



Government of Tripura



State AYUSH Mission of Tripura (SAMT)
(<http://tripuranrhm.gov.in/>)

DETAILED ADVERTISEMENT

**Recruitment in 58
Contractual Vacancies**

(2022-2023)

CONTENT

S. No	Particulars
1	Details of Contractual Position
2	Eligibility Criteria/ToR
3	Syllabus
4	Important Dates
5	Age Relaxation Limits
6	Reference Dates for Computing Age, Qualification Experience and Registration
7	Selection Criteria
8	Special conditions exclusively for CHOs
9	Important Instruction
10	Online Application Process
11	Instructions to Fill Online Application
12	Job Responsibilities of the Positions

State AYUSH Mission Tripura (SAMT), Government of Tripura

State AYUSH Mission of Tripura (SAMT) invites online applications from Tripura-domiciled eligible candidates for below mentioned positions:

1. Details of Contractual Position:

S No.	Name of the Post	Number of Posts	Category Wise Vacancy Bifurcation						
			SC		ST		UR		
			Open	Female	Open	Female	Open	Female	PH
1	Programme Manager	01	0	0	0	0	01	0	0
2	Consultant-NAM	01	0	0	0	0	01	0	0
3	Finance Manager	01	0	0	0	0	01	0	0
4	Consultant (HMIS)	01	0	0	0	0	01	0	0
5	District Programme Manager	08	01	0	02	01	02	02	0
6	District Data Entry Operator	08	01	0	02	01	02	02	0
7	Community Health Officer (CHO)	38	04	02	08	04	12	07	01

2. Eligibility Criteria/ToR:

S No.	Position Name	No. of Vacancies	Honorarium	Essential Qualification	Essential Experience	Age Limit
1	Programme Manager	1	Rs. 65,000/-	Graduation Degree in any discipline including AYUSH and MBA in Healthcare Management / Human Resource (HR) / Masters in Health / Hospital Administration / Post Graduation Diploma in Hospital & Healthcare Management (Two years) from any AICTE recognized Institute.	Minimum 1 (One) year of post-qualification experience of working in the Healthcare sector in managerial positions. Proficient in MS Office, particularly in MS Word, Excel and Power point; and in making Power point presentations with good communication skills in English	42 years for UR candidates & 47 years for SC/ST candidates.
2	Consultant - NAM	1	Rs. 55,000/-	Bachelor's Degree in BAMS / BUMS / BHMS / BSMS / BYNS from a recognized University / Institute.	Minimum 1 (One) year of post-qualification experience of working in the Healthcare sector. Proficient in MS Office, particularly in MS Word, Excel and Power point; and in making Power point presentations with good communication skills in English	42 years for UR candidates & 47 years for SC/ST candidates.
3	Finance Manager	1	Rs. 45,000/-	MBA-Finance / M. Com/ C.A./ ICWA.	Minimum 1 (One) year of post-qualification experience of working in the Finance/Accountancy in managerial positions. Proficient in MS Office, particularly in MS Word, Excel and Power point; with good communication skills in English	42 years for UR candidates & 47 years for SC/ST candidates.

4	Consultant (HMIS)	01	Rs. 35,000/-	MBA-IT / MCA / M.Sc. - IT / BCA from recognized Institute.	Minimum 1 (One) year of post-qualification experience of working in the HR/Data Management sector in managerial positions. Proficient in MS Office, particularly in MS Word, Excel and Power point, with good communication skills in English	42 years for UR candidates & 47 years for SC/ST candidates.
5	District Programme Manager	8	Rs. 40,000/-	Graduation degree in any discipline including AYUSH and MBA in Healthcare Management / Masters in Health / hospital administration / Post Graduation diploma in Hospital & Healthcare management (Two years) from AICTE recognized institute.	Minimum 1 (One) year of post-qualification experience of working in the Healthcare sector in managerial positions. Proficient in MS Office, particularly in MS Word, Excel and Power point; and in making Power point presentations with good communication skills in English	42 years for UR candidates & 47 years for SC/ST candidates.
6	District Data Entry Operator	8	Rs. 20,000/-	Graduation in Computer Application/ IT/ Business Administration/ B. Tech (C.S) or (I.T)/ BCA/ BBA/ BSC - IT/ Graduation with One Year Diploma/ Certificate Course in Computer Science from recognized Institute or University.	Minimum 1 (One) year of post-qualification experience of working in the Data management sector in managerial positions. Proficient in MS Office, particularly in MS Word, Excel and Power point; and in making Power point presentations with good communication skills in English Minimum typing skill of 30 words per minute	42 years for UR candidates & 47 years for SC/ST candidates.

