



THE ADMINISTRATION OF UNION TERRITORY OF LADAKH  
OFFICE OF THE CEO STATE HEALTH AGENCY AB-PMJAY UT LADAKH  
(Email: [mdnhmladakh@gmail.com](mailto:mdnhmladakh@gmail.com))

E-File No: - G/86/2023-SPM ABPMJAY

Advertisement Notice No: - 03 SHS/SHA/UTL/PMJAY/HR of 2023

Dated: - 28/02/2023

**ADVERTISEMENT NOTICE FOR VARIOUS CONTRACTUAL APPOINTMENT UNDER STATE HEALTH AGENCY, UT LADAKH 2023-24**

Applications are invited on behalf of Ayushman Bharat Pradhan Mantri Jan Arogya Yojna, State Health Agency UT Ladakh for the below mentioned post under SHA, as approved by NHA, Ministry of Health & Family Welfare, GoI. Applications may be addressed to the Chief Executive Officer, State Health Agency, UT Ladakh on prescribed form available from Office of the Chief Executive Officer, State Health Agency, K2 Hotel, Skara Leh or from the website <https://www.nhmladakh.in/>.

The application form along with requisite documents shall be submitted to this office, either by hand/ post or email id [mdnhmladakhhr@gmail.com](mailto:mdnhmladakhhr@gmail.com) within 15 days of publication of this notification.

Post Name	Number of Post	Qualification	Pay Scale	Key Responsibilities
State Financial Consultant	01	<ul style="list-style-type: none"><li>• MBA (Finance) / CA from a recognized institution preferably with a degree in Commerce from a recognized university.</li><li>• Experience of at least 02 years, preferably 1 year in insurance/healthcare.</li><li>• Exposure to financial management operation research, systems analysis, computer programming, government accounting, funds flow management, utilization certificates and scheme-wise expenditure reporting in a govt. set up and development of</li></ul>	55,000	<ul style="list-style-type: none"><li>• Finance Manager is primarily responsible for overseeing the funds management under SHA and monitoring overall financial management including release of funds, expenditure, reporting, Statutory Audit, Utilization Certificates, field review visits etc.</li><li>• Supervision, monitoring, training and guidance of the team at state and district levels</li><li>• Devise financial management information system</li></ul>

		<p>accounting packages will be an added advantage.</p>	<ul style="list-style-type: none"> <li>• Submit periodic financial report to NHA</li> <li>• Statutory Audit arrangements for State; monitoring, review, analysis, compliance of Audit and GOI observations and timely submission of Audit Reports</li> <li>• Capacity building for State/District level finance &amp; accounts staff from time to time</li> <li>• Act as Nodal Officer for all Finance, Accounts and Audit matters</li> <li>• Provide information/data support for Parliament Questions/Committees, RTI, VIP references, CAG audits etc. from time to time</li> <li>• Monitoring financial performance indicators and convergence of financial &amp; accounting processes</li> <li>• Visits to districts for financial management performance review, financial studies and prepare status reports with recommendations for improvement.</li> </ul> <p>Required Skills:</p> <ul style="list-style-type: none"> <li>• Strong analytical skills.</li> </ul>
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				<ul style="list-style-type: none"> <li>• Ability to lead teams</li> <li>• Strong group facilitation skills</li> <li>• Strong strategic focus, analytical and project management skills.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Ability to operate effectively with people at all levels of the business.</li> <li>• Knowledge of Tally accounting</li> <li>• package, MS Office, MS Word, MS Power Point would be desirable.</li> </ul>
State IT Consultant	01	<ul style="list-style-type: none"> <li>• B Tech IN CS/ IT/ Math &amp; Computing/Data Science / MCA</li> <li>• Minimum of 05 years' experience in setting up and managing IT systems</li> <li>• Experience in insurance industry IT system maintenance would be an advantage <ul style="list-style-type: none"> <li>• Familiarity with insurance enrolment and claims IT systems shall be an added advantage</li> </ul> </li> </ul>	55,000	<ul style="list-style-type: none"> <li>• Helping hospitals and implementing agencies (insurer/ISA) with use of the information system</li> <li>• Ensuring uptime of hardware and software, availability of data, integrity &amp; security of data</li> <li>• Understand the software functional requirements for the smooth functioning of the scheme.</li> <li>• Overall supervising and managing IT tasks for implementation of the scheme</li> <li>• Maintaining high standards of Quality of process documentation and implementation</li> <li>• Participate in the</li> </ul>

