

# Government of Punjab

## DEPARTMENT OF HEALTH & FAMILY WELFARE

No. NHM/Pb/CHR/23/

Dated:-

### Terms and Conditions for Contractual Hiring of Various Posts under Ayushman Bharat Digital Mission (ABDM) :-

Sr. No.	Position	Remuneration per month	Eligibility Qualification	Key Responsibilities								
1	<b>Project Manager</b>  <b>1 Post at SHQ Chandigarh</b>	₹ 80000/- to ₹ 100000/-  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Years of Experience</th> <th style="width: 50%;">Indicative Compensation/Remuneration level (₹)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6+</td> <td style="text-align: center;">1,00,000</td> </tr> <tr> <td style="text-align: center;">5+</td> <td style="text-align: center;">90,000</td> </tr> <tr> <td style="text-align: center;">4+</td> <td style="text-align: center;">80,000</td> </tr> </tbody> </table>	Years of Experience	Indicative Compensation/Remuneration level (₹)	6+	1,00,000	5+	90,000	4+	80,000	BE/ BTech/ MCA/MSc (IT)/ MIS and MBA/PGDM <b>(Educational qualification should be at least 1st division from a recognized university)</b>  <ul style="list-style-type: none"> <li>- 4+ years of total work experience</li> <li>- Minimum 2 Years of work experience as a Project Manager</li> <li>- Atleast 2 Years of experience in Govt. projects, preferably in the implementation of social sector schemes/missions.</li> <li>- Well-versed in MS Office suite</li> <li>- Desired Certifications PMP/ PRINCE2/ Agile/ Scrum/ ITIL</li> </ul>	<ul style="list-style-type: none"> <li>- Determine and define project scope and objectives</li> <li>- Ability to work across organizational boundaries to accomplish team goals as well as work within a close team environment, be self-motivated and adhere to project schedules and meet deadlines.</li> <li>- Must be able to grasp complex solutions in a broad fashion and resolve issues and assignments utilizing logical thinking, process, and clear communication.</li> <li>- Ability to handle simultaneously, multiple projects and deadlines.</li> <li>- Develop and manage a detailed project schedule and work plan</li> <li>- Responsible for end-to-end project delivery (scope, estimation, planning, UAT, implementation and Go- Live)</li> <li>- Provide project updates on a consistent basis to various stakeholders both at national and state level about strategy, adjustment, and progress</li> <li>- Establish and maintain Project Management Standards.</li> <li>- Develop Business Cases and perform Cost Benefit Analysis.</li> <li>- Any other task as may be given by State Mission Director/Nodal Officer ABDM.</li> </ul>
Years of Experience	Indicative Compensation/Remuneration level (₹)											
6+	1,00,000											
5+	90,000											
4+	80,000											
2	<b>Sr. Programmer-cum-Database Administrator</b>  <b>1 Post at SHQ Chandigarh</b>	₹ 80000/- to ₹ 90000/-  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Years of Experience</th> <th style="width: 50%;">Indicative Compensation /Remuneration level (₹)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6+</td> <td style="text-align: center;">90,000</td> </tr> <tr> <td style="text-align: center;">5+</td> <td style="text-align: center;">80,000</td> </tr> </tbody> </table>	Years of Experience	Indicative Compensation /Remuneration level (₹)	6+	90,000	5+	80,000	BE/B.Tech/M.Tech/MCA/ M.Sc (IT/CSE)/MIS  <b>(Educational qualification should be at least 1st division from a recognized university with 60% aggregate)</b> <ul style="list-style-type: none"> <li>• 5+ years of hands-on Software Development experience.</li> <li>• Proven working experience in .net technologies/ Open Source Technologies</li> <li>• Design and develop architecture and frameworks for products using ASP.NET (MVC),.NET, VB.net, ADO.Net, JavaScript technologies, SQL Server, .Net Core or Open Source technologies such as PHP, Node JS, MYSQL.</li> </ul>	<ul style="list-style-type: none"> <li>- Design and develop high-volume, low-latency applications for mission-critical systems, delivering high-availability and performance.</li> <li>- Contribute in all phases of the development lifecycle.</li> <li>- Write well designed, testable, efficient code.</li> <li>- Ensure designs are in compliance with specifications.</li> <li>- Prepare and produce releases of software components.</li> <li>- Support continuous improvement by Investigating alternatives and technologies and presenting these for architectural review.</li> <li>- Rewriting programs for different operating systems.</li> </ul>		
Years of Experience	Indicative Compensation /Remuneration level (₹)											
6+	90,000											
5+	80,000											