7	Community Health Officer (CHO)	38	Rs. 25,000/- + Performance Incentive of up to Rs. 15,000/-	<p>Bachelor of Ayurved Medicine & Surgery (BAMS) from a Ayurvedic Medical Institution recognized by the Central Council of Indian Medicine (CCIM)</p> <p>OR</p> <p>Bachelor of Homoeopathic Medicine & Surgery (BHMS) from a Homoeopathic Medical Institution recognized by Central Council of Homoeopathy (CCH)</p> <p>OR</p> <p>Bachelor of Siddha Medicine & Surgery (BSMS) from a Siddha Medical Institution recognized by the Central Council of Indian Medicine (CCIM)</p> <p>OR</p> <p>Bachelor of Unani Medicine & Surgery (BUMS) from a Unani Medical Institution recognized by the Central Council of Indian Medicine (CCIM).</p>	<p>BAMS/ BUMS/ BSMS candidate should submit valid registration under any recognized State or any recognized Ayurvedic Council under Central Council of Indian Medicine (CCIM) and BHMS candidate should submit valid registration of any recognised State/central council of Homoeopathy (CCH).</p>	42 years for UR candidates & 47 years for SC/ST candidates.
---	--------------------------------	----	--	--	---	---

3. Syllabus:

A. SYLLABUS FOR HR FOR SPMU & DPMU

State Programme Management Unit (SPMU)		
Name of the post:- Programme Manager		
SL No.	Subject	Marks
1	General Awareness/Current Affairs	15
2	Logical Reasoning	10
3	Basic IT/Computer Knowledge (MS office, word, power point & excel)	10
4	Concept on National AYUSH Mission	15
5	Non-communicable disease	10
6	Symptoms and prevention of Diseases	5
7	State Health Facilities	5
8	Government Health programme/projects/schemes at State level	10
9	Basic concept of Public Health	10
10	Community Health	10
Total Marks		100

Name of the post:- Consultant		
SL No.	Subject	Marks
1	General Awareness/Current Affairs	15
2	Logical Reasoning	10
3	Basic IT/Computer Knowledge (MS office, word, power point & excel)	10
4	Concept on National AYUSH Mission	15
5	Communicable & Non-communicable disease	10
6	Symptoms and Prevention of Diseases	5
7	Government Health programme/projects/schemes at State level	10
8	Basic concept of Public Health	10
9	Community Health	10
10	Basic Human Anatomy	5
Total Marks		100

Name of the post:- Consultant (HMIS)		
SL No.	Subject	Marks
1	General Awareness/Current Affairs	15
2	Logical Reasoning	10
3	Basic IT/Computer Knowledge (MS office, word, power point & excel)	15
4	Concept on National AYUSH Mission	5
5	Database Management	10
6	Data Warehouse Management	5
7	Computer Applications	10
8	Basics of Statistical Analysis and reporting	5
9	IT tools, Web-based Monitoring Information	10
10	Basic Computer networking	5
11	Web Interface management: Performance monitoring	10
Total Marks		100



Name of the post:- Finance Manager		
SL No.	Subject	Marks
1	General Awareness/Current Affairs	15
2	Logical Reasoning	10
3	Basic IT/Computer Knowledge (MS office, word, power point & excel)	10
4	Concept on National AYUSH Mission	5
5	Financial Management	15
6	Budgeting	10
7	Forecasting	10
8	Fund Flow Management	10
9	Financial Planning and Analysis	5
10	Working Capital Management	5
11	Cash Flow Management	5
Total Marks		100

District Programme Management Unit (DPMU)		
Name of the post:- District Programme Manager		
SL No.	Subject	Marks
1	General Awareness/Current Affairs	15
2	Logical Reasoning	10
3	Basic IT/Computer Knowledge (MS office, word, power point & excel)	10
4	Concept on National AYUSH Mission	15
5	Non-communicable disease	5
6	Basic Communication process and methods	5
7	State Health Facilities	5
8	Government Health programme/projects/schemes at State level	10
9	Basic concept of Public Health	10
10	Community Health	10
11	Basic Hospital Management	5
Total Marks		100

Name of the post:- Data Entry Operator		
SL No.	Subject	Marks
1	General Awareness/Current Affairs	15
2	Logical Reasoning	10
3	Basic IT/Computer Knowledge (MS office, word, power point & excel)	20
4	Concept on National AYUSH Mission	5
5	Basic MIS	10
6	Basic Database Management	10
7	Basic Computer Applications	5
8	Basic Concept of Public Health	10
9	Basic Information System	5
10	Basic Data Analytics Tools	5
11	Basic Operating System	5
Total Marks		100

