



आरोग्यम् सुखसम्पदा



भारत सरकार



एक कदम स्वच्छता की ओर

THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

An Autonomous Institute under Ministry of Health & Family Welfare,
Government of India

Baba Gangnath Marg, Munirka, New Delhi-110067

VACANCY NOTICE

F. No. A.12024/3/2023-Admn.II

Date: 19/01/2024

The National Institute of Health and Family Welfare (NIHFW) is an Autonomous / Apex Technical Institute funded by the Ministry of Health and Family Welfare for promoting Health and Family Welfare Programmes in the country through Education & Training, Research & Evaluation, specialized services, consultancy and advisory service.

Mission Karmayogi is the National Programme for Civil Services Capacity Building (NPCSCB). Union Cabinet launched it on 2nd September 2020. The mission intends to lay down the foundations for the Indian civil servants' capacity building and aims to enhance governance. For implementation of Annual capacity building Plan (ACBP) and other related activities, the Ministry of Health and Family Welfare (MoHFW) intends to engage following human resource positions, purely on contract basis under National HRH & Mission Karmayogi Resource Cell in the MoHFW.

| Sr. No. | Name of Posts | No. Vacant Posts be filled up | Remuneration range (in Rs.) | Age limit | Tenure/ Period of engagement |
|---------|---|-------------------------------|-----------------------------|----------------|---|
| 1 | Lead Consultant - Human Resource for Health | 01 | 1,20,000-1,50,000/- | Up to 45 years | Initially for 3 (three) years, subject to yearly review |
| 2 | Consultant Nursing, Consultant-Medical & | 04 | 60,000-90,000/- | Up to 45 years | Initially for 3 (three) years, subject to yearly review |

| Sr. No. | Name of Posts | No. Vacant Posts be filled up | Remuneration range (in Rs.) | Age limit | Tenure/ Period of engagement |
|---------|---|-------------------------------|-----------------------------|----------------|---|
| | Dental Education & Consultant-Capacity Building | | | | |
| 3 | Junior Consultants | 02 | 25,000/- to 35,000 | Up to 45 years | Initially for 3 (three) years, subject to yearly review |
| 5 | Interns | 07 | 15,000/- | Up to 45 years | 6 months |
| | Total | 14 | | | |

1. NAME OF THE POST: LEAD CONSULTANT- HUMAN RESOURCE FOR HEALTH

No. of the Post: 1 (One)

Monthly emolument: Rs. 1,20,000/- - 1,50,000/- p.m.

Duration of engagement: Initially for 3 (three) years, subject to yearly review

Role and Responsibilities:

The consultant will work toward strengthening the HRH Mission Karmyogi initiatives at the programmatic and policy level pertaining to various thematic areas under the HRH Unit Mission Karmyogi Cell, under the overall supervision of the Technical Senior Advisor – HRH and in close coordination with the Director (Training) as appropriate. The Consultant will work on the following thematic areas-

- Provide technical assistance and programmatic support for the development of National HRH state evidence-based policies (including migration policy), HRH governance frameworks, legislations, guidelines and SOPs, as required.
- Provide technical support for the annual report on Human Resources for Health in India by undertaking detailed State HRH profiling and regularly monitoring the indicators in close coordination with the relevant stakeholders.
- Provide technical support to ensure collation of information from regulators and departments to enable annual Health labour market analysis-supply and demand estimates(numbers), training needs (competencies and skill gaps) and HRH data analysis, need-based projections, taking into account disease burden, trends, professional development and international requirements as well as forecasting of HRH for policy decisions.

- Maintain database related to health workforce (such as National Health Workforce Accounts) platforms and update the information on an annual basis after due approvals. Periodically review the HRH-IS to cross check data quality and coordinate with relevant departments on the discrepancies as well as communicate the same to relevant stakeholders.
- Review licensing systems and scope of practice requirements (new cadres, possibilities of task shifting etc.) for various cadres in close coordination with regulatory bodies and support the departments in developing strategic frameworks, and recruitment rules by generating evidence.
- Support in developing and commissioning studies for understanding issues of HRH planning and management.
- Mobilize resources, review progress and provide guidance to the Consultant teams in executing work across different thematic areas.
- Undertake such other assignments, which may be assigned from time to time by the supervisors.

