

Government of India
Ministry of Health & Family Welfare
Department of Health Research
New Delhi-110001
2nd Floor, IRCS Building, Red Cross Road, New Delhi-110001.
No.V.25011/479/2016-HR Date: 22 -12-2016

Inviting Applications for various posts in Medical Technology

Assessment Board (MTAB) Secretariat

Applications are hereby invited from Interested and eligible candidates for the following posts in the **Medical Technology Assessment Board (MTAB) Secretariat** in the D/o Health Research, Ministry of Health & Family Welfare, purely on contractual basis. Applicants may refer to the website <http://www.dhr.gov.in> for further details regarding salary, eligibility conditions, etc.

Experts	Senior Health Economist	1 Post
	Health Policy Analyst	1 Post
	Programme coordinator	1 Post
Scientific Staff	Scientist-D	1 Post
	Scientist-C	2 Posts
Administrative/ Finance staff	Administrative Officer	1 Post
	Consultant (Finance & Accounts)	1 Post

Interested Candidates may send their applications with attested copies of certificates through post so as to reach **Under Secretary, HR, Room No. 204, IRCS Building, Red Cross Road, New Delhi-110001** by 21.01.2017. An advance copy of the application may also be sent on the email id: Vinod.kumar27@gov.in

Sd/-(Under Secretary, D/o Health Research)

Government of India
Ministry of Health & Family Welfare
Department of Health Research

Job Details for various Personnel under MTAB Secretariat in DHR

I. Job Description

Ministry of Health & Family Welfare, Department of Health Research intends to set up a system for the evaluation of appropriateness and cost effectiveness of the available and new Health technologies in India as part of the research governance mandate of the Department of Health Research.

In order to establish an authority, systems for extracting available evidence, gather primary data/information through model projects for improving the health research governance in India and to examine the numerous and heterogeneous health technology providers, payers and adopters, a Medical Technology Assessment Board(MTAB) is proposed to be constituted in the Department of Health Research. The MTAB would be empowered to make recommendations to the Government of India after suitable health technology assessment systems through evaluation on the appropriateness and cost effectiveness of medical technologies, interventions and procedures for introduction/procurement in India.

Department of Health Research (DHR) intends recruiting the following personnel purely on contractual basis for manning the proposed MTAB Secretariat. The consolidated remuneration range and age limit are as under:

Name of the Post		Consolidated Remuneration	Age Limit	No. of Post
Experts	Senior Health Economist	Rs.150000-180000/- p.m.	Not less than 40 years but not exceeding 60 years	1 Post
	Health Policy Analyst	Rs.60000-90000/- p.m.	Not less than 35 years but not exceeding 60 years	1 Post
	Programme coordinator	Rs.60000-80000/- p.m.	Not less than 35 years but not exceeding 60 years	1 Post
Scientific Staff	Scientist-D	Rs.60000-70000/- p.m.	Not exceeding 50 years	1 Post
	Scientist-C	Rs.50000-55000/- p.m.	Not Exceeding 40 Years	2 Posts
Administrative/ Finance staff	Administrative Officer	Rs.30000-35000/- p.m.	Not less than 30 years but not exceeding 60 years	1 Post
	Consultant (Finance & Accounts)	Rs.40000-50000/- p.m.	Not less than 30 years but not exceeding 60	1 Post

			years	
				Total:08 posts

II. Major Role & Responsibilities:

A) Senior Health Economist (1 post)

- Lead the strategic planning of the establishment of HTA in India as an effective means of priority setting in health
- Lead the activities assigned to DHR- MTAB secretariat outlined in the functions for the establishment of MTAB
- Supporting the HTA Advisory Group/MTAB team members to work on the day to day activities of the MTAB secretariat
- Lead in drafting key documents for the HTA secretariat, including: Terms of reference (TORs), Standard operating procedures (SOPS), HTA Methods manual and reference case, process documents
- Contributing to technical and organisational planning of the MTAB
- Contributing to identifying and communicating with technical partners in the field of HTA in India and internationally
- Leading on the communication of activities of the HTAB secretariat and advisory board, including liaising with group members, arranging meetings, and communicating with International partners
- Providing progress updates on the work of the MTAB secretariat to the Secretary, DHR, Ministry of Health & Family Welfare, MTAB advisory board, etc.
- Supporting the HTA advisory group, MTAB secretariat, International partners, and team members in developing and maintaining effective working relationships with relevant national partners and stakeholders.
- Preparing and producing reports related to HTA.
- Give presentations on the work of the MTAB secretariat, at stakeholder events, and national and international conferences
- Contributing to the writing, editing and publishing of reports and journal articles
- Lead on advocacy initiatives on behalf of the DHR to publicise the work of MTAB in India, including working with the media and other sources of information dissemination, such as circulars and newsletters
- Respecting the confidentiality of work of the MTAB secretariat and HTA advisory group
- Adhering to DHR and ICMR policies and procedures
- Any other activity as may be assigned by Secretary, Department of Health Research

