

No.S-12012/15/2022-NHA
Government of India
Ministry of Health & Family Welfare
National Health Authority

9th Floor, Tower I
Jeevan Bharati Building
Connaught Place, New Delhi-110001

Dated: 18th February 2022

To

As per list attached

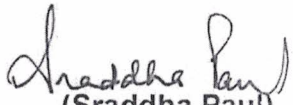
Subject: Vacancy circular for filling (i) three posts of Deputy Director (Finance) and (ii) Four posts of Assistant Director (Finance) on Deputation basis in National Health Authority, an attached office of the Ministry of Health & Family Welfare – regarding.

Sir,

With reference to the subject cited above, I am directed to enclose herewith a copy of vacancy circular No.S.12012/15/2022-NHA for filling up of (i) three posts of Deputy Director (Finance), Level 11 in the pay matrix and (ii) four posts of Assistant Director (Finance), Level 8 in the pay matrix in the National Health Authority, an attached office under the aegis of Ministry of Health & Family Welfare on Deputation basis. The vacancy circular may please be widely circulated in your Ministry/Department. An abridged version of the advertisement of the vacancies is also being published in the employment News separately.

2. Applications of eligible and willing candidates accompanied by the essential documents may be forwarded to the undersigned within forty-five days of publication of advertisement in the Employment News. Incomplete/Advance copy of applications and applications not accompanied by the essential documents will be summarily rejected.

Yours faithfully,


(Sraddha Paul)
Deputy Director (Admin.)

MAILING LIST

1. Department of Personnel & Training with the request to upload the vacancy circular on the website of DOPT.
2. All other Ministries/Departments of Government of India as under:-
 - Office of Comptroller & Auditor General of India
 - Indian Railway Accounts Service, Ministry of Railways, Railway Board
 - Office of Controller General of Accounts
 - Ministry of Agriculture and Farmers Welfare
 - Department of Agricultural Research and Education (DARE)
 - Department of Agriculture, Cooperation and Farmers Welfare
 - Ministry of AYUSH
 - Ministry of Chemicals and Fertilizers
 - Department of Chemicals and Petrochemicals
 - Department of Fertilizers
 - Department of Pharmaceuticals
 - Ministry of Civil Aviation
 - Ministry of Coal
 - Ministry of Commerce and Industry
 - Department for Promotion of Industry and Internal Trade
 - Department of Commerce
 - Ministry of Communications
 - Department of Posts
 - Department of Telecommunications (DOT)
 - Ministry of Consumer Affairs, Food and Public Distribution
 - Department of Consumer Affairs
 - Department of Food and Public Distribution
 - Ministry of Corporate Affairs
 - Ministry of Culture
 - Ministry of Defence
 - Department of Defence
 - Department of Defence Production
 - Department of Defence Research & Development
 - Department of Ex-Servicemen Welfare
 - Ministry of Development of North Eastern Region
 - Ministry of Earth Sciences
 - India Meteorological Department (IMD)
 - Ministry of Electronics and Information Technology
 - Ministry of Environment, Forest and Climate Change
 - Ministry of External Affairs
 - Ministry of Finance
 - Department of Economic Affairs
 - Department of Expenditure
 - Department of Financial Services
 - Department of Investment and Public Asset Management
 - Department of Revenue
 - Ministry of Fisheries, Animal Husbandry and Dairying
 - Department of Animal Husbandry and Dairying
 - Department of Fisheries
 - Ministry of Food Processing Industries
 - Ministry of Health and Family Welfare
 - Department of Health and Family Welfare
 - Department of Health Research, Ministry of Health & Family Welfare
 - Ministry of Heavy Industries and Public Enterprises
 - The Union Public Service Commission.
 - Election Commission of India.

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Dated 18th February 2022

Applications are invited from officers under the Central Government for appointment on Deputation basis to the following posts in National Health Authority, an attached officer of the Ministry of Health & Family Welfare.

S.No.	Designation of the post	Classification of the post	Level in pay matrix	No. of posts
1.	Deputy Director (Finance)	Group 'A' gazetted, non-ministerial	Level-11 (Rs. 67700-208700)	03
2.	Assistant Director (Finance)	Group 'B' gazetted, non-ministerial	Level-8 (Rs. 47600-151100)	04

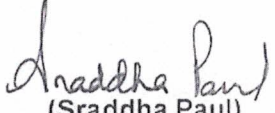
2. The details of the posts, eligibility criteria, experience, age limit etc. required for the posts are indicated in Annexure I. The pay and other terms and conditions of deputation (including short-term-contract) will be regulated in accordance with DOPT's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time. Cadre authorities/Heads of Department 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 Authority, 3rd Floor, Tower I, Jeevan Bharati Building, Connaught Place, New Delhi-110001 within forty-five days of publication of advertisement in the Employment News. The Application Form/Curriculum Vitae proforma is at Annexure-II.

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/Appointing authority.
2. Attested copies of APAR/ACRs for the 5 (five) years i.e. from 2015-16 to 2019-2020 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 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.


(Sraddha Paul)
Deputy Director (Admin.)

ANNEXURE-I**I. Three (03) posts of Deputy Director (Finance) National Health Authority, Group 'A', Gazetted, Level 11 (Rs. 67700-208700) in the pay matrix.**

Method of recruitment - Deputation

Eligibility Criteria Deputation

Officers under the Central Government belonging to Organised Accounts Service -

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

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

(b) possessing five years experience in Finance including experience in Budget and Accounts.

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 organisation 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.

II. Four (04) posts of Assistant Director (Finance), National Health Authority, Group 'B', Gazetted, Level-8 (Rs. 47600-151100) in the pay matrix.

Method of recruitment - Deputation

Eligibility Criteria Deputation

Officers under the Central Government -

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

(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in Level 7 (Rs. 44900-142400) in the pay matrix or equivalent in the parent cadre or department; and

(b) possessing two years' experience in Finance in Central Government

Note.-1. The period of deputation (including short term contract) including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation 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 last date of receipt of applications.

ANNEXURE-IIBIO-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
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