Sr. No.	Position	Remuneration per month	Eligibility Qualification	Key Responsibilities						
			<ul style="list-style-type: none"> <li>• Proficient understanding of code versioning tools such as Git, SVN etc.</li> <li>• Design database schema, develop stored procedures and SQL Server Integration Services (SSIS) packages</li> <li>• Building architecture that ensures service qualities (performance, security, scalability, extensibility etc. for now and for the future.</li> <li>- Lead architecture aspects of software development with strong emphasis on Object Oriented analysis and design (OOAD), layered application development, domain driven design, architecture design patterns</li> <li>- In-Depth knowledge of caching concepts, JSON and REST APIs</li> <li>- Provide technical troubleshooting and application support.</li> <li>- Candidates with exposure to query optimization would be preferred.</li> </ul>	<ul style="list-style-type: none"> <li>- Secure programs against cyber security threats.</li> <li>- End-to-end management of database on an ongoing basis to ensure smooth functioning of the same.</li> <li>- Management of changes to database schema, disk space, storage, user roles.</li> <li>- Conduct code and configuration reviews to provide tuning inputs to the State / User Department in order to improve the application performance or resolve bottlenecks if any.</li> <li>- Performance monitoring and tuning of the databases on a regular basis including, preventive maintenance of the database as required.</li> <li>- Management of database update or patch update as and when required with minimal downtime.</li> <li>- Regular backups for all databases in accordance with the backup and archive policies and conduct recovery whenever required with appropriate permissions.</li> <li>- Use of DBA tools related to performing database creation, maintenance, and database monitoring tasks</li> <li>- Any other task as may be given by State Mission Director/ Nodal Officer</li> </ul>						
3	<b>Programmer/ Software Engineer</b>  <b>2 Posts at SHQ Chandigarh</b>	₹ 60000/- to ₹ 70000/-  <table border="1" data-bbox="358 1567 678 1757"> <thead> <tr> <th data-bbox="358 1567 488 1690">Years of Experience</th> <th data-bbox="488 1567 678 1690">Indicative Compensation/Remuneration level (₹)</th> </tr> </thead> <tbody> <tr> <td data-bbox="358 1690 488 1731">4+</td> <td data-bbox="488 1690 678 1731">70,000</td> </tr> <tr> <td data-bbox="358 1731 488 1757">3+</td> <td data-bbox="488 1731 678 1757">60,000</td> </tr> </tbody> </table>	Years of Experience	Indicative Compensation/Remuneration level (₹)	4+	70,000	3+	60,000	BE/ B.Tech/ M.Tech/MCA/MSc (IT/CSE)/ MIS <b>(Educational qualification should be at least 1st division from a recognized university with 60% aggregate)</b> <ul style="list-style-type: none"> <li>- 3+ years of hands-on Software Development experience/ Android/IOS or hybrid mobile application.</li> <li>- Ability to design and deploy new database servers.</li> <li>- Design and develop architecture and frameworks for products using ASP.NET (MVC) .NET, VB.net, ADO.Net, JavaScript technologies, SQL Server, .Net Core or Open Source technologies such as PHP, Node JS, MYSQL.</li> <li>- Proficient understanding of code versioning tools such as Git, SVN etc.</li> <li>- In-Depth knowledge of caching concepts, JSON and REST APIs</li> <li>- Provide technical troubleshooting and</li> </ul>	<ul style="list-style-type: none"> <li>- Design and develop high-volume, low-latency applications for mission-critical systems, delivering high- availability and performance.</li> <li>- Contribute in all phases of the development lifecycle.</li> <li>- Write well designed, testable, efficient code.</li> <li>- Ensure designs are in compliance with specifications.</li> <li>- Prepare and produce releases of software components.</li> <li>- Support continuous improvement by investigating alternatives and technologies and presenting these for architectural review.</li> <li>- Any other task as may be given by State Mission Director/Nodal Officer ABDM</li> </ul>
Years of Experience	Indicative Compensation/Remuneration level (₹)									
4+	70,000									
3+	60,000									