B) Health Policy Analyst (1 Post)

- Supporting the HTA Advisory Group, team members at DHR, Senior Health Economist and to work on the day to day activities of the MTAB secretariat
- Assist in drafting key documents for the HTA secretariat, including: Terms of reference (TORs), Standard operating procedures (SOPS), HTA Methods manuals, process documents
- Contribute to technical and organisational planning of the MTAB
- Contribute to identifying and communicating with technical partners in the field of HTA in India

- Assist on the day to day administration activities of the MTAB secretariat, including liaising with group members, arranging meetings, and communicating with International partners
- Providing progress updates on the work of the MTAB secretariat to the Secretary, DHR/ DG, ICMR
- Providing progress updates on the work of the MTAB
- Providing updates on the progress of the MTAB secretariat outputs to the HTA advisory group
- Maintaining effective working relationships with colleagues at DHR, ICMR, Government Ministries (i.e. NRHM, MHFW), NHSRC, DGHS, and international partner organisations
- Supporting the HTA advisory group, MTAB secretariat, International partners, and team members in developing and maintaining effective working relationships with relevant national partners and stakeholders.
- Regularly liaising with international partners to ensure satisfactory progress and quality of the MTAB secretariat outputs
- Contribute to drafting official reports from the MTAB secretariat, including summaries of workshops and events
- contribute to preparing the agenda for each of the MTAB secretariat meetings
- Type detailed minutes for circulation to the MTAB secretariat of each MTAB secretariat meeting
- Contributing to the writing, editing and publishing of reports and journal articles
- Contributing to initiatives to publicise the work of MTAB in India, including working with the media and other sources of information dissemination, such as circulars and newsletters
- Respecting the confidentiality of work of the MTAB secretariat and HTA advisory group
- Adhering to DHR policies and procedures

C) Programme coordinator (1 post)

- Provide efficient and effective daily operational management of all activities relating to the MTAB secretariat
- Support the communication and coordination of activities between the HTA Advisory Group, DHR, national and state government and non-government partners, and International advisors (NICE International)
- Provide efficient and effective administrative and secretarial support to the HTA programme , including preparing correspondence and papers, collating, copying and distributing papers and managing diaries
- Organise meetings, teleconferences, video conferences and other events, which may include co-ordinating the attendance of attendees, organising meeting rooms, facilities and refreshments, making travel arrangements for those attending meetings and preparing attendance lists
- Service meetings, which will include printing agendas and meeting papers, collating and distributing meeting papers and taking detailed notes of meetings
- Provide administration support to the MTAB Advisory Committee and/or to groups relevant to the HTA projects for which they have responsibility
- Manage and operate information systems, including filing systems
- Develop and manage databases and other records systems, such as mailing lists, budget monitoring spread sheets
- Send out and process expense claim forms
- Deal with day-to-day enquiries by phone, letter, fax and email, referring to other members of the team as appropriate

D) Scientist-D (1 Post)

- Responsible for the scientific, and/or technical aspects of the implementation of MTAB of DHR.
- Invitation of applications/proposals from the States/Medical Colleges/Institutions
- Preliminary review/examination of applications/proposals to determine their eligibility in compliance with the TORs
- Getting the requisite MoA signed with the States/Medical Colleges/Institutions for outsourcing work of MTAB
- Submission of the proposals for recommendations of the Technical Evaluation Committee
- Seeking any clarifications from the States/applicants on various issues/points.
- Submission of proposal along with the recommendations of the expert committees.
- Maintaining effective working relationships with colleagues at DHR, ICMR, Government Ministries (i.e. NRHM, MHFW), NHSRC, DGHS, and international partner organisations
- Supporting the HTA advisory group, MTAB secretariat, International partners, and team members in developing and maintaining effective working relationships with relevant national partners and stakeholders.
- Regularly liaising with international partners to ensure satisfactory progress and quality of the MTAB secretariat outputs
- Contribute to drafting official reports from the MTAB secretariat, including summaries of workshops and events
- Any other work assigned by the Department.