B. SYLLABUS FOR CHO

Name of the post:- CHO		
SL No.	Subject	Marks
1	General Knowledge (About Tripura & about Health system in India) @ 5 marks each	10
2	Basic Anatomy and Physiology	05
3	Child Health (Common childhood illnesses, symptoms, diagnosis, risk assessment, basic knowledge of congenital anomaly: names and signs, Immunization, Growth & Development of Children)	10
4	Adolescent Health (Common health issues in Adolescent age group, drug addiction, menstrual hygiene)	05
5	Maternal Health (Basic Ante Natal care, Basic Obstetric management, Menstrual Hygiene, infections of the female reproductive Tract, Type and causes of Menstrual Irregularities)	10
6	Family Planning (Names of methods available in public sector, Utility, benefits, Complications of these methods)	10
7	Communicable Diseases (Various Communicable diseases endemic in the community, Basic Management of Pneumonia, Diarrhoea, Diagnostic tests and clinical features of various common infectious diseases)	10
8	Non- Communicable Diseases (Risk factors leading to non-communicable diseases, clinical features and diagnostic investigations for common Non communicable Diseases, Healthy lifestyle practices, Health issues in elderly: Names Diagnosis, Prevention of Complications)	10
9	Nutrition (Basic knowledge of various macro and micro nutrients, common nutritional deficiency disorders, Nutritional issues in pregnant women, children, Adolescent and Geriatric Age: Names, Clinical Features, Causative factor, Social factors, Treatment)	05
10	Skill Based (Resuscitation, IV Lining, Neonatal Management in Home, Breast Feeding Counselling, Dressing, Injury Management, Measuring of Vitals)	05
11	Basic concept on Public Health (Structure of Urban and Rural Health care Delivery System, Health care workers at each level, National Health Programmes, Environmental Health & Sanitation, Bio Medical Waste Management)	10
12	Basic concept on AYUSH system of medicine	10
	Total Marks	100

4. Important Dates:

1. Online Submission of Applications commences from **19.09.2022 at 12:01 AM (IST)**
2. Last Date for Receipt of Online Applications is **05.10.2022 at 11:59:59 PM (IST)**.

Notes: Only online applications successfully submitted by candidates, by or before the aforesaid deadline, shall be considered. Applications received through other sources/ modes shall be deemed invalid.

5. Age Relaxation Limit:

42 years for UR candidates & 47 years for SC/ST candidates for all categories of post.

6. Reference Dates for Computing Age, Qualification Experience and Registration:

- a) **Age Reference:** 31.08.2022
- b) **Qualification Experience and Registration:** 18.09.2022

7. Selection Criteria:

- 1) Candidates will be selected based on the score in Competency Assessment Test (CAT) i.e. 100% on CAT. There will be no viva-voce. Candidates will be selected based on merit.
- 2) The cut-off marks for qualifying the written examination is **30%** for all categories of candidate's i.e. UR/ SC & ST.
- 3) The examination will be conducted for 100 Marks in Multiple Choice Question (MCQ) pattern carrying 1 (one) **each**. For every wrong answer **0.25** marks will be deducted.
- 4) Candidate will be provided with OMR Sheet for answering the questions.
- 5) After finalizing the result on Merit Basis selected candidates will be called for Counselling Session to be notified later on. In this session documents will be verified in original. If any candidate fails to appear or produce the requisite document before the authority, his/her candidature will be cancelled and in this regards no further communication will be entertained. Accordingly, the next candidate as per Merit List will be selected.

8. Special conditions exclusively for CHOs:

- 1) Candidates selected for CHO post will have to go through a **6-months Certificate Course on Community Health (CCCH)** at ICFAI University Tripura. This course is part of an initiative under National AYUSH Mission to strengthen Sub-centres & AYUSH dispensaries as AYUSH Health & Wellness Centres (AHWC) for improved implementation of Public Healthcare Programme and to enable Comprehensive Primary Health Care Service Delivery, including disease prevention and health promotion. The candidates who will successfully complete this course will be posted at AYUSH Health & Wellness Centre as Community Health Officers (CHOs).
- 2) Selected CHOs will get admissible TA/DA & remuneration during 6 (six) months course period.
- 3) State AYUSH Mission Tripura will provide support for boarding and lodging, ICFAI University course fees, transport for practicum, and other training related costs during normal training period. However, in case the candidate fails to complete the course on schedule time, his/her expenditure will not be borne by the SAMT for the additional period.
- 4) As per norms all selected candidates need to execute a notarized **Surety Bond** before enrolment of Certificate Course on Community Health (CCCH). The surety bond so to be executed by the selected candidate witnessed by at least one surety shall clearly affirm that the respective selected candidate shall be bound to deposit to the credit of the State AYUSH Mission of Tripura an amount of Rs. 2,50,000/- (Rupees two lakh fifty thousand) if he/she abandons the CCH course or departs/resigns from the service of the CHO to which he/she is appointed before completion of a period of 5 (five) years from the date of appointment, failing which he/she shall be liable for legal actions.