Qualification & Experiences:

- MPH/MBA/PGDM (Health or Hospital Management)/ Post Graduation in Health Management or equivalent from a recognized and reputed institute preferably with professional and clinical qualification (preferably in medical, nursing, dental, or allied and healthcare streams)
- Minimum 12 years post qualification experience in the field of public health at the national level of which at least 5 years of experience with a specific focus on human resources for health (HRH) strengthening and policy development, thorough understanding of regulation and statutory mechanisms, healthcare workforce classification and stakeholders, HRH strategies and Global workforce scenario.
- Demonstrated ability to work with multiple stakeholders and within a multi-disciplinary team environment.
- Work experience in the relevant field will be given due weightage.
- Robust understanding of the health system along with strong research, analytical, writing and communication skills to accomplish task mentioned in the roles and responsibilities.

Location: New Delhi

Age Limit: 45 Years (as on the last date of inviting of application)

2. Name of the Post: **CONSULTANT – NURSING**

No. of the Post: 1 (One)

Monthly emolument: Rs. 60,000 – 90,000/- per month (consolidated)

Duration of engagement: Initially for 3 (three) years, subject to yearly review

Roles and Responsibilities:

The consultant will work toward strengthening the HRH initiatives for the Nursing cadre at the programmatic and policy level, under the overall supervision of the Senior Advisor - HRH and in close coordination with the Director concerned as appropriate and with the Nursing Division. The Consultant will work on the following thematic areas-

- Review literature, and policy and undertake studies on –
 - a. nursing workforce requirement (national and global), trend analysis, task shifting and sharing mechanisms, generate evidence and draft policy papers;
 - b. Nursing Education in the States and generate policy notes on nursing and midwifery workforce capacity, capability and skill mix;
 - c. Regulation and policy in relation to the nursing and midwifery profession and professional practice and draft policy notes for strengthening policy at different levels.
- Undertake cadre review and management of Nursing Personnel- Nursing Educators and administrators, Public Health-PHN, ANM, LHVs, and other Nursing service personnel;
- Collate, maintain and analyse Nursing workforce data with regard to –
 - a. Number of Nursing Personnel sanctioned/in-position with regard to PHNs, ANM, LHV, Staff Nurse, Ward Sister, ANS, NS, Chief Nursing Officer etc. from different sources;
 - b. Number of registered workforce- from Indian Nursing Council;
 - c. Nursing Educational Institutions like B.Sc. (Nursing), M.Sc. (Nursing), PHD (Nursing), ANM, GNM, Nursing College along with their admission capacity on annual basis;
 - d. Number of Nursing Teaching Faculty in the Nurses Education Institution along with their specialization from all the States.
- Review standards to help develop accreditation norms for institutions offering nursing programs in the country;
- Undertake mapping of best practices (including innovations) and provide evidence for State ranking on the basis of HRH indicators;
- Support the nursing division in techno-secretarial work related with-
 - a. implementation of the Schemes of the Department, preparation of SFC/EFC/ Memos, drafting Cabinet Notes, notes on various Schemes of the Department;

- b. technical inputs on representations, grievances, court cases related activities and RTIs etc., get them validated and submit to the concerned Section/ Division;
- Establish liaison with stakeholders and coordinate technical discussions on nursing and midwifery;
- Collaborate with Indian Nursing Council, nursing professional associations and other relevant stakeholders to review progress in the field and to set shared strategic short term and long term goals;
- Ensure timely and proper completion of task assigned in the Section;
- Any other task assigned from time to time by the Competent Authority.