E) Scientist-C (1 Post)

- Responsible for the scientific, and/or technical aspects of the implementation of MTAB of DHR.
- Invitation of applications/proposals from the States/Medical Colleges/Institutions
- Preliminary review/examination of applications/proposals to determine their eligibility in compliance with the TORs
- Getting the requisite MoA signed with the States/Medical Colleges/Institutions for outsourcing work of MTAB
- Submission of the proposals for recommendations of the Technical Evaluation Committee
- Seeking any clarifications from the States/applicants on various issues/points.
- Submission of proposal along with the recommendations of the expert committees.
- Maintaining effective working relationships with colleagues at DHR, ICMR, Government Ministries (i.e. NRHM, MHFW), NHSRC, DGHS, and international partner organisations
- Supporting the HTA advisory group, MTAB secretariat, International partners, and team members in developing and maintaining effective working relationships with relevant national partners and stakeholders.
- Regularly liaising with international partners to ensure satisfactory progress and quality of the MTAB secretariat outputs
- Contribute to drafting official reports from the MTAB secretariat, including summaries of workshops and events
- Any other work assigned by the Department.

F) Administrative Officer (1 Post)

- Assisting the MTAB Secretariat in all administrative matters, including management/retention of relevant files/record.
- Making all arrangements for organizing Meetings/Seminars/workshops, etc.
- Handling all correspondence/Communications with the grantee organisations and other departments.
- All coordination work of the MTAB Secretariat including furnishing of information in respect of Parliament questions, standing committee of Parliament, Budget/RTI, etc.

G) Consultant (Finance & Accounts) (1 Post)

- Coordinate with the concerned organisations for expenditure and proper maintenance of accounting procedure of the Grant-in-aid.
- Assist the Programme Co-ordinator/ DHR officers in ensuing proper flow of funds and in all financial matters.
- Maintaining the database of updated UCs status and periodical follow ups.
- To examine the Audit reports submitted by the concerned organisations.
- To ensure timely submission of SoE and Utilization Certificate (UCs) from the concerned organizations and its examination.
- Coordination & reconciliation with budget section & PAO.
- Monitor expenditure and assess the balance/requirement of funds in the scheme.
- Shall prepare BE/RE and plan for requirement of funds during the year and report to the Program Coordinator.

III. Qualification and Experience

A) Senior Health Economist

Essential:

- Possess a Medical/ Dental degree from a reputed Institute with any postgraduate qualification in public health, health management or health financing / MBA (Finance) **OR** Masters in Economics, econometrics, economic & social statistics, or an allied statistics discipline from a recognized University.
- Minimum 7 years of post-qualification work experience in field of health economics.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point.
- Knowledge of cost-analysis & economic decision modelling in MS Excel or TreeAge.
- Having undertaken at least 1-2 full economic evaluation of health care program/ intervention/ drug or device.
- Excellent communication and presentation skills, analytical and interpersonal abilities, excellent oral and written communication skills in English. Working knowledge of Hindi is desirable.
- Experience of working with senior government officials at central and or state level
- Formal educational qualification, experience & age could be relaxed for exceptional candidates.

- Extensive experience working in the field of applied health science, health systems, and health policy
- Broad appreciation of global health economic and policy research

Desirable:

- Knowledge of Health Technology Assessment (HTA)
- Experience of data collection and analysis for the purpose of informing health policy and decision-making
- A working knowledge of Indian health care systems at national and state levels.
- Prior experience of working on National Health Accounts, Public Financial Management System and Universal Health Coverage is preferred.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Ability to deliver at very short notice and work under pressure.
- Leadership qualities

B) Health Policy Analyst

Essential:

- Basic qualification as Graduation in Sciences /clinical research/Statistics.
- Post-graduation qualification in health & allied science such as public health/clinical research/health information management/health management.
- 3 years of post - basic qualification work experience.
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.

Desirable:

- Published studies in the area of health technology assessments or meta-analysis of published studies on devices.
- Knowledge of health technology assessment
- Experience of data collection and analysis for the purpose of informing health policy and decision-making
- Good communication and presentation skills, excellent oral and written communication skills in English.
- Strong knowledge of the Indian health development system and health policy
- Willingness to travel to states to collect technical information and ability to subsequently synthesize information into research evidence.
- Formal educational qualification, experience & age could be relaxed for exceptional candidates.