Note:

- 1) The examination will be conducted in **Agartala, Tripura**.
- 2) The examination date shall be announced on the **SAMS** and **National Health Mission, Tripura** official website.



- 3) The E-admit card can be downloaded from the **SAMS** and **NHM, Tripura** official website <http://www.sams.co.in/> and <http://tripuranrhm.gov.in> seven days before the examination date.
- 4) In case of a tie in the marks secured in the written examination to be conducted, preference shall be given as per the details mentioned below:
 - i. Candidate with relatively more work-experience in healthcare sector.
 - ii. Even if tie persists, the candidate obtaining the higher marks in 12th / Higher Secondary.

9. Important Instructions:

- 1) Vacancies shall be subject to the **State Reservation Policy of Tripura**. Horizontal reservation for women in the posts shall be applicable as per the policy notified by the State Government. Only those candidates having the **Domicile Certificate (PRTC)**, issued by **Govt. of Tripura** shall be eligible.
- 2) The contract-period shall initially be **eleven months** from the date of the appointment, subject to extensions with an intervening gap of at least one day if performance is satisfactory. Any claim for absorption in the regular position shall not be entertained in the future.
- 3) Candidates must fill and submit the **Online Application Form (OAF)** available on SAMS website, no other mode for submission of application is required.
- 4) Applicants must ensure that all details are correctly filled and successfully submitted online before the closing date. Applicants should ensure that the Applicant Status on Application Form is "**Submitted Successfully**." Half-filled or applications filled incorrectly shall be treated as incomplete and rejected.
- 5) **Only a full-time course** for the essential qualifications as required in the ToR/ Eligibility Criteria shall be considered valid.
- 6) **Only post-registration experience** shall be considered for the positions having essential criteria of registration with respective councils.
- 7) In the case of CGPA/ GPA, applicants shall provide marks details in percentage at the time of filling the online form and documentary proof for the basis of calculation of percentage shall be produced whenever it is required. If the applicant fails to present the above, supporting documents he/she shall be liable for the disqualification/ cancellation of her/ his candidature.
- 8) If at any stage of recruitment, it is found that the candidate does not fulfill the eligibility criteria and/or that she/ he has furnished incorrect/ false information/ certificate/ documents or has suppressed any material fact(s), his/her candidature will stand cancelled. Moreover legal actions may be taken for submitting any fake testimonials.
- 9) The decision of the competent authority of **State AYUSH Mission Tripura** in any matter relating to the recruitment at any stage of the recruitment process will be final and binding upon the candidate.
- 10) After finalizing the result on Merit Basis selected candidates will be called for Counselling Session on a scheduled date and time. In this session documents will be verified in original. If any candidate fails to appear or produce the requisite document before the authority, his/her candidature will be cancelled and in this regards no further communication will be entertained. Accordingly, the next candidate as per Merit List will be selected, subject to successful verification of documents.
- 11) Any candidate against whom a criminal case is pending in any court or has been convicted by the court shall be disqualified for candidature.



- 12) Number of Positions may vary as per the requirement of **State AYUSH Mission Tripura**.
- 13) **MS, State AYUSH Mission Tripura**, will have the right to suspend/ cancel any application/ entire recruitment process without giving any reason therefor.
- 14) **Member Secretary, State AYUSH Mission Tripura** will have the right to suspend/ cancel any application/ entire recruitment process without giving any reason.
- 15) **State AYUSH Mission Tripura** reserves the right to amend recruitment rules and process at any time of the selection. Any such amendment shall be valid and binding on the recruitment process.
- 16) Any legal dispute pertaining to the recruitment process shall be under the jurisdiction of the courts in **Agartala, Tripura**.
- 17) Name of the short listed eligible candidate will be published in the official website of NHM (<http://tripuranrh.gov.in>) in due course of time.
- 18) T.A. & D.A. will not be admissible for appearing in the recruitment procedure.
- 19) Further correspondence in this regard will be notified in the official website of NHM.