Qualification & Experience

- MPH/MBA/PGDM (Health Management) or equivalent degree from a recognized and reputed institute preferably with professional and clinical qualification in Nursing
- Two to five years' post qualification experience in the field of public health at national level
- Work experience in the relevant field will be given due weightage.
- Demonstrated ability to work with multiple stakeholders and in a multi-disciplinary team environment
- Robust understanding of health system along with strong research, analytical, writing and communication skills to accomplish tasks mentioned in the roles and responsibilities.
- Willingness to travel to States to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.

Location: New Delhi

Age Limit: 45Years (as on the last date of inviting of application)

3. Name of the Post: CONSULTANT – MEDICAL EDUCATION AND DENTAL

No. of the Post: 2 (Two)

Monthly emolument: Rs. 60,000 –90,000/- per month (consolidated)

Duration of engagement: Initially for 3 (three) years, subject to yearly review

Role and Responsibilities:

The consultant will work toward strengthening the HRH initiatives for the Medical and Dental cadre at programmatic and policy level, under the overall supervision of the Senior Advisor - HRH and in close coordination with Director concerned as appropriate. The Consultant will work on the following thematic areas -

- Review literature, policy and undertake studies on –
 - a. Medical and dental workforce requirement (national and global), trend analysis, task shifting and sharing mechanisms, integrated team approach, generate evidence and draft policy papers;
 - b. Medical and Dental Education in the States and generate policy notes on capacity, capability and skill mix;
 - c. Regulation and policy in relation to the profession and professional practice and draft policy notes for strengthening policy at different levels;
- Collate, maintain and analyse medical and dental workforce data (on annual basis) with regard to –
 - a. Number of sanctioned/in-position in public health facilities
 - b. Number of registered workforce – from statutory Councils
 - c. Medical and Dental Educational Institutions along with their admission capacity on annual basis.
 - d. Number of Teaching Faculty in the Institutions along with their specialization from all the States
- Review standards and develop accreditation norms for institutions offering educational programs in the country;
- Undertake mapping of best practices (including innovations) and provide evidence for State ranking on the basis of HRH indicators;
- Support the division in techno-secretarial work related with-
 - a. implementation of the Schemes of the Department, preparation of SFC/EFC/ Memos, Drafting Cabinet Notes, Notes on various Schemes of the Department;
 - b. technical inputs on representations, grievances, court cases related activities and RTIs etc., get them validated and submit to the concerned Section/ Division;
- Establish liaison with stakeholders and coordinate technical discussions on medical and dental workforce

- Collaborate with State Level officers concerning with Health and Family Welfare programme to identify the gaps, challenges and potential solutions in the demand and supply side of the workforce.
- Collaborate with statutory councils, professional associations and other relevant stakeholders to review progress in the field and to set shared strategic short term and long term goals
- Ensure timely and proper completion of task assigned in the Section;
- Any other task assigned from time to time by the Competent Authority;

Qualification & Experience

- MPH/MBA/PGDM (Health Management) or equivalent degree from a recognized and reputed institute preferably with professional and clinical qualification in either Medicine or Dentistry.
- Two to five years' post qualification experience in the field of public health at national level
- Work experience in the relevant field will be given due weightage.
- Demonstrated ability to work with multiple stakeholders and in a multi-disciplinary team environment.
- Robust understanding of health system along with strong research, analytical, writing and communication skills to accomplish tasks mentioned in the roles and responsibilities.
- Willingness to travel to States to provide technical assistance & ability to work on different assignments simultaneously to meet the timelines for assignments.