Sr. No.	Position	Remuneration per month	Eligibility Qualification	Key Responsibilities						
			<ul style="list-style-type: none"> <li>application support.</li> <li>Develop and implement new products and provide information and support when required</li> </ul>							
4	<b>Information /Cyber Security Officer</b>  <b>1 Post at SHQ Chandigarh</b>	₹ 80000/- to ₹ 90000/- <table border="1"> <thead> <tr> <th>Years of Experience</th> <th>Indicative Compensation/ Remuneration level (₹)</th> </tr> </thead> <tbody> <tr> <td>6+</td> <td>90000</td> </tr> <tr> <td>5+</td> <td>80,000</td> </tr> </tbody> </table>	Years of Experience	Indicative Compensation/ Remuneration level (₹)	6+	90000	5+	80,000	BE/ B.Tech/M.Tech/MCA/ M.Sc (IT/CSE)/MIS  <b>(Educational qualification should be at least 1st division from a recognized university with 60% aggregate)</b> <b>Experience:</b> <ul style="list-style-type: none"> <li>5+ years of working experience in information security domain.</li> <li>Having knowledge of using Network security monitoring tools, Encryption tools, Web vulnerability scanning tools, Firewall managed Detection services etc.</li> <li>Professional information security certification.</li> <li>Experience in an information security role.</li> <li>Solid knowledge of various information security frameworks.</li> <li>Excellent problem-solving and analytical skills.</li> <li>Ability to educate a non-technical audience about various security measures.</li> </ul>	<ul style="list-style-type: none"> <li>Identifying vulnerabilities in our current network.</li> <li>Developing and implementing a comprehensive plan to secure our computing network.</li> <li>Monitoring network usage to ensure compliance with security policies.</li> <li>Keeping up to date with developments in IT security standards and threats.</li> <li>Performing penetration tests to find any flaws.</li> <li>Collaborating with management and the IT department to improve security.</li> <li>Documenting any security breaches and assessing their damage.</li> <li>Educating colleagues about security software and best practices for information security.</li> <li>Any other task as may be given by State Mission Director/Nodal Officer ABDM</li> </ul>
Years of Experience	Indicative Compensation/ Remuneration level (₹)									
6+	90000									
5+	80,000									
5	<b>Business Analyst</b>  <b>1 Post at SHQ Chandigarh</b>	₹ 40000/- to ₹ 50000/- <table border="1"> <thead> <tr> <th>Years of Experience</th> <th>Indicative Compensation /Remuneration level (₹)</th> </tr> </thead> <tbody> <tr> <td>6+</td> <td>50,000</td> </tr> <tr> <td>5+</td> <td>40,000</td> </tr> </tbody> </table>	Years of Experience	Indicative Compensation /Remuneration level (₹)	6+	50,000	5+	40,000	BE/ B.Tech/M.Tech/MCA/ M.Sc (IT/CSE)/ MIS OR Masters in Public Health <b>(Educational qualification should be at least 1st division from a recognized university with 60% aggregate)</b> <ul style="list-style-type: none"> <li>5+ years of working experience out of which atleast 2 years should be in Business analyst role</li> <li>Knowledge of BA Tools such as Adobe XD, Mockflow, Balsamiq, Lucid chart etc.</li> <li>Proficient in MS office suite</li> <li>Preference will be given to persons having experience of working in Health Sector</li> </ul>	<ul style="list-style-type: none"> <li>Work with industry leaders and clinicians and be part of the digital health care transformation journey</li> <li>Gather and document requirements and business processes (workflows) as they pertain to application of work principles and practices supporting digital health delivery</li> <li>Provide end- user training for each of the solutions under ABDM Creating the wire frames and work flows</li> <li>Knowledge of operations in the health care industry and a strong understanding of business processes.</li> <li>Work with teams and direct an organized work effort. Competent to work on analytic assignments.</li> <li>Work under deadlines and heavy workloads.</li> <li>Identify trends and produce forecasts.</li> <li>Any other task as may be given by State Mission Director /Nodal Officer ABDM</li> </ul>
Years of Experience	Indicative Compensation /Remuneration level (₹)									
6+	50,000									
5+	40,000									