10. Online Application Process:

Candidates are required to upload the following self-attested documents at the time of submission of online application form, without which the application will not be accepted:

- 1) Mark-sheet of High School Certificate (Madhyamik) Examination
- 2) Mark-sheet of Higher Secondary (10+2) Examination
- 3) Mark-sheet of all years of passing examination of **Essential Educational Qualification** through which educational eligibility and percentage (%) filled by applicant can be validated
- 4) Complete Experience Certificates through which experience eligibility and duration of experience filled by applicant can be checked/ validated;
- 5) Valid Registration Certificate from the Respective Council, as mentioned in the ToR, for those positions where Registration is required
- 6) Valid Caste Certificate for Candidates belonging to Schedule Caste (SC) & Scheduled Tribe (ST) issued by the competent authority in Tripura (For post where reservation is applicable)
- 7) **Domicile Certificate of Tripura (PRTC)**.
- 8) Recent colour passport photograph.
- 9) Any other as per application form.

Note:

- 1) In the above documents, if the information is also mentioned in the back pages, it will be mandatory to upload it too;
- 2) No document will be accepted after the closing date of application;
- 3) Applicants are required to provide all the mandatory information [Marked with * (asterisk) sign] in the application form;
- 4) **Candidates failing to upload prescribed documents in the relevant sections of the Online Application Form shall be disqualified.**
- 5) The applicants must ensure that all the details are correctly filled and successfully submitted online before the closing date. Applicants should ensure that the Applicant Status on Application Form is "Submitted Successfully"; **Half-filled applications** shall be treated as incomplete and shall be deemed to be rejected;



- 6) Incomplete details in application or application submitted without photograph along with signature/ supporting documents shall be rejected;
- 7) Request for change or correction of any information shall not be entertained once the online form is submitted. However, after the publication of the screening outcome, if there is any query regarding the screening outcome and their status, candidates shall be given **2-4 days** (Depending upon **Sate AYUSH Mission Tripura** approval) to raise their queries. The screening committee shall reply to the candidates' queries within four working days of receipt of the query on the online module created for the same. Based on the conclusion of the screening committee, the screening remark of a candidate may change.

(For detailed instructions and guidelines for filling the **Online Application Form**, please refer to the **Instructions for Filling Online Application Form** section provided below)

11. INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM:

Online Job Application Form is spread over different sections designed to obtain information related to the candidate's **Personal Profile, Educational Qualification, Experience, Image, Signature** and **Essential Documents Upload, Preview of Application** before submission and **Submit Application**.

Before filling up the **Online Job Application Form**, candidates are advised to go through the relevant advertisement and other details available on www.sams.co.in.

A. PROCEDURE AND STEPS TO BE FOLLOWED TO SUBMIT ONLINE APPLICATION FORM

The application will be submitted online through the URL <https://sams.co.in> (Online submission of application shall start from **September 15, 2022 at 12.01 am**)

STEP- 1: Click on the "**NEW REGISTRATION**" button to fill up the Registration Form. If you are already a registered user, click on the "**ALREADY REGISTERED**" button and enter **Login ID & Password** to proceed.

STEP- 2: After submission of the Registration Form, candidates need to validate their registration by putting their RMN (Registered Mobile Number) as it is indicated above. Applicants are requested to keep their User ID (which is RMN) and password in safe custody.

STEP- 3: Keep ready following documents before starting to fill the online Application Form:

- i. Profile Image (Candidates recent colour photograph)
- ii. Candidate's Signature Image
- iii. 10th Certificate
- iv. 12th Certificate
- v. Essential Qualification Documents
- vi. Essential Experience Documents [In case of current employment, candidates may upload their appointment letter and last three months' salary details instead of experience certificate]
- vii. **Domicile Certificate of Tripura (PRTC)**
- viii. Caste Certificate (if applicable)
- ix. Registration Certificate (If required as per the ToR)
- x. Other Required/ mandatory documents (As per the requirement of the position which is mentioned in the online form)

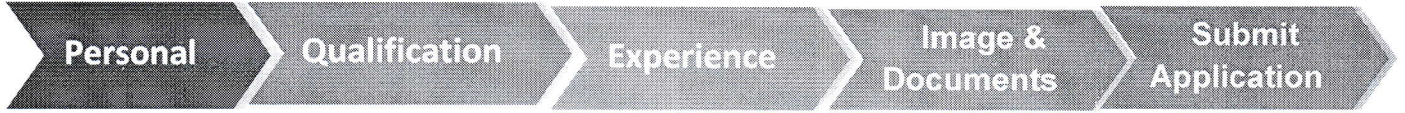
Note - The required/ mandatory documents should be uploaded in .jpeg, .jpg, .pdf or .png format in the relevant sections of the online application form. The maximum size of the file/photo/ documents should not exceed 5 MB.