Location: New Delhi

Age Limit: 45 Years (as on the last date of inviting of application)

4. Name of the Post: CONSULTANT – CAPACITY BUILDING

No. of the Post: 1 (One)

Monthly emolument: Rs. 60,000 –90,000/- per month (consolidated)

Duration of engagement: Initially for 3 (three) years, subject to yearly review

Roles & Responsibilities:

- Provide inputs towards capacity-building strategies and programs for human resources that are currently employed under different government programs and as well as recruits.
- Provide technical inputs for building synergies in the existing programs and creating new cadres of Human Resources for Health to strengthen healthcare delivery.
- Facilitate consultation meetings/training with various national and international experts for the planning of such strategies/ reforms.
- Coordinate development of training modules in consultation with other programme divisions and training organizations/ agencies.
- Coordinate with partner resource organizations such as NIHFW, SIHFW, and State Level Institutes to organize capacity development activities including twinning arrangements.
- Support the States in developing initiatives in the capacity building based on Training Needs Assessment.
- Liaise with the program Division to ensure synergy in capacity-building initiatives within the system
- Mobilize resources/partners for training and capacity-building programmes.
- Provide hand holding support to the States in organizing workshops and training on programme activities.
- Monitor and evaluate the progress of training and capacity-building initiatives in States including their effectiveness.
- Undertake periodic field visits to States/ UTs to review Capacity Development initiatives, identify challenges and support States/ UTs in overcoming these challenges.
- Plan activities and costs for annual capacity development schedule based on state-level demands for HRH, in conjunction with the program division
- Assess various proposals for capacity development including costing
- Evaluate the Program Implementation Plan (PIP) of States/UTs concerning capacity development. Liaison with States/ UTs for ensuring adherence to norms and providing inputs to states as required.
- Undertake other assignments, which may be assigned from time to time by the Reporting Authority.

Eligibility:

- MPH/ MBA/ PGDM (Health or Hospital Management)/ Post Graduation in Health Management or equivalent degree from a recognized institution preferably with professional and clinical qualification (preferably in administration, training, capacity building)
- Minimum 2-5 years of post-qualification work experience in the area of administration, capacity building, HR Training & Management; coordinating capacity development strategies, training modules in health-related projects; experience in conducting training of different public health/healthcare cadre at national/ state level, working with key technical resource organizations in public health or another related social sector.
- Solid understanding of HRH themes and policies in India and globally for all the major groups of health workers, as related to capacity building
- Work experience in the relevant field will be given due weightage.
- Computer proficiency with a high level of familiarity with commonly used packages like MS Word, Excel and Power Point.
- Good communication and presentation skills, analytical and interpersonal abilities, and good oral and written communication skills in English and Hindi.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Willingness to travel to States to provide review of Capacity Development initiatives.
- Ability to work on different assignments simultaneously to meet the timelines.

Location: New Delhi

Age Limit: 45 Years (as on the last date of inviting of application)

5. Name of the Post: Junior Consultant (Medical Education)

No. of the Post: 1(One)

Monthly emolument: Rs. 25,000 – 35,000/- per month (consolidated)

Duration of engagement: Initially for 3 (three) years, subject to yearly review

Role and Responsibilities:

This is an operational position charged with project coordination and support to the execution of medical education policy within the Ministry of Health and Family Welfare.

The Consultant would be providing techno-secretarial service, office support to ensure very high level of efficiency and effectiveness of office administration. The work would include techno-secretarial work related to the implementation of the Schemes of the Medical Education department.

- Support the division in techno-secretarial work related with-
 - a. Implementation of the Schemes of the Department, preparation of SFC/EFC/Memos, Drafting Cabinet Notes, Notes on various Schemes of the Department.
 - b. Technical inputs on representations, grievances, court cases related activities and RTIs etc., get them validated and submit to the concerned Section/ Division;
 - c. Processing Counsel's fee bill pertaining to Central Govt. Counsel/ASGs for various court cases in various Hon'ble High Courts and Hon'ble Supreme Court.
 - d. Processing of second appeals received from the Medical Colleges/Institution in the Ministry against the decision of National Medical Commission (NMC), including:
 - i. Coordinating and organizing meetings for second appeals
 - ii. Preparing minutes of meeting related to appeals
 - e. technical inputs in preparation of replies along with the supplementary for the Parliamentary (Lok Sabha and Rajya Sabha)
 - f. drafting of meeting minutes, presentations etc pertaining to medical education division
 - g. efficient filing of all important briefs, Parliamentary Questions, ToR, Medical Education Statistics and other documents as and when necessary
 - h. Miscellaneous matters related to the National Medical Commission (NMC).
- Ensure maintenance of medical education data including annual seals, medical Colleges, and other relevant statistics and initiate productive data sentry practices within the section.
- Liaison with NMC, States and other related stakeholders and coordinate for enabling technical discussions or meetings on medical education schemes.
- Oversee miscellaneous administrative duties necessary for the smooth functioning of the ME division.
- Ensure timely and proper completion of task assigned in the Section;

