

## For the post of District Programme Manager

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)

Experience

Interview

Maximum Marks - 50

Maximum Marks - 30

Maximum Marks - 20

**Example for calculation of marks for merit list. Total marks - 100**

**Name of Candidate - Z**

**a. Graduation: Maximum Marks - 30 marks**

Graduation degree in any discipline including AYUSH.

If Candidate have 60% aggregate marks percentage in Graduation.

Candidate will receive 30% of aggregate marks percentage i.e  $60 \times 30\% = 18$  marks.

**b. MBA/Post Graduation : Maximum Marks - 20 marks**

MBA in Healthcare Management/ Masters in health/hospital administration/  
Post Graduation diploma on Hospital & healthcare management (Two years):

Candidate have 60% aggregate marks percentage in Post Graduation.

Candidate will receive 20% of aggregate marks percentage i.e  $60 \times 20\% = 12$  marks

**c. Experience : 30 Marks.**

For each year of working experience 5 marks will be given to the candidate.

If candidate have 5 years of working experience, candidate will receive  $5 \times 5 = 25$  marks.

**d. Interview - 20 Marks The interview Marks will be subdivided into 4**

**Categories**

1. 5 Marks for Technical Knowledge.
2. 5 Marks for Administrative & Managerial Knowledge.
3. 5 Marks for Personality, Communication Skill, Attire, Gesture and General Knowledge.
4. 5 Marks for Practical Experience & Computer Knowledge.

**Annexure – II: Eligibility, Responsibilities, Remuneration and Modes of Appointment**

**1. District Programme Manager**

The said post shall be contractual in nature and appointment would be from open market.

**Eligibility Criteria:**

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 with minimum 1 year working experience in Public health programme. Exposure in social sector schemes/missions at national, state and district level and computer knowledge including MS Office, MS Word, MS Power Point, MS Excel would be desirable. Preference will be given to persons having experience of working in Health sector including AYUSH.

**Responsibilities:**

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

**Remuneration:**

According to NAM guideline, Rs. 50,000/- per month as consolidated remuneration with annual enhancement of 03% based on satisfactory performance to be decided by the performance assessment committee of AYUSH.

**Mode of Recruitment:**

The recruitment shall be on the basis of evaluation of marks, experience as well as interview. 50% weightage of marks in Academics, 30% marks shall be for experience and the remaining 20% shall be given on the basis of interview.