

**GOVERNMENT OF ARUNACHAL PRADESH  
OFFICE OF THE MISSION DIRECTOR  
NATIONAL HEALTH MISSION  
NAHARLAGUN**

**APRHM/2025/58**

**Dated Naharlagun the 30<sup>th</sup> June 2025**

**//ADVERTISEMENT//**

Applications are invited from citizen of India for filling up post on Contractual basis under NHM as mentioned below. Initially, the contractual services will be for a period up to 31<sup>st</sup> March 2026 at a consolidated pay indicated against the post under NHM, Govt. of Arunachal Pradesh, Naharlagun. The details of Terms of Reference (TOR) can be downloaded from the NHM official website [www.nhmarunachal.gov.in](http://www.nhmarunachal.gov.in).

Sl.No.	Name of the post	Qualification	Consolidated Salary(pay range)	Total No. of post	Place of posting
1.	Consultant RBSK	Master in Sociology/Social Work/Health Management/Hospital Management) from recognized university/institution and at least 2-3 years post qualification in the relevant field	Rs.40,000- Rs.80,000/-	1(one)	O/o the Mission Director, NHM Naharlagun
2.	Programme Cum administrative assistant(Quality Assurance)	Graduate degree in commerce from recognized university with fluency in MS office package including having 2(two) years' experience of managing office and providing support to Health programme/NHM	Rs.17,000/- Rs.36,000/-	1(one)	

**General Condition & information:-**

1. Willing candidates having requisite qualification as per TOR mentioned in the website Advt. can apply in plain paper with self-attested copies of all testimonial and 2 nos. recent passport size photograph and submit to the Office of the Mission Director (NHM) Govt. of Arunachal Pradesh C-Sector Naharlagun on or before 22<sup>nd</sup> August 2025 till 4 PM and at the top of the envelope the applied post should be mentioned.
2. Mode of recruitment: Written test followed by Viva-voce.
3. Application received after the closing date & time will be not accepted.
4. Reservation for APST candidates will be as per Govt. norms.
5. The applicants shall have no claims in future for regular appointment in the post
6. Name of Eligible candidates will be displayed in the office Notice board and website [www. nhmarunachal.gov.in](http://www.nhmarunachal.gov.in).
7. No TA/DA will be admissible for appearing in the interview.
8. The undersigned reserved the right to reject any or all application without assigning any reason thereof.

The candidate whose application/documents are found correct in all respects after scrutiny will be displayed in the Notice Board of the Mission Director (NHM) Naharlagun and website [www.nhmarunachal.gov.in](http://www.nhmarunachal.gov.in), but no separate call letter shall be issued for written examination and Viva-voce. Original copies of supporting documents should be produced during the interview.



**(Marge Sora) APCS**  
Mission Director (NHM)  
Govt. of Arunachal Pradesh  
Naharlagun

NHM PROGRAMME

Job title	Consultant RBSK	
Eligibility criteria	Essential	Master in Sociology/Social Work/ Health Management/ Hospital Management) from recognized university/ institution and at least 2-3 years post qualification in the relevant field.
Nature of Appointment	Purely Contractual	
Age limit	Up to 55 years.	
Term of service	1 (one) year or financial year-end, whichever is earlier	
Remuneration	Pay range Rs.40,000 - 80,000/-	
Job responsibilities	Objective	To increase awareness among the targeted group.
	Specific tasks	Provide managerial, and technical assistance for implementation of Rashtriya Bal Swathaya Karyakaram at National, an in States, in accordance to programme mandate and direction as may be agreed upon from time to time in achieving the RBSK implementation goals. Coordinate and analyse monthly monitoring data. Collect, collate and analyse state and national data on RBSK on a regular basis. Undertake periodic field visits to States/Uts and districts to review program, me implementation in the states, identify implementation challenged and support states in charting appropriate solutions or enable linkages with appropriate institutions for technical inputs in the state or at national level in consultation with National RBSK unit. Undertake analytical documentation of field review visits to inform improvements in implementation. Identify best practices and innovations within states and districts and support states to document. Provide technical inputs on thematic areas of RBSK implementation – Screening and District Early Intervention Centre implementation. Provide periodic synopsis of progress in States/UTs using data and field findings as a mean of technical support and programme oversight. Review programme Implementation Plan (PIP) of States/UT- in accordance to the aims and objective of Rashtriya Bal Swasthaya Karyakaram, analysing for consistency and synergy, reviewing component wise budgets, ensuring adherence to norms and provide inputs to States/UTs as required for revision and submission of final PIPs for discussion at the National Programme Coordination Committee meetings. Building capacities as state level for making implementation plans and for review and improving the plans, using both epidemiological and RBSK Monitoring inputs. Budgeting and financial planning as required by the poor performing states. Develop study/evaluation protocols and undertake and guide studies as needed Undertake other assignments, which may be assigned from time to time by the reporting authority. Delivery of all the above tasks in time bound manner.
Appointing & termination authority	A.P., State Health Society	
Posting place	State SCOVA Secretariat/Mission Directorate	
Leave entitlement	Casual leave	As per existing State Govt. Rules
	Medical leave	As per existing State Govt. Rules
	Maternity leave	As per existing State Govt. Rules
	Earned leave	There will be no earned leave
	Leave without pay	In exceptional circumstances, subject to sanctioned by Chairman, Executive Committee, State Health Society
Leave granting authority	Mission Director, State Health Society	
Extension of service	Based on the recommendation of Performance Appraisal Board	
Authority for extension of service	Mission Director, State Health Society	
Performance Appraisal Authority	A.P. State Health Society	



# TERMS OF REFERENCE: PROGRAM CUM ACCOUNTING ASSISTANT (SQAU)

## Selection Criteria:

Recognised Graduate Degree in commerce/ having in depth knowledge of managing accounting process with fluency in MS Office package including having two years' experience of managing office and providing support to Health Programme / NHM. Knowledge of accounting i.e., preparing, summarizing, analysing transactions reports are essential for eligibility. Candidates having drafting skills would be preferred.

## Roles and Responsibilities:

1. To provide support to SQAC in its accounting & administration tasks
2. Provide the support for managing travel cum logistics claims of SQAC/SQAU/Assessors/ other deputed for Quality assessments & visits etc.
3. To coordinate all activities of SQAU.
4. Preparation of agenda notes of SQAC/SQAU meetings and ensuring its circulation to members.
5. Preparation of the minutes of meetings and initiating correspondence for follow-up action.
6. Liaison with DQAC and DQAU
7. Facilitating the team for the field visits including logistics arrangement.
8. Liaisoning with the State's -Internal and External Assessors and maintenance of their register at state level.
9. Submission of Utilisation certificates in respect of funds received.
10. Upkeep of files, registers and books of accounts.
11. Support Quality nodal officer or consultants in collation of KPI, Assessment reports, surveillance reports etc.
12. To attend and support in any other duties/responsibilities assigned by the authorities and the reporting officer.

Apart from this the person shall have to meet performance deliverables as defined by NHM or state.

\* These norms may not be applicable for already deployed Program Assistants, however, in case of new appointments these norms should be followed