STEP- 4: After successful registration, the applicant can log in to apply for the position. After login "**JOB DASHBOARD**" will be opened. The applicants can view position name, no. of vacancy, etc. "**JOB DASHBOARD**" section. (Applicants are requested to read and understand the eligibility criteria for the post they are applying for).

STEP- 5: Click on the "**आवेदन करें / Apply Now**" button to apply for the position you are eligible and wish to apply.



STEP- 6: Once you click on the “आवेदनकरें / **Apply Now**” button following sections will appear in the Application Form.



STEP-7: Please complete the **PERSONAL SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

STEP-8: Please complete the **QUALIFICATION SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

STEP-9: Please complete the **EXPERIENCE SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

STEP-10: Please upload the required image and documents in the **IMAGE & DOCUMENTS SECTION** and click on the “**SUBMIT & PROCEED TO NEXT**” button.

FINAL STEP:

- After filling in all the details, there is a provision for reviewing the details which applicants have filled in the Application Form by clicking on the “**Preview Application**” button before final submission. The preview page will display all the details that Applicants have mentioned in his/ her application form.
- Applicants are advised to go through all the details filled for the position carefully and attentively, as, after the final submission of the application form, the applicant shall not be able to edit and/or resubmit the application again.
- Before final submission of the online Application Form, applicants are required to read the declaration given on the website carefully and provide their consent on it, failing which the applicant won't be able to complete registration. The applicants must check the details carefully before the final submission of the application form.
- Once Applicants are sure about the details filled by them in the application form, they can click on the “**Confirm & Submit Application**” button for the final submission of their applications.
- After successful submission of the Application Form, the applicant will receive an SMS on his/ her RMN (Registered Mobile Number) containing the application reference no, which can be used for future reference.
- Applicants can now print/download their application form for their further reference.
- Candidates are advised to take a print of this page by clicking on the “**Print**” option for their future reference.
- The applicant can view his/her application anytime by logging in to the above website.

B. GENERAL INSTRUCTIONS

- 1) Applicants are advised to read the instructions and guidelines carefully before submitting the application form;
- 2) The applications submitted on or before the closing date (**October 05, 2022, 11:59:59 PM**) shall be accepted. The procedure of submission of the application form should be completed online only, applications sent by any other mode shall be rejected;
- 3) Incomplete applications or applications submitted without photograph, signature, or supporting documents shall be rejected based on lack of information;
- 4) Applicants are required to provide all the mandatory information [**Marked with * (asterisk) sign**] in the Application Form;
- 5) The applicants shall be responsible to ensure that all the details are successfully submitted online before the closing date. Applicants should ensure that the Application Status of the Application Form is “**Submitted Successfully**”; half-filled applications shall be treated as incomplete and shall be considered rejected;
- 6) If a candidate submits more than one application form for the same position, his/her candidature may be liable to get cancelled without any prior notice.

Job Responsibilities

(1) Programme Manager

Responsibilities:

The Programme manager shall be the overall in charge in administering/ supervising the work & monitoring performance of manpower of SPMU and DPMUs of state /UT and shall work as a team leader.

The Main responsibilities shall be:

- 1) To provide support for planning, implementation, monitoring and evaluation of activities of National AYUSH Mission including AYUSH Health & Wellness Centres as well as AYUSH Public Health Programs in the entire State/UT.
- 2) To play a lead role in Preparation and finalization of State Annual Action Plans (SAAP) in coordination with relevant program divisions /Field functionaries, its vetting from state NAM head / State AYUSH Society and timely submission to Ministry.
- 3) To assist and coordinate at various levels for timely communication with field functionaries for taking implementation of Plan activities, release of funds, monitoring of expenditure, timely reporting of Physical /financial returns on monthly /quarterly basis to state and Central ministry.
- 4) Maintenance of profile of AYUSH sector for the State / UT as an annual document.
- 5) Maintenance and submission of the financial sanctions, expenditure statement as well as utilization certificates to Govt. of India with the assistance of finance manager and accounts manager.
- 6) Data validation of the information before uploading on the National AYUSH Mission website with the support of HMIS Manager and other PMU Manpower.
- 7) Periodical field visits to monitor and evaluate different activities approved under NAM.
- 8) To provide relevant information time to time to Govt. of India as per the requirement regarding Parliament Questions, Parliament assurances, Parliament Standing committee, etc.
- 9) To assist in planning and organizing IEC activities in various parts of State/UT.
- 10) To facilitate 3rd party evaluation team/ central monitoring team etc. as and when required.
- 11) To maintain regular liaison with manpower of Central Programme Management Unit of NAM division for close coordinated working.
- 12) Any other work assigned by officers of the State Govt.

