

F No. S-12012/47/2025-NHA
Government of India
Ministry of Health and Family Welfare
(National Health Authority)

3rd Floor, Tower-1, LIC, Jeevan Deep Building
Connaught Place, New Delhi-110001
Dated 18th August, 2025

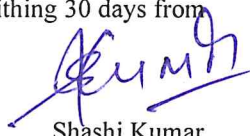
National Health Authority, an attached office of Ministry of Health and Family Welfare invites applications from Secretarial Staff under Central and State Governments, PSUs, Attached offices and Statutory and Autonomous bodies etc for appointment on deputation basis for the following posts in various levels and divisions as detailed underneath:

S. No	Name of Posts	No of Posts	Level in Pay Matrix	Eligibility Category
1	Senior Principal Private Secretary	01	12	Officers under Central/State governments/UT Administration/Autonomous bodies/Statutory Organizations/ Recognized Universities/Research Institutes/ PSUs
2	Principal Private Secretary	02	11	Officers under Central/State governments/UT Administration/Autonomous bodies/Statutory Organizations/ Recognized Universities/Research Institutes/ PSUs
3	Private Secretary	06	8	Officers under Central/State governments/UT Administration/Autonomous bodies/Statutory Organizations/ Recognized Universities/Research Institutes/ PSUs
4	Personal Assistant	01	7	Officers under Central/State governments/UT Administration/Autonomous bodies/Statutory Organizations/ Recognized Universities/Research Institutes/ PSUs
5	Stenographer	01	4	Officers under Central/State governments/UT Administration/Autonomous bodies/Statutory Organizations/ Recognized Universities/Research Institutes/ PSUs

2. Details of posts, eligibility criteria experience, age limit etc required for the posts are available on the web-site of National Health Authority -www.nha.gov.in at Annexure-I.

3. 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 authorities/ Head of Departments are requested to forward applications of eligible and willing candidates whose services can be spared for appointment to the above posts on deputation basis so as to reach the undersigned at National Health Authority, 3rd Floor, Tower-1, LIC Jeevan Bharati Building, Connaught Place, New Delhi-110001 withing 30 days of publishing of advertisement in Employment News. The application form/ Curriculum Vitae proforma is at Annexure-II.

4. Candidates interested in applying for the posts may visit the web-site of National Authority for details and download the application form. Applications, complete in all respects and accompanied with essential documents mentioned in Website notification for these posts should reach the undersigned withing 30 days from the date of publication of this advertisement in Employment News.


Shashi Kumar
Assistant Director (Administration)

LIST OF DOCUMENTS TO BE SENT ALONG WITH THE APPLICATION

1. Application in prescribed form-Annexure-II duly filled in and signed by the candidate and countersigned by with seal by the Cadre /Appointing authority.
2. Attested copies of APAR/ACRs for the last 05 years 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 to the officer during the last ten years of service.
6. A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records. (Department endorsement at the end of Biodata proforma.
7. Cadre Clearance Certificate

Note: Incomplete application or application not accompanied by above documents will be summarily rejected. Advance copy of applications will also not be entertained,



(Shashi Kumar)
Assistant Director (Administration)

1. One (01) post of Stenographer, National Health Authority, General Central Services Group C Non-Gazetted, Ministerial/Non-Ministerial, level-4 in Pay Matrix (Rs. 25,500-81,100/-)

Method of Recruitment: Deputation cum short term contract.

Eligibility Criteria

- (a) Officers under Central/State Government/ PSUs /UT Administration / Recognized Universities or Research Institutions/ Autonomous bodies/ Statutory organizations holding analogous post on regular basis in the Parent Cadre of Department;
- (b) Or LDCs in Grade 2 in Pay Matrix (Rs. 19,900-63,200/-) having five-year experience and well-versed in handling computer work and having good typing speed.

Note 1: 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 three years.

Note 2: The maximum age limit for appointment by deputation shall be not exceeding fifty- six years as on the closing date of receipt of applications.

2. One (01) post of Personal Assistant, National Health Authority, General Central Services Group C Non-Gazetted, Ministerial/Non-Ministerial, level-7 in Pay Matrix (Rs. 44,900-142400).

Method of Recruitment: Deputation cum short term contract.