- Any other task assigned from time to time by the Competent Authority;

Qualification & Experience

- **Essential:** Graduate in any field preferably B. Tech or equivalent from a recognized and reputed institute.
- **Desirable:** MBA/ MHA or equivalent with at least two to three years of experience in the field of medical education at national level.
- Administrative experience in the relevant field and with Govt will be given due weightage.
- Demonstrated ability to work with multiple stakeholders and in a multi-disciplinary team environment.
- Strong understanding of health system along with good analytical, writing and communication skills to accomplish tasks mentioned in the roles and responsibilities.

Location: New Delhi

Age Limit: 45 Years (as on the last date of inviting of application)

6. Name of the Post: Junior Consultant (Mission Karmayogi)

No. of the Post: 1(One)

Monthly emolument: Rs. 25,000 – 35,000/- per month (consolidated)

Duration of engagement: Initially for 3 (three) years, subject to yearly review

Role and Responsibilities:

This is an operational position charged with project coordination and support to the execution of Mission Karmayogi related activities within the Ministry of Health and Family Welfare.

The Junior Consultant would be providing techno-secretarial service, office support to ensure very high level of efficiency and effectiveness of office administration. The work would include techno-secretarial work related to the Mission Karmayogi programme with the Mission Karmayogi Resource Cell/ Admin Division of the Ministry.

- Coordinate for timely implementation of Capacity building plan of the Ministry of Health and Family Welfare by undertaking coordination with the various departments and necessary follow ups for the training:
- Assist and coordinate for necessary follow ups for –
 - scheduling trainings under the Capacity Building Plan
 - FRACing of various roles across different sections within the Ministry of Health and Family Welfare;
 - Content development of various sections or training institutions for IGOT – Karmayogi.
- Support the division in techno-secretarial work related with
 - a. technical inputs on representations, grievances, related activities and RTIs etc., related to Mission Karmayogi), get them validated and submit to the concerned Section/ Division,
 - b. technical inputs in preparation of replies along with the supplementary for the Parliamentary (Lok Sabha and Rajya Sabha) related to Mission Karmayogi
 - c. drafting of meeting minutes, presentations etc
 - d. efficient filing of all important briefs, Parliamentary Questions, ToR, training statistics and other documents as and when necessary.
 - e. Miscellaneous matters related to the Mission Karmayogi
- Establish liaison with training institutions, and other stakeholders for assisting and coordinating for conduction of meetings on Mission Karmayogi.
- Coordinate with relevant stakeholders including all the departments of MoHFW, Capacity Building Commission (CBC), external agencies and DoPT as appropriate and directed;

- Facilitate timely and proper completion of task assigned pertaining to Mission Karmayogi.
- Any other task assigned from time to time by the Competent Authority:

Qualification & Experience

- Essential: Graduate in any field from a recognized and reputed institute or equivalent.
- **Desirable:** MBA or equivalent with at least two to three years of experience in any Government department at national level.
- Work experience in the relevant field with any department of Government of India will be given due weightage.
- Demonstrated ability to work with multiple stakeholders and in a multi-disciplinary team environment.
- Robust understanding of Government system along with demonstrated writing and communication skills to accomplish tasks mentioned in the roles and responsibilities.

