

Government of India
Ministry of Health & Family Welfare
National Health Authority

3rd Floor, Tower-1,
Jeevan Bharati Building Connaught Place,
New Delhi-110001

Dated 13th June 2024

Advertisement No. S. 12012/120/2021 -NHA

Applications are invited from eligible candidates for appointment by Deputation (including short- term contract) to the following post in National Health Authority, an attached office of the Ministry of Health & Family Welfare.

S No	Designation of the post	Classification of the post	Level in pay matrix	No. post
1.	Deputy Director (Admin.)	General Central Service Group 'A, Gazetted, Non-Ministerial	Level-11 in the pay matrix (Rs. 67,000-208700)	05

2. The details of the post, eligibility criteria, job requirement, age limit etc. required for each post are indicated in Annexure I. The pay and other terms and conditions of deputation (including short-term-contract) will be regulated in accordance with DOPT's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time. Cadre controlling authorities/Head of Department are requested to forward applications of eligible and willing candidates whose services can be spared for appointment to the above post by deputation (including short term contract) so as to reach the undersigned at National Health Authority, 3rd Floor, Tower I, Jeevan Bharati Building, Connaught Place, New Delhi-110001 within 60 days from the date of publication of the advertisement in the Employment News. The Application Form/Curriculum Vitae proforma is at Annexure-II.

Assistant Director (Admin)
National Health Authority

LIST OF DOCUMENTS TO BE SENT ALONG WITH THE APPLICATION

1. Application in prescribed format — Annexure II duly filled in and signed by the candidate and countersigned with seal by the Cadre controlling/Appointing authority.
2. Attested copies of APAR/ACRs for the 5 (five) years i.e. from 2017-18 to 2022-2023 duly attested on each page by an officer not below the rank of Under Secretary to the Government of India.
3. Integrity Certificate
4. Vigilance Clearance Certificate
5. Statement of major or minor penalties, if any, imposed on the officer during the last 10 years of service.
6. A certificate to the effect (Departmental endorsement at the end of bio-data proforma) that the particulars furnished by the candidate have been verified and found correct as per

service records.

7. Cadre Clearance Certificate.

NOTE: Incomplete application or application not accompanied by the above documents will be summarily rejected. Advance copy of applications will also not be entertained. Five (05) post of Deputy Director (Administration), National Health Authority, Group "A" Gazetted, Level-11 (Rs. 67,000-208700) in the pay matrix.

Method of recruitment - Deputation (including short-term-contract).

Eligibility Criteria- Officers under the Central Government or State Governments or Union territory Administrations or public sector undertakings or recognized Universities or recognized research institutions or autonomous bodies or statutory organizations:

a (i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with five years service rendered after appointment thereto on a regular basis in post in Level 10 in the pay matrix (56100-177500) or equivalent in the parent cadre or department; and

(b) possessing the following qualifications and experience: -

(i) Master's degree from a recognized University or institute; and

(ii) Five years' experience in administration and establishment.

Note 1: The period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years.

Note 2: The maximum age- limit for appointment by deputation (including short term contract) shall be not exceeding fifty-six years as on the last date of receipt of applications.

ANNEXURE-II BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block letters)	
2. Date of Birth (in Christian	
3. (i) Date of entry into service	
(ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	

Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ Experience possessed by the officer
Essential	Essential
A. Qualification	A. Qualification
B. Experience	B. Experience
Desirable	Desirable
A. Qualification	A. Qualification
B. Experience	B. Experience
5.1 Note: This column needs to be amplified to indicate "Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as Indicated in the Bio-data) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in-detail) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below;

Office/institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To
8. Nature of present employment i. e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation / contract basis, please state-			
a. The date of initial appointment	b. Period of appointment on deputation/contract	c. Name of the parent office organization to which the applicant belongs.	d. Name of the post and Pay of the post held in substantive capacity in the parent organization
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			

9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintain in a lien in his parent cadre/ organization		
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a. Central Government b. State Government c. Autonomous Organization d. Government Undertaking e. Universities f. Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn		
Basis Pay in Pay Band	Grade Pay	Total Emoluments
15. In case the applicant belongs to an organization which is not following the Central Government* Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /Other Allowances etc., (with break-up details	Total Emoluments

<p>16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the Organization</p> <p>(v) Any research/ innovative measure involving official recognition vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is Insufficient)</p>		
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract</p>		
<p>(The option of STC / Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment"</p>		
<p>18. Whether belongs to SC/ST</p>		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address

Date

Certificate by the Employer/Cadre Controlling Authority

The information details provided in the above application by the applicant are true and' correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- I. There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.-----.
- II. His/ Her integrity is certified.
- III. His! Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- IV. No. major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him! her during the last 10 years is enclosed. (As the case may be)

Countersigned

(Employer's Cadre Controlling Authority with Seal)