Sr. No.	Position	Remuneration per month	Eligibility Qualification	Key Responsibilities								
6	<b>MIS/Data Analyst</b>  <b>1 Post at SHQ Chandigarh</b>	₹ 40000/- to ₹ 50000/-  <table border="1" data-bbox="358 217 690 405"> <thead> <tr> <th>Years of Experience</th> <th>Indicative Compensation/Remuneration level (₹)</th> </tr> </thead> <tbody> <tr> <td>6+</td> <td>50,000</td> </tr> <tr> <td>5+</td> <td>40,000</td> </tr> </tbody> </table>	Years of Experience	Indicative Compensation/Remuneration level (₹)	6+	50,000	5+	40,000	BE/ B.Tech/M.Tech/MCA/ MSc (IT/CSE)/MIS OR Masters in Public Health <b>(Educational qualification should be at least 1st division from a recognized university with 60% aggregate)</b>  <ul style="list-style-type: none"> <li>5+ years working experience in data analysis</li> <li>Preference will be given to persons having experience of working in health sector</li> </ul>	<ul style="list-style-type: none"> <li>Documenting g workflow process and decision trees and create operational documentation on.</li> <li>Writing the business requirement documentation including overall solution, data definition, process flows, interfaces, product configuration, support tools and processes, reports and other special considerations.</li> <li>Knowledge of EHRs and other healthcare information exchange platform</li> <li>Knowledge of healthcare regulatory mandates and reporting requirements</li> <li>Understand clinical nonclinical relational databases and large clinical nonclinical data structures.</li> <li>Preparing reports and monitoring of dashboards.</li> </ul>		
Years of Experience	Indicative Compensation/Remuneration level (₹)											
6+	50,000											
5+	40,000											
7	<b>IEC expert</b>  <b>1 Post at SHQ Chandigarh</b>	₹ 80000/- to ₹ 100000/-  <table border="1" data-bbox="358 1024 690 1252"> <thead> <tr> <th>Years of Experience</th> <th>Indicative Compensation/Remuneration level (₹)</th> </tr> </thead> <tbody> <tr> <td>9+</td> <td>1,00,000</td> </tr> <tr> <td>8+</td> <td>90,000</td> </tr> <tr> <td>7+</td> <td>80,000</td> </tr> </tbody> </table>	Years of Experience	Indicative Compensation/Remuneration level (₹)	9+	1,00,000	8+	90,000	7+	80,000	Postgraduate degree or equivalent in Mass Communications / Journalism / Information & Media Studies / Public Relations Minimum 7+ years of post-qualification experience out of which at least 4 years of experience in planning and implementing IEC strategies and programs / public relations / strengthening capacity of institutions to design / develop IEC / mass communication programs  Preference will be given to persons having experience of working in Health sector.	<ul style="list-style-type: none"> <li>Design a strategic plan and roadmap for engaging with community, creating awareness about vocational training among target youth and documenting success stories, in conjunction with relevant stakeholders in the Department</li> <li>Contribute to the Department's work plan and vocational education, through insightful analysis, modelling and innovative solutions</li> <li>Conduct research and provide insights and perspective on community engagement, ensuring incorporation of best practices, trends and technologies from across different states in order to facilitate management decision-making</li> <li>Assist the Department in formulating new policies and reforming existing policies in order to facilitate a robust social outreach in the state, as required</li> <li>Support the Department in required process &amp; system reforms to ensure effective implementation of the strategic plan, as required</li> <li>Provide expert advice for development of IEC strategies from state to district to block level, collation of relevant information &amp; aggregation into communication material, preparation of consolidated budget for IEC activities and identification &amp; engagement of multiple channels - newspaper, radio, local TV, digital channels, etc. for community outreach</li> <li>Provide the require guidance</li> </ul>
Years of Experience	Indicative Compensation/Remuneration level (₹)											
9+	1,00,000											
8+	90,000											
7+	80,000											