Location: New Delhi

Age Limit: 45 Years (as on the last date of inviting of application)

7. Name of the Post: Interns

No. of the Post: 07

Monthly emolument: Rs. 15,000/-per month

Duration of engagement: 06 months

Role and Responsibilities

The intern will work on the following thematic areas:

- Review local and global literature, policy and participate in HRH related studies as applicable
- Collate and analyse workforce data, and cadre-related information as directed
- Support the divisions (as allotted) in techno-secretarial work related to policy, schemes etc.
- Ensure timely and proper completion of the tasks assigned in the Section;
- Liaison with stakeholders and assist in coordination of technical discussions;
- Any other task assigned from time to time by the Competent Authority.

Qualification & Experience

- Essential: MPH/MBA/PGDHM or equivalent degree from a recognized and reputed institute preferably with professional and clinical qualification / PG Student
- Work experience in the relevant field will be given due weightage.
- Demonstrated ability to work with multiple stakeholders and in a multidisciplinary team environment
- Adequate understanding of the health system with a special focus HRH with research, analytical, writing and communication skills to accomplish tasks Mentioned in the roles and responsibilities.
- Confidentiality and sensitivity of policy-related documentation at all times, non-negotiable.

Location: New Delhi

Remuneration Range: Rs. 15,000/-per month

Age Limit: 45 Years (as on the last date of inviting of application)

General Instructions:

- The period of working experience shall be counted only after the acquiring of essential qualification.
- **Mode of selection:** Through written test followed by interview for all the posts (except interns).
- An application duly filled in all respect is to be submitted **within 10 working days from the date of advertisement.**
- Interested candidates may send their application in the prescribed format to the **Deputy Director (Admn.), The National Institute of Health & Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi-110067.**
- Applications must be submitted in the attached format only.
- Applications must be duly supported by self-attested documents related to age, educational qualifications and experience etc.
- The candidates are required to submit their application with a subject "Application for the post of _____".
- Those candidates who are applying for more than one post, to apply in a separate application form for each post.
- Applications received in the format other than as attached and without supported documents will not be considered and shall be rejected summarily.
- The candidature of finally selected candidate's will be provisional and subject to verification of original documents.
- The NIHFWS reserves the right to either fill up the posts, or not, without assigning any reason.
- Candidates must ensure that he/she fulfils the requisite essential qualifications, experience and age etc. on the date of submission of filled application form.
- Without original certificates, the candidates will not be considered for appointment. In all cases the decision of this Institute shall be treated as final.
- Canvassing of any form will render candidate as disqualified.

DIRECTOR



आरोग्यम् सुखसम्पदा

**The National Institute of Health & Family Welfare
Baba Gang Nath Marg, Munirka, New Delhi-110067**

Annexure 'B'

Recent
Pass port
size colour
photo

National HRH & Mission Karmayogi Resource Cell in the MoHFW

1. Name of the position applied for : _____
2. Name of the candidate in full : _____ (Hindi)
_____ (English)
3. Father's Name : _____
4. (a) Address for correspondence : _____
(b) Mobile phone No. : _____
(c) Email address : _____
5. Permanent Address : _____
6. Date of birth and present age : _____
(As on date of interview)
7. Whether belongs to SC/ST/OBC : _____
/EWS/PWD (Please specify)

8. Educational Qualifications:

| Sr. No. | Qualification | Board / University | Year of passing | Max. Marks | Marks obtained | Percentage (%) |
|---------|---------------|--------------------|-----------------|------------|----------------|----------------|
| | | | | | | |

9. Details of employment:

| Post held | Name of Deptt. / Organisation | From | To | Nature of duties performed |
|-----------|-------------------------------|------|----|----------------------------|
| | | | | |

10. Any other relevant information: _____

11. Please link the self-attested copies of certificates in support of your educational qualification, experience, Date of Birth, Caste etc.

12. List of enclosures

- (i) _____ (ii) _____ (iii) _____
(iv) _____ (v) _____ (vi) _____

Signature of the applicant

Date: _____

Name: _____