Job Responsibilities

(2) Consultant

Responsibilities:

Consultant (NAM) shall work as a technical support to PMU team.

Main Responsibilities are:

- 1) To provide technical inputs and support for planning, implementation, monitoring & outcome analysis of National AYUSH Mission including AYUSH Health & Wellness Centres as well as AYUSH Public Health Programs in the State/UT.
- 2) To provide assistance / technical inputs in preparation of State Annual Action Plans (SAAP) as per NAM guidelines.
- 3) To assist & provide technical support in capturing data related to NAM, its analysis and usage in Policy planning, impact analysis etc.
- 4) To assist in conducting training /short duration orientation courses for manpower to enhance capacity.
- 5) Assist in preparation of operational guidelines for Public health outreach activity through AYUSH School Health programme, AYUSH Gram, Behaviour Change Communication programme or other IEC related activities.
- 6) To assist in updating AYUSH profile document.
- 7) Conducting field visits periodically in order to monitor and evaluate different activities approved & being implemented under NAM.
- 8) To coordinate and assist with 3rd party evaluation team/ central monitoring team etc. as and when required.
- 9) Assist in Data validation of the information to be uploaded on the National AYUSH Mission website with the support of HMIS Manager and other PMU Manpower.
- 10) To have liaison with Central Programme management unit Manpower of NAM division for desired coordination and follow up.
- 11) Any other work assigned by authorities of the State / UT Govt.



Job Responsibilities

(3) Finance Manager

Responsibilities:

- 1) To handle all financial matters of the National AYUSH Mission.
- 2) Financial management, tracking and monitoring of funds for AYUSH up to the lower level.
- 3) To ensure timely preparation of Financial Monitoring Report (FMR), Statements of Funds position in the States and coordinate with CPMU on all aspects of financial issues.
- 4) Operationalization of financial MIS.
- 5) To pursue with State Govt. treasury, finance department etc. for early release of funds and maintain the database of funds lying at various level to be shared with CPMU monthly basis.
- 6) All matters related to budget preparation, performance budget, out come budget, financial status, detail of expenditure, Zero base budgeting, gender budgeting, audit etc. to be dealt.
- 7) To have expertise in Public Financial Management System (PFMS), Budget Estimate/ Revised Estimate etc.
- 8) To prepare the sanction- wise, year wise & component wise status of grant in aid received from Govt. of India and its expenditure as well as utilization certificate for timely submission to Govt. of India.
- 9) Periodical updation of U.C. Statements and preparation of monthly Statements on outstanding U.Cs.
- 10) Preparation of Replies of various paras raised by Audit parties.
- 11) To facilitate 3rd party evaluation team/ central monitoring team etc. on financial matters as and when required.

Job Responsibilities

(4) Consultant (HMIS)

Responsibilities:

- 1) Collection, compilation, and maintenance of data from all Departments of Hospitals & Dispensaries (in terms of OPD & IPD data), Educational Institutions, Drug Enforcement mechanism, Medicinal Plants.
- 2) Preparation of data in terms of physical & financial support provided under NAM for different activities.
- 3) Performance statistics on Mainstreaming AYUSH / AYUSH to be culled from various database sources.
- 4) Preparation of MIS formats for reporting the baseline information and progress under NAM and Preparation of data related to SAAP approved unit wise, component wise & year wise and to share the data with CPMU.
- 5) To maintain the Health Statistics Information Portal facilities, the flow of physical and financial performance from the field level to the State H.Q.
- 6) To meet the HMIS (AYUSH) requirements through close coordination with PMU (AYUSH & NRHM), National/State Health & Family Welfare institute and National/State Health System Resource Centre to get and provide data regarding AYUSH sector.
- 7) Data handling of software (HMIS-AYUSH), data incorporation, retrieval of data.
- 8) Maintenance of Direct Benefit Transfer (DBT) database on monthly basis of National AYUSH Mission activities- and its transmission to NAM Division of Central Ministry and also to State Govt. as a monthly return.
- 9) Maintenance of data on TSP and SCSP component activities approved and accomplished.
- 10) To upload the contents related to NAM on its website.
- 11) Any other work assigned by officers from time to time or any other work related to the concerned State/ UT.

