUSH), data incorporation, retrieval of data
6. Maintaining the records/files of Mainstreaming of AYUSH under NRHM along with compilation of relevant information received from different sector time to time.
7. Any other work assigned by officers time to time.

**Salary:** Rs. 25,000/- to Rs. 30,000/- per month consolidated along with provision of annual increment of 05% based on satisfactory performance to be decided by the Department of AYUSH Selection Committee/Competent authority on the basis of prevailing conditions. The Data Officer/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 **Shri. Anshuman Sharma, Under Secretary, Department of AYUSH, IRCS Building, 2<sup>nd</sup> Floor, New Delhi** by **19<sup>th</sup> October, 2012** 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:

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/ Deptt.	From	To	Nature of duties performed

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

**Signature of applicant**