Eligibility Criteria

- (a) Officers under Central/State Government/ PSUs /UT Administration / Recognized Universities or Research Institutions/ Autonomous bodies/ Statutory organizations holding analogous post on regular basis in the Parent Cadre of Department; or
- (b) With five years' service in the grade rendered after appointment thereto on a regular basis in Level 4 of Pay-Matrix or equivalent in the parent cadre/Department for PA Post.
- (c) Possessing following educational qualification:
 - (i) Bachelor's Degree from a recognized University or it's equivalent
 - (ii) Having good speed in Stenography, typing and handling phone calls and other secretarial services to the officers.

Note 1: 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 three years.

Note 2: The maximum age limit for appointment by deputation shall be not exceeding fifty- six years as on the closing date of receipt of applications.

3. Six (06) posts of Private Secretary, National Health Authority, General Central Services Group B-Gazetted, Ministerial/Non-Ministerial, level-8 in Pay Matrix (Rs. 47,600-1,51,100).

Method of Recruitment: Deputation cum short term contract.

Eligibility Criteria

- (A) Officers under Central/State Government/ PSUs /UT Administration / Recognized Universities or Research Institutions/ Autonomous bodies/ Statutory organizations holding analogous post on regular basis in the Parent Cadre of Department; or
- (B) With two years' service in the grade rendered after appointment thereto on a regular basis in Level 7 of Pay-Matrix or equivalent in the parent cadre/Department for PA Post.
- (C) Possessing following educational qualification:
- (i) Bachelor's Degree from a recognized University or it's equivalent
- (ii) Having good speed in Stenography, typing and handling phone calls and other secretarial services to the officers.

Note 1: 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 three years.

Note 2: The maximum age limit for appointment by deputation shall be not exceeding fifty- six years as on the closing date of receipt of applications.

4. One (1) post of Principal Private Secretary, National Health Authority, General Central Services Group A-Gazetted, Ministerial/Non-Ministerial, level-11 in Pay Matrix (Rs. 67700-208700).

Method of Recruitment: Deputation cum short term contract.

Eligibility Criteria

- (A) Officers under Central/State Government/ PSUs /UT Administration / Recognized Universities or Research Institutions/ Autonomous bodies/ Statutory organizations holding analogous post on regular basis in the Parent Cadre of Department; or
- (B) With five years' service in the grade rendered after appointment thereto on a regular basis in Level 7 of Pay-Matrix or equivalent in the parent cadre/Department for Principal Private Secretary Post.
- (C) Possessing following educational qualification:
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- (i) Bachelor's Degree from a recognized University or its equivalent
- (ii) Having good speed in Stenography, typing and handling phone calls and other secretarial services to the officers.

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

Note 2: The maximum age limit for appointment by deputation shall be not exceeding fifty- six years as on the closing date of receipt of applications.

5. One (01) post of Senior Principal Private Secretary, National Health Authority, General Central Services Group A-Gazetted, Ministerial/Non-Ministerial, level-12 in Pay Matrix (Rs. 78800-208200).

Method of Recruitment: Deputation cum short term contract.

Eligibility Criteria

- (A) Officers under Central/State Government/ PSUs /UT Administration / Recognized Universities or Research Institutions/ Autonomous bodies/ Statutory organizations holding analogous post on regular basis in the Parent Cadre of Department; or
- (B) With five years' service in the grade rendered after appointment thereto on a regular basis in Level 7 of Pay-Matrix or equivalent in the parent cadre/Department for PA Post.
- (C) Possessing following educational qualification:
 - (i) Bachelor's Degree from a recognized University or its equivalent
 - (ii) Having good speed in Stenography, typing and handling phone calls and other secretarial services to the officers.

Note 1: 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 three years.

Note 2: The maximum age limit for appointment by deputation shall be not exceeding fifty- six years as on the closing date of receipt of applications.

BIO-DATA/ CURRICULUM VITAE PROFORMA

1. Name and Address (in Block letters)	
2. Date of Birth (in Christian era)	
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
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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	
<p>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.</p>	

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 maintaining 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) <ul style="list-style-type: none"> a. Central Government b. State Government c. Autonomous Organization d. Government Undertaking e. Universities 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 the PB	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 slips 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
16.A Additional Information , if any, relevant to the post you applied for in support of your suitability for the post. (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) (Note: Enclose a separate sheet, if the space is insufficient)		

<p>10.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</p> <p>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 _____

E-mail _____

Mobile No. _____

Date _____

Certification 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 / Cadre Controlling Authority with Seal)