Job Responsibilities

(5) District Programme Manager

Responsibilities:

- 1) To provide support for planning and implementation of National AYUSH Mission including AYUSH Health & Wellness Centres in the District.
- 2) Preparation and finalization of District Annual Action Plans of NAM in coordination with relevant program divisions.
- 3) Pursue with the District Authorities and different implementing agencies to roll out the approved activities of State Annual Action Plan.
- 4) Furnishing relevant documents related to SAAP to the State/Ministry well within time.
- 5) Maintenance of district wise profile of AYUSH.
- 6) Maintenance and submission after cross-verification of the financial sanctions, expenditure as well as utilization certificates submitted to State/ with the support of Data Entry Operator working under PMU.
- 7) Data validation of all the information uploaded on the National AYUSH Mission website with the support of Data Entry Operator.
- 8) Time to time field visits to monitor different activities approved under NAM.
- 9) To provide relevant information time to time to State/Govt. of India as per the requirement regarding Parliament Questions, Parliament assurances, Parliament Standing committee etc.
- 10) To maintain and share with State/Gol a database of all the officers/officials dealing with NAM scheme.
- 11) To liaison with Officers and State Programme management unit Manpower of NAM division as required.
- 12) To facilitate 3rd party evaluation team/ central monitoring team etc. as and when required.
- 13) Any other work assigned by officers of the State Govt. from time to time.



Job Responsibilities

(6) District Data Entry Operator

Responsibilities:

- 1) To provide assistance in maintaining periodic reports on the status of the AYUSH Sector.
- 2) To provide assistance in Data handling of software, data incorporation, retrieval of data, maintaining the records/ files of National AYUSH Mission (NAM) along with compilation of relevant information received from different sector time to time.
- 3) To enter data and maintain data related to Centrally Sponsored Scheme of National AYUSH Mission.
- 4) To assist the District Program Manager and State Finance Manager in Preparation of all the financial data/MIS related to sanction - wise, year wise & component wise status of grant in aid received from Govt. of India and its expenditure as well as utilization certificate submitted to Govt of India.
- 5) Close Coordination with PMU (AYUSH & NHM), District/ State Health & Family-Welfare institute and State Health System Resource Centre to get and provide data regarding AYUSH sector.
- 6) Online communication and Coordination among the different District agencies/State/ UT Govt. with respect to issues related to Centrally Sponsored Scheme of National AYUSH Mission.
- 7) Any other work assigned by officers from time to time.

Job Responsibilities

(7) Community Health Officer (CHO)

Responsibilities:

The AYUSH physician will be deployed by the State Govt. on regular or contractual basis, as per the specific requirement of the medical system. He/she would broadly be expected to carry out public health functions, ambulatory care management and provide leadership at the HWCs. They would be responsible for the following:

The Main responsibilities shall be:

- 1) Ensure that all households in the service areas are listed, empanelled and a database is maintained in digital format/ paper format as required by the state.
- 2) Ensure Prakriti assessment of the entire population above 18 years of age in phased manner.
- 3) Provide clinical care as specified in the care pathways and standard treatment guidelines for the range of services expected of the HWC.
- 4) Dispense allopathic drugs as per the prescription of Medical Officer at PHC or specialist.
- 5) He/she may take clinical decision and prescribe AYUSH medicines as per the qualification in the particular stream.
- 6) Higher care through referral or facilitated through telehealth.
- 7) Focus attention in screening for chronic conditions on screening, enabling suspected cases confirmed and initiating treatment based on appropriate guidelines or on basis of plans made by specialists. As a team, ensure adherence, along with counselling and support as needed for primary and secondary prevention efforts. Coordinate and lead local response to diseases outbreaks, emergencies and disaster situations and support the medical team or joint investigation teams for disease outbreaks.
- 8) Support the team of MPWs and ASHAs on their tasks, including on job mentoring, support and supervision, undertaking the monitoring, management, reporting and administrative functions of the HWC such as inventory management, upkeep and maintenance, and management of untied funds.
- 9) Support and supervise the collection of population based data by frontline workers, collate and analyze data for planning and report the data to the next level in an accurate and timely fashion. Use HWC and population data to understand key causes of mortality, morbidity in the community and work with the team to develop a local action plan with measurable targets, including a particular focus on vulnerable communities.
- 10) Coordinate with community platforms such as the VHSNC/MAS/SHGs and work closely with PRI/ ULB, to address social determinants of health and promote behavior change for improved health outcomes.
- 11) Address issues of social and environmental determinants of health with extension workers of other departments related to gender based violence, education, safe potable water, sanitation, safe collection of refuse, proper disposal of waste water, indoor air pollution, and on specific environmental hazards such as fluorosis, silicosis, arsenic contamination, etc.
- 12) Guide and be actively engaged in community health promotion including behavior change communication.

(Subhasis Das, TCS, SSG)

Mission Director, National Health Mission &
Member Secretary, State AYUSH Mission