

Government of India
National Health Authority
Ministry of health and Family Welfare
(Administration Division)

3rd Floor Tower-1 Jeevan Bharti Building
Connaught Circus, New Delhi-110001

Dated. 17th Apr 2025

CIRCULAR

Subject- Engagement of Retired Government Servant as Consultant on contract basis regd-

National Health Authority invite applications from retired government servants for engagement as consultant on contract basis. The consultant will be posted in the National Health Authority, an attached office under Ministry of Health and Family Welfare stationed in Delhi. The detailed terms and conditions of engagement of consultant is annexed. The eligibility criteria and other details are as follow:

1.	Number of consultants to be engagement on contract basis	1
2.	Age Limit	Maximum of 65 years as on date of application
3.	Place of assignment	National Health Authority, New Delhi
4.	Tenure of contract	1 Year (Extendable by 2 more years , one year at a time or till attainment of 65 years of age)
5.	Eligibility	As per Annexure
6.	Assignment	

2. Interested candidate who are in a position to join immediately may submit their particulars in the enclosed format along with the copy of PPO, addressed to The Assistant Director (Administration), 3rd Floor, Tower 1 Jeevan Bharti Building, Connaught Place, New Delhi 110001 within 10 days from the date of this circular



(Shashi Kumar)
Assistant Director (Administration)
National Health Authority

To-

1. ABDM- Publication of the advertisement on NHA website
2. Under Secretary(CS-I)(Kind attention- Shri Sunil Kumar), Lok Nayak Bhawan, Kirti Market, New Delhi- for publishing the circular on DoPT's website.
3. E-office Notice Board
4. Guard File

शशी कुमार / SHASHI KUMAR
सहायक निदेशक / Assistant Director
राष्ट्रीय स्वास्थ्य प्राधिकरण
National Health Authority

Annexure-II

Terms and Conditions for engagement of Consultant in the National Health Authority, Ministry of Health and Family Welfare

1. The consultant shall perform the services as assignment by the controlling officer.
2. The normal working hours would be from 9:30 am to 6:00 pm with lunch break of 30 mins from 1:00 pm to 1:30pm from Monday to Friday.
3. The consultant will be entitled for leave at the rate of 1.5 days of leave for every completed month of service, to be availed with prior permission.
4. In special circumstances, the consultant could be called for service on holidays or beyond normal working hours.
5. The contractual appointment is for a maximum period of One Year, extendable as per requirement, in National Health Authority.
6. The consultant shall be paid a consolidated remuneration as per the formula of Last Pay drawn minus pension subject to TDS etc and TPT, as admissible as per Last pay drawn. The remuneration for the service rendered in a month shall be payable in the subsequent month. TA/DA shall be same as what was entitled, at the time of retirement of service. No other allowance would be admissible except for the aforementioned.
7. National Health Authority shall have the right to examine/review the service provided by the consultant.
8. The consultant shall perform his/her obligations with all necessary skills, diligence, efficiency and economy.
9. No medical facility shall be provided by the National Health Authority, Ministry of Health and Family Welfare. The remuneration is deemed to include an element to cover the cost of medical cover, if any.
10. NHA shall not be responsible for any loss, accident, damages/injury suffered by the consultant, whatsoever arising in or out of the execution of work, including travel.
11. During the term of service, the consultant shall not be engaged in any private business of professional activity which could conflict the interest of the Government.
12. The consultant shall treat all official information as confidential and use the same only for the purpose of the performance of the services.
13. The service of the consultant can be terminated by either side by giving one month's notice period.
14. Apart from the above, all other terms and conditions brought out vide Department of Expenditure, Ministry of Finance OM No. 3-25/2020-E.IIIA dated 09.12.2020 will be applicable to the consultant.

Total position-1, Term of Contract- 1Year	
Assignments	Eligibility
<p>To assist in discharge of the following matters related to NHA</p> <p>Product Strategy: Develop and maintain a clear product vision and strategy aligned with program specific goals. Conduct research, analyse data, and identify opportunities for product innovation and easy adoption.</p> <p>Product Roadmap Planning: Create and manage product roadmaps that outline feature releases, enhancements, and updates. Prioritize features based on customer feedback, demand, and business priorities.</p> <p>Requirement Gathering: Collaborate with stakeholders (NHA Management & Respective department) to define and document product requirements, user stories, and acceptance criteria. Ensure that requirements are clear, actionable, and aligned with business objectives.</p> <p>Cross-Functional Collaboration: Work closely with engineering teams to translate product requirements into technical specifications and implementation plans. Collaborate with design teams to create intuitive and user-friendly interfaces.</p> <p>Product Technical Design: Review overall product technical solution approach including DB design, overall technical solution approach and suggest ideas and improvements. Driven API first approach for quick integration of ecosystem player where needed.</p> <p>Product Testing: Review overall product testing strategy, review test plans, functional and non- functional test cases, review test execution reports.</p> <p>Project Management: Drive the execution of product development projects from concept to launch. Coordinate with cross-functional teams to ensure timely delivery of milestones and manage project risks and dependencies.</p> <p>Release Management: Plan and oversee product releases, including feature rollouts, testing, and deployment. Monitor post-launch performance metrics and gather feedback on product improvements.</p> <p>Stakeholder Communication: Communicate product updates, milestones, and roadmaps to internal and external stakeholders, including NHA management, MSP engineering and operations teams. Act as a liaison between different departments to ensure alignment and transparency.</p> <p>Customer Focus: Advocate for the needs of customers and end-users throughout the product development lifecycle. Gather customer feedback through surveys, interviews, and user testing to inform product decisions and prioritize enhancements where needed.</p> <p>Product Operations Support: Ensure operational issues are addressed timely any outages to be informed to all stakeholders in advance.</p>	<p>1. Retired Central Government Officer at Level-13 and above (Director/Deputy Secretary and above)</p> <p>Essential Qualification</p> <p>1. B.E/B.TECH OR MCA from a reputed college/University.</p> <p>2. Overall, minimum 10 years of total IT experience in Government IT projects.</p> <p>Desirable</p> <p>1. Experience in software product design, development and operations.</p> <p>2. Experience with RDBMS databases like PostgreSQL, My-SQL, Oracle etc. NoSQL document database like Mango DB, Casandra etc.</p> <p>3. Working experience and knowledge on Java spring boot, Java Script, Python data analytics.</p> <p>4. Microservices architecture, Rest API framework, API testing hands on</p> <p>5. Project Management Tools, Work intake tools like JIR</p>

**In exceptional cases the Competent Authority to NHA reserve the right to relax in above cited education qualification and experience.

APPLICATION FORMAT FOR APPOINTMENT AS CONSULTANT IN NATIONAL HEALTH AUTHORITY

Position applied for -

Name -

Father's Name -

Date of Birth -

Aadhar Number -

Date of Retirement -

Department retired from-

Designation Last held -

Last Pay Drawn(Basic) -

Pay Level/Grade Pay -

Basic Pension -

Telephone Number -

Mobile Number -

Email Address -

Mailing Address -

Permanent Address -

Education Qualification (in chronological order, from metric comes first)

Year	Qualification	Board/University

Work Experience(Add separate sheet, if required)

Sl. No.	Office/Department	From	To	Designation held	Role and responsibility

I certify that the information provided in this application is true and correct as on the date of submission of the application. I understand that withholding of information or giving false information will result in a refusal to hire/termination of employment/ civil penalty.

Place

Date

(Signature)