



**Office of Mission Director, National Health Mission, Uttarakhand**  
**Uttarakhand Health & Family Welfare Society, DoMHFW, Uttarakhand Govt.**  
**3<sup>rd</sup> Floor, Directorate of Health, Danda Lakhond,**  
**Sahastradhara Road, Dehradun – 248001, Phone/ Fex - 0135-2608646**



उत्तराखण्ड शासन

Ref. No. - 1275/NHMUK/HR/2023-24/E-22437 (371-C)

Date-17/08/2023

National Health Mission, Uttarakhand invites applications for the following state level vacant posts from eligible candidates on contractual or deputation basis. The initial contractual appointment will be till 31<sup>st</sup> March, 2024 and further renewal shall be subjected to continuation of NHM/ Approval from GoI/ Performance Appraisal.

| Name of the post      | No. of vacancies | Remuneration per month (Rs.)  |
|-----------------------|------------------|---|
| Officer Incharge - IT | 1                | <b>Contractual</b> - Rs 90,000/- pm consolidated<br><b>Deputation</b> - Pay grade 5400 level 9 as per 7th Pay Commission Matrix of Uttarakhand/ equivalent to the total of approx. Rs 90,000 pm |

**Last date and time of receipt of applications - 02/09/2023 by 04:00 PM through Indian Speed Post/ Indian Registered Post only.** Applications sent through any other mode will not be accepted. Applications received after last date shall not be entertained.

**For list of posts, age limit, Qualifications and other details, kindly check the details available on the website [www.nhm.uk.gov.in](http://www.nhm.uk.gov.in)**

Mission Director, National Health Mission, Uttarakhand



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|  |   |
|--|---|
| Post Name                                  | <b>Officer Incharge – IT (Contractual/ Deputation)</b>  |
| Level                                      | State Level   |
| No. of vacancies                           | 01  |
| Base Consolidated Remuneration (monthly)   | <b>Contractual</b> - Rs 90,000/- pm consolidated<br><b>Deputation</b> - Pay grade 5400 level 9 as per 7th Pay Commission Matrix of Uttarakhand/ equivalent to the total of approx. Rs 90,000 pm   |
| Reporting to                               | Director NHM<br>Additional Mission Director, NHM<br>Mission Director, NHM   |
| Essential Qualifications                   | Regular M. Tech. (Computer Science)/ Regular M. Sc. – IT/<br>Regular M. Sc. In Computer Science.<br>Experience - Minimum 5 years of relevant work experience<br><b>OR</b><br>Regular MCA<br>Experience - Minimum 08 years of relevant work experience   |
| Skills                                     | Demonstrable high level of Computer Proficiency and analytical skills. Excellent Communication & presentation skills, sound comprehension and interpersonal abilities. Good oral and written communication skills in English & Hindi. Ability to work in a multi-disciplinary team environment.   |
| Job Description – Roles & Responsibilities | <ul style="list-style-type: none"><li>• Overseeing all technology operations and evaluating them according to established goals, devising and establishing IT policies and systems to support the implementation of strategies set by upper management</li><li>• Analyzing the requirements of all departments pertaining to software, web applications, web portals etc. to determine their technology needs</li><li>• Inspecting the use of technological equipment and software to ensure functionality and efficiency and purchasing efficient and cost-effective technological equipment and software</li><li>• Identifying the need for upgrades, configurations or new systems and reporting to upper management</li><li>• Supervising and ensuring coordination among the team related to IT profile.</li><li>• Providing guidance to other professionals with regard to IT requirements.</li><li>• Controlling budget and reporting on expenditure, assisting in building and creating cost-efficient contracts</li><li>• Any other work assigned by the competent authority</li></ul> |



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**Stipulations:-**

1. **Maximum age limit for all above positions is 42 years as on 01 August 2023, which is relaxable for 05 years for candidates who have working experience in NHM for minimum 03 years. For Deputation – 50 years as on 01 August 2023.**
2. Interested candidates to send their application at above address along with self attested copy of the documents for qualifications, mark sheets, experience certificates and CV.
3. Candidate must write on the envelope “**Application for the post of \_\_\_\_\_**”. Blank must be filled with the post for which application is being sent.
4. The application must reach at the above mentioned address **up to 02/09/2023 by 04:00 PM through Indian Speed Post/ Indian Registered Post only.** Applications sent through any other mode will not be accepted. Applications received after last date shall not be entertained.
5. The shortlisted candidates will be called for interview. No TA/ DA will be given for appearing in the interview.
6. **Candidates are required to mention their correct email id and mobile number for communication.**
7. Proforma for the Application Form and Terms of Reference (ToR) are available on the website **www.nhm.uk.gov.in**
8. The above post is purely contractual and non-transferable. The advertisement can be cancelled at any time without any notice. Post can be cancelled/ increased/ decreased anytime by the competent authority.
9. In case the candidate is applying for more than one post then she/ he must fill separate application form for each post and attach separate set of documents as mentioned in point no. 2 and send it in separate envelope as per point no. 3 and 4.
10. Any candidate who is already working in NHM, Uttarakhand (State Level/ District Level/ Block Level/ in any program of NHM) must send NOC from the Mission Director, NHM/ CMO of the concerned district with the application OR produce it at the interview (if called for interview).
11. The selection of candidate will depend upon the eligibility and suitability of the candidate for the post as found by the selection committee during interview.
12. Uttarakhand Health & Family Welfare Society shall not be responsible for non-receipt of application due to postal delay/ loss in transit.
13. **In case of deputation, no disciplinary/ vigilance case should be either pending or contemplated against the applicant. The application must be accompanied with the following documents-**
  - a. Photocopies of ACR/APAR of last two years duly attested by Gazetted officer
  - b. Certificate of Cadre Clearance
  - c. Certificate of Vigilance Clearance
  - d. Certificate of Integrity Certificate
  - e. Certificate of Major/ Minor penalties statement imposed during their services
  - f. Certificate of Educational Qualifications

Mission Director, National Health Mission, Uttarakhand



**Note:**

1. Please enclose these self attested copies of documents /certificates for serial no.5 (Date of birth),12(Academic Qualification)&13(Work Experience)and CV with completed application form.
2. Shortlisted candidates will be informed for interview through e-mail. So, please mention email id which is in use clearly.
3. The candidates should mention at the top of the envelope: “Position Applied for.....”

**Application to be sent to:**

Office of Mission Director,  
National Health Mission,  
3<sup>rd</sup> Floor, Directorate of Medical Health & Family Welfare  
Danda Lakhond, Post-Gujrada  
Sahastradhara Road, Dehradun – 248001

**Declaration**

I.....affirm that the information given in this application is true and correct. I also fully understand that if at any stage it is discovered that an attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected or my employment may be terminated.

Date:

Place:

**Signature of Candidate**

**List of enclosed documents –**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.