Sr. No.	Position	Remuneration per month	Eligibility Qualification	Key Responsibilities
				<p>and support in design of effective communication and education materials (templates, hoardings, posters etc.) for use of IEC teams at the district level for various programs and activities, in line with defined strategies and plans</p> <ul style="list-style-type: none"> <li>- Ensure targeted, coherent, and consistent messages across programs and activities executed by different district-level IEC teams Undertake communication needs assessment for the target groups under each of the IEC programmes of the Department and develop key messages which are required to be communicated to the various stakeholders including the beneficiaries and implementers</li> <li>- Any other task as may be given by State Mission Director/ Nodal Officer ABDM.</li> </ul>
8	<p><b>Grievance Redressal Executives</b></p> <p><b>1 Post at SHQ Chandigarh</b></p>	50,000	<p>Any Graduate <b>(Educational qualification should be at least 1st division from a recognized university with 60% aggregate)</b></p> <ul style="list-style-type: none"> <li>- Atleast 5+ years of experience out of which atleast 2 years should be in managing grievances redressal or Customer Relationship Management Role</li> <li>- Strong analytical skills.</li> <li>- Excellent interpersonal and communication skills</li> <li>- Excellent command of the English and local language</li> <li>- Proficiency working with computers, office suites and internet.</li> <li>- Preference will be given to persons having experience of working in Health sector.</li> </ul>	<ul style="list-style-type: none"> <li>- Assist, lead and responsible for monitoring grievances and their redressal.</li> <li>- Establishing a centralized grievance redressal cell.</li> <li>- Defining grievances redressal system with clear and defined time frame for all stakeholders.</li> <li>- Building an escalation mechanism to address grievances which are unresolved through available routes Establish a system and procedures for logging, responding to and following up on complaints</li> <li>- Develop a simple handbook for grievance handling for the project as part of the project operations manual</li> <li>- Develop training modules and train in monitoring and reporting on project grievances,</li> <li>- Organize and assist staff in undertaking regular training for community</li> <li>- Contribute to developing informational material about the grievance handling system</li> <li>- Prepare regular reports on the type, nature and location of complaints for dissemination on the project's website. Any other task as may be given by State Mission Director /Nodal Officer</li> </ul>
9	<p>IT Coordinator</p> <p><b>1 Post at SHQ Chandigarh</b></p>	50,000	<p>BE or B.Tech in Information Technology/Electronics and Communication/Computer Science/MCA from a recognized university with minimum of 50% marks in aggregate in each case</p>	<ul style="list-style-type: none"> <li>- Managing computer resources of department and providing support to users (Doctors, staff and other Departmental stakeholders etc.).</li> <li>- Preventive and routine maintenance of IT infrastructure (hardware,</li> </ul>

Sr. No.	Position	Remuneration per month	Eligibility Qualification	Key Responsibilities
				<p>software and networking).</p> <ul style="list-style-type: none"> <li>- Follow-up and liaisoning with IT equipment vendors.</li> <li>- Installation and configuration of Windows Operating System, application software and databases. Managing central facilities such as an email/web server file and print servers and printers.</li> <li>- Helping staff members in configuring and setting up meetings, discussions etc. using virtual communication and conferencing tools like WebEx/Zoom/ MS Teams etc.</li> <li>- Managing (help to purchase, maintain and support) entire IT resources of the department. The resources include hardware, network, operating systems (Windows, Linux, etc.) e-mail servers, Internet, system software, application software and databases.</li> <li>- Providing IT support to end-users including installations/ upgrades and troubleshooting, Checking/ Shifting of Computer and Computer accessories, stock maintenance, Problem detection and solving of Software and Hardware.</li> </ul>

