

Government of India  
Ministry of Health & Family Welfare  
(Establishment-II)

\*\*\*\*\*

Nirman Bhawan, New Delhi  
Dated the 26-04-2023

**CIRCULAR**

**Subject: Engagement of Consultant in the Department of Health and Family Welfare on contract basis.**

Ministry of Health and Family Welfare invite applications for engagement of following consultants for Human Resources for Health (HRH) Cell on contract basis:

Sl. No.	Name of Post	No. of Post
1	Junior Consultant	2

2. These consultants will be posted in the Department. Detailed Terms of Reference is enclosed. Interested persons who are eligible and are in a position to join immediately on call may submit their applications along with supporting documents, addressed to the "Under Secretary (Admn.), Room No.-330 'C-wing', Nirman Bhawan, New Delhi" within one month of issue of this Circular.

Signed by Rajeew Jaiswal  
(~~Date: 26-04-2023 14:51:20~~)  
Under Secretary to Government of India  
Telefax: 23061323

1. NIC, MoHFW for publishing the circular in M/o of Health & FW's website.
2. E-office notice board.
3. Notice board

## Terms of Reference

### 1. Junior Consultant (Medical Education)

**Reporting Officer:** Director/ DS/ JD (Medical Education), MoHFW and Technical Advisor (HRH Cell)

#### **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 seats, medical colleges, and other relevant statistics and initiate productive data entry 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 recognised 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

**Remuneration:** 35,000 to 50,000/- month commensurate to desired experience and qualification.

## **2. Junior Consultant (Mission Karmayogi)**

**Reporting Officer:** Director/ DS (Administration), MoHFW and Technical Advisor (HRH Cell)

### **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 recognised 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

**Remuneration:** 35,000 to 50,000/- month commensurate to desired experience and qualification.