				<p>meetings convened with senior officers of the state</p> <ul style="list-style-type: none"> <li>• Oversees troubleshooting, systems backups, archiving, and disaster recovery and provides expert support when necessary</li> <li>• Work with the teams across functions and other stakeholders to ensure smooth flow of data to Dashboard on a periodic basis</li> <li>• Ensuring data security and implementation of access protocols for data as defined by senior management</li> <li>• Ensures the IT updates are communicated to all the relevant stakeholders and appropriate training is provided to ensure ease of usage</li> </ul> <p>Required Skills:</p> <ul style="list-style-type: none"> <li>• Strong analytical skills</li> </ul> <p>Excellent interpersonal and communication skills</p> <ul style="list-style-type: none"> <li>• Excellent command of the English language</li> <li>• Experience of working in the IT department of an organization</li> </ul>
District Coordinator	02	<ul style="list-style-type: none"> <li>• Essential qualification- MBA/MBBS/BHMS/BAMS; Preferable- MBA</li> </ul>	40,000	<ul style="list-style-type: none"> <li>• Supervises the operations at district level</li> </ul>

		<p>or Master of Health/Hospital Admin or Master of Public Health full time regular university degree At least 1 year' experience in implementation of government health insurance programmes or insurance industry or TPA.</p>	<p>including overall administration of AB-NHPM in the district.</p> <ul style="list-style-type: none"> <li>• Ensuring compliance with the guidelines on beneficiary identification, utilization of services, awareness generation, expansion of hospital network, monitoring, audit, training, reporting, MIS etc.</li> <li>• Maintaining the quality and timeliness of programme data for report generation. Random reviews of pre-authorizations and claims</li> <li>• Work with the teams across functions and other stakeholders to ensure smooth flow of data to state level on a periodic basis</li> <li>• Organize routine, periodical and surveillance visits to all the entities participating in the scheme to ensure that all processes are running as per defined standards</li> </ul> <p>Required Skills:</p> <ul style="list-style-type: none"> <li>• Strong analytical and management skills</li> <li>• Ability to manage teams</li> <li>• Strong strategic focus and</li> </ul>
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				<p>project management skills.</p> <ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills.</li> <li>• Ability to operate effectively with people at all levels.</li> <li>• Strong business focus</li> </ul>
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### Selection Criteria

1. Maximum 50 points for eligibility qualification.
2. 50 points for viva voce

### Terms & condition

1. The appointment is purely on contractual basis and continuous working/renewal of contract shall not confer any right of claiming regularization / permanent absorption against the post.
2. Age limit for all position are between 21 to 45 years.
3. The provisions regarding income tax/ other taxes shall apply as per rules.
4. PMU shall be eligible for 12 days leave in a Calendar year, thereafter remuneration would be deducted on pro-data basis.

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No :- SHG/UTL/PMJAY/205-212  
Dated :- 28/02/2023

Dr. Iftakhar Ahmed Chowdhry(IRS),  
Chief Executive Officer,  
State Health  
Agency,  
UT Ladakh.

Copy to the: -

1. Principal Secretary, H&ME, UT of Ladakh for kind information.
2. Mission Director, NHM, H&ME, UT of Ladakh for kind information.
3. Director Health Service, H&ME, UT of Ladakh for information.
4. Deputy Commissioner, (Chairman District Health Society) Leh Kargil for kind information.
5. Director information, UT Ladakh for information with request to advertisement in two leading National Newspaper and local news paper of Leh and Kargil District.
6. Technical Director NIC Ladakh for information with request to upload advertisement notice and prescribed form on the NIC portal.

  
Dr. Iftakhar Ahmed Chowdhry(IRS),  
Chief Executive Officer,  
State Health Agency,



**APPLICATION FORM**  
**AYUSHMAN BHARAT PRADHAN MANTRI JAN AROGYA YOJNA, STATE HEALTH AGENCY,**  
**UT OF LADAKH**

1. Advertisement Notice No:- \_\_\_\_\_ Post Applied for \_\_\_\_\_

2. Name of Candidate \_\_\_\_\_

3. Parentage (Father/Mother Name) \_\_\_\_\_

4. Date of Birth \_\_\_\_\_

5. Address \_\_\_\_\_

Block \_\_\_\_\_, District \_\_\_\_\_

State \_\_\_\_\_

6. E-mail/Contact No. \_\_\_\_\_

7. Academic Details:

DEGREE	Examining body/University	Year of passing	Marks obtained	Total marks	Percentage (%)

**8. Experience Details: -**

Name of Organisation/Institution	Number of years

**9. List of supporting document to be submitted with application: -**

1. Address Proof: - Passport /Aadhar /Pan Card.
2. Requisite Degree from recognised institution.
3. Requisite Post graduation degree from recognized institution.
4. Experience certificate.

**State in this application is true to the best of my knowledge and belief.**

**Signature of Applicant**