**1. Candidates should have passed subject of Punjabi upto Matric standard.**

**2. Age Limit: Candidates should not be below 18 years and above 37 years of age as on 1<sup>st</sup> Jan 2023. Age relaxation as per the rules of Punjab Government.**

**3. Examination Fees**

**General & others categories:** - Rs. 1000+18% GST= Rs. 1180/-

**Scheduled Castes:-** Rs. 500+18% GST = Rs. 590/-

**4. Methods of Recruitment:-**

**Written test of 100 Marks shall be held and a common merit list shall be prepared based upon marks obtained in the written test.**

**5. Minimum Passing Marks:-**

a. The minimum passing marks shall be 35% for all categories (reserved and un-reserved categories) in written test i.e. 35 Marks out of 100.

**6. Terms and conditions:**

- a) The deployment of the candidate will be purely on contractual/conditional basis, and the candidate will have no right to claim for appointment on permanent roll in State Health Department/State Health Society or permanent absorption.
- b) Post will be on contractual basis initially for 1 year to be renewed on the basis of work, conduct and performance every year.
- c) This office will hold no responsibility if any entry in the online form is incorrectly made by any candidate and he/she can be declared not eligible due to wrong entry of his/her credentials. It is advised that all entries are cross checked by candidates themselves before finally entering the data.
- d) Educational qualifications must be from a recognized University/ Board as per details mentioned against each post. Candidates must pass the requisite educational qualification on or before last date of filling the application.
- e) Services (contractual/conditional) will be liable for termination without notice at any time and candidate will accordingly cease to be in the employment (contractual/conditional) of the State Health Department/State Health Society.

- f) The offer of selection is liable to be withdrawn at any point before joining and if joined, liable for termination without notice, if competent authority comes across any evidence/knowledge that the qualification, caste/category and/or any other particulars indicated by the candidate in his/her application/personal resume/other forms/formats submitted to the competent authority are not recognized/false/misleading and/or amounts to suppression of information particulars/facts, which should have been brought to the notice of competent authority.
- g) Inadvertent omission or commission or mistakes, if any, appearing in the offer of selection are liable to be rectified at any time before or after joining to bring the terms and conditions of offer in accordance with the existing policy/rules and regulations of the State Health Department/State Health Society that may be in force from time to time.
- h) The above terms and conditions are not exhaustive and this offer is subject to the understanding that during period of service (contractual/conditional), candidate will be governed by the relevant rules, regulations and administrative orders that are framed from time to time.
- i) The vacancies may increase or decrease at any stage of the screening process. Mission Director reserves the right to cancel the entire process at any stage without issuing any notice or he may cancel screening process due to administrative reasons.
- j) The date, time and venue of the written test shall be communicated to all candidates through website.
- k) **Candidates are requested to visit website <https://nhm.punjab.gov.in> & <https://nhm.pbrectt.in> regularly for any latest updates.**
- l) No TA, DA will be paid for the journeys performed for the written test/ attending counseling.

**m) Structure of Test**

1.	Language Proficiency	- English	- 10 Questions
		- Punjabi	- 10 Questions
2.	General Awareness		- 15 Questions
3.	Mental Aptitude/Reasoning		- 15 Questions
4.	Job-related as per the qualification advertised		- 50 Questions

**n) Duration of the Test** : 2 hours

- o) There will be **negative marking, i.e. 0.25 marks** will be deducted for every wrong answer.
- p) There will be one common test for the posts that have similar qualifications e.g. posts at Sr No.2,3,4 and the other posts at sr. no.5 & 6 have similar qualifications. However, merit lists will be prepared post-wise wherever candidates have applied for multiple posts.

**Important Dates**

<b>Start of online application form on Punjab on website <a href="https://nhm.pbrectt.in">https://nhm.pbrectt.in</a></b>	15.03.2023
Last Date of submission of online application form on website <a href="https://nhm.pbrectt.in">https://nhm.pbrectt.in</a>	31.03.2023
Written Test	23.04.2023

**Note:** Any corrigendum (s) to the contractual hiring shall be published on the above website.

**Director  
ABDM Punjab**