C) Programme coordinator

Essential:

- MBA-Human Resource Management/ Post Graduate Diploma in Management (Two years) from AICTE recognized institute with more than 10 years working experience in Government sector.
- Exposure in social sector schemes at national, state and district level
- Knowledge of MS Office, MS Word, MS Power Point, MS Excel
- Preference will be given to persons having experience of working in Health sector, AYUSH, NRHM, NACO, etc. or in the Scientific

Departments/Organizations with experience in coordination of health programmes or projects.

Desirable:

- Excellent interpersonal, communication (written and verbal) and organizational skills
- Knowledge of project management tools and techniques
- High proficiency in the English language, both verbal and written

D) Scientist-D

Essential:

- Post graduate degree (MD/MS/DNB) with 5 years R&D/teaching experience or postgraduate diploma in medical subjects with 6 years R&D /teaching experience in the required subject from recognized university OR
- MBBS recognized by MCI from any institute recognized by MCI or equivalent degree from a recognized University with 8 years R&D/Teaching experience in the relevant subject after MBBS degree. OR
- BDS/B.V.Sc&AH degree recognized by DCI/VCI with 9 years R&D/Teaching experience in the relevant subject after BDS/B.V.Sc degree. OR
- First class Master's Degree in relevant life science subjects or equivalent degree from a recognized University with 8 years R&D/Teaching experience in the relevant subject after Ist class Master's Degree. OR
- Second Class M.Sc, +Ph.D degree in the relevant subject or equivalent from a recognized University with 8 years R&D/Teaching experience in the relevant subject after M.Sc +Ph.D.

Desirable:

- Doctorate or M. Tech Degree in related science or engineering subject or MD in the related subject from a recognized university for candidates with first class relevant degree.
- Additional Post-doctoral research/teaching experience in relevant subjects in recognized institute(s)
- Knowledge of Computer Applications or Business Intelligence tools/Data Management

Notes:

1. MD/MS/MDS/Ph.D in relevant subject shall be treated equivalent to 3 years' experience.
2. Postgraduate Diploma in medical subjects/M.Tech/M.V.Sc in the relevant subjects shall be treated equivalent to 2 years' experience.

E) Scientist-C

Essential:

- First class Master's Degree in Microbiology/Biochemistry/Biotechnology/Statistics/Biostatistics subjects

from recognized university with 4 years R&D/teaching experience in the above subjects after Master's Degree. Or

- Second class M.Sc. + Ph.D. degree Microbiology/Biochemistry/Biotechnology Statistics/Biostatistics subject from a recognized University with 4 years R&D/Teaching experience in the relevant subject after M.Sc. + Ph.D

Desirable:

- Additional Post-doctoral research/teaching experience in relevant subjects in recognized Institute(s).
- Knowledge of Computer Applications or Business Intelligence tools/Data Management

F) Administrative Officer

Essential:

- Bachelor's Degree with at least 50% marks or its equivalent grade. At least three years' experience under the Government Department/Statutory or Autonomous bodies/Universities/Public Sector undertakings/any reputed company/organization, etc.

G) Consultant (Finance & Accounts)

Essential:

- MBA- Finance/ICWA/CA from recognized institute with Minimum 3 years' experience in a government or any other reputed organization in account management Exposure in social sector schemers at national, state and district level and knowledge of Tally accounting packages, MS Office, MS Word, MS Power Point and MS Excel would be desirable. Preference will be given to persons who have experience of working in health sector, AYUSH, NRHM, NACO, etc.

IV. OTHER TERMS & CONDITIONS:

PERIOD OF ENGAGEMENT:

- The initial engagement would be for a period of one year. Thereafter, the engagement would be reviewed and it can be extended on year to year basis based on the review of performance and requirements.
- The appointment would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the Department of Health Research.
- The appointment is of a temporary (non-official) nature against the specific jobs. The appointment can be cancelled at any time by the Department without assigning any reasons.
- The engagement is purely on contract basis on consolidated remuneration basis and the incumbent will not have any claim whatsoever for regularization of appointment in the Government.

ALLOWANCES:

No allowance/benefits such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc. will be admissible.

LEAVE:

Eight days leave in a calendar year on pro-rata basis will be admissible.

The DHR would be free to terminate the services in case of absence by more than 15 days beyond the entitled leave in a calendar year.

TA/DA

No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultants would be permitted only in exceptional cases. However, TA/DA for travel inside the country in connection with the official work after approval of competent authority as per rules in force shall be allowed.