



OFFICE OF THE MISSION DIRECTOR  
NATIONAL HEALTH MISSION, ASSAM

Saikia Commercial Complex, Sri Nagar Path, Near Post office Bus Stand, G. S. Road, Christianbasti, Guwahati – 781005  
Website: <https://nhm.assam.gov.in> :: Phone No: 0361-2340236/39 :: Email Id: mdrhmasm@gmail.com

No. NHM-31013(11)/48/2018-HRD-NHM/20617

Date: 18/09/2021

**ADVERTISEMENT**

Online applications are invited from the candidates willing to work in mission mode for engagement on contractual basis in the following positions under NHM, Assam. Candidates have to apply online in the NHM, Assam **website:** <https://nhm.assam.gov.in>

The undersigned reserves the right to reject any or all applications without assigning any reasons thereof. Merely having the requisite qualification & experience will not render the applicant eligible for shortlisting.

Sl.	Name of the Positions	Requisite Qualification & Experience	No. of Position	Remuneration per month
1	Procurement Expert	<p><b><u>ESSENTIAL QUALIFICATION :</u></b></p> <p>(A) Educational : Master Degree/ Post Graduate Diploma (Minimum 2 years duration) in any discipline from Govt. recognized institution and trained in procurement norms of Government (GFR). <i>(Educational qualification may be relaxed for candidates having more than 15 years of experience in procurement in management position)</i></p> <p>(B) Experience : 10 Year's experience in Procurement preferably in Government or semi-Government organization or Public Sector Unit or Commercial organization of repute in management position.</p> <p>(C) IT Skill : The candidate shall be proficient in the use of Internet based applications, office package (MS-Word, MS-Excel, MS-Power Point), and other related applications.</p> <p><b><u>DESIRABLE :</u></b></p> <p>(i) Candidates having PDPP or CPPP from World Bank will be preferred.</p> <p>(ii) Candidates with hands-on experience of e-procurement/ GEM/e-tender in Govt. are preferred.</p> <p>(iii) Working experience in Health Sector related organizations or Departments is preferred although not compulsory.</p> <p>(iv) Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respecting strict deadlines and multi-tasking.</p> <p><b><u>BRIEF DUTIES :</u></b></p> <p>He/ She will be the head of procurement operations under NHM with responsibility of overall design, planning and implementation of all procurement activities related to goods, services, drugs &amp; consumables, equipment, etc. under NHM, Assam &amp; managing the procurement team for planning and execution.</p> <p><b><u>AGE :</u></b> Up to 55 Years as on 31st March 2021</p>	1 no.	<i>Negotiable for suitable candidates as per market rates &amp; last drawn remuneration</i>



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Sl.	Name of the Positions	Requisite Qualification & Experience	No. of Position	Remuneration per month
2	State Consultant (Finance & Procurement), NVBDCP	<p><b><u>ESSENTIAL QUALIFICATION :</u></b></p> <ul style="list-style-type: none"><li>➤ Post Graduate Degree in Commerce/MBA (Finance) or equivalent</li><li>➤ Minimum 3 years post qualification experience in accounting, including analysis, budgeting, planning, financial softwares &amp; reporting systems, managing procurement &amp; supply chain of drugs/other commodities at National / State level.</li></ul> <p><b><u>DESIRABLE:</u></b></p> <ul style="list-style-type: none"><li>➤ PG diploma in material management/supply chain management/logistics management.</li><li>➤ Experience in procurement and/or knowledge of procurement rules of Central/State Govt/ PSU will be preferred.</li><li>➤ Experience of working with Global Fund and /or other international donor agencies like World Bank funded projects will be a distinct advantage.</li><li>➤ Familiarity with the GFATM project operations and ability to effectively coordinate with the MoHFW, GOI; State Governments; NGO SRs; GFATM and their Local Fund Agent and partner organizations is preferable.</li><li>➤ Knowledge of GFR 2017 rules for preparation &amp; documentation of financial matters and specialization in procurement of goods, services or consultancy.</li></ul> <p><b><u>SKILL :</u></b></p> <ul style="list-style-type: none"><li>➤ Computer proficiency with commonly used softwares/packages like MS Word,Excel, Power Point &amp; Web Surfing.</li><li>➤ Knowledge and proficiency in procurement/finance related softwares and packages such as Tally, PFMS, Gem portal and integrated accounting softwares.</li><li>➤ Excellent communication (oral and written) and presentation skills, analytical and interpersonal abilities.</li><li>➤ Demonstrated ability to work in a multi-disciplinary team environment.</li></ul> <p><b><u>AGE :</u></b> Upper age limit is 45 years as on 31st March 2021 and ready to travel extensively.</p>	1 no.	Rs. 40,000/- per month (negotiable for suitable candidates based on experience)



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Sl.	Name of the Positions	Requisite Qualification & Experience	No. of Position	Remuneration per month
3	Technical Officer - Procurement & Logistics, NTEP	<p><b><u>ESSENTIAL QUALIFICATION :</u></b></p> <ul style="list-style-type: none"><li>➤ Post Graduate with minimum 2 years experience in procurement/ logistics/ supply chain management in reputed institute/ organization <b>or</b> Post graduate Diploma in Procurement logistics management. <b>or</b> Diploma in Health/ Hospital Administration.</li></ul> <p><b><u>SKILL:</u></b></p> <ul style="list-style-type: none"><li>➤ Certificate course in computer operation (minimum 6 months)</li></ul> <p><b><u>DESIRABLE :</u></b></p> <ul style="list-style-type: none"><li>➤ Experience in NTEP or health sector products will be preferred.</li><li>➤ MBA (or equivalent) in Procurement &amp; Supply Chain Management.</li></ul> <p><b><u>AGE :</u></b> Age should not be above 43 years as on 31st March 2021.</p>	1 no.	Rs. 30,000/- (negotiable)

Online application will be received till **27/09/2021**. Candidates without the above qualification need not apply. The number of vacancy may vary at the time of recruitment. Weightage will be given to In-service candidates of NHM with equivalent qualification and experience.

The schedule of interview / selection test for the respective position will be published in the website <https://nhm.assam.gov.in> in due course of time along with the list of provisionally shortlisted candidates. All applicants are advised to visit the website accordingly. No separate individual call letter for interview/ selection test will be sent. No TA/DA will be paid for attending the interview/ selection test.

-Sd/-

(Dr. Lakshmanan S, IAS)  
Mission Director  
National Health Mission, Assam