


Z-13012/1/2012-Stats (SCNHP Meeting)
Government of India
Ministry of Health and Family Welfare
(Statistics Division)

522, A Wing, Nirman Bhawan
New Delhi – 110 011
Date: 20th April, 2012

Subject: Minutes of the meeting of Group for finalising composition of Search-cum-Selection Committee for recruiting Project Director of Centre for Health Informatics (CHI) of National Health Portal (NHP) held on 16th April, 2012 in the Chamber of Dr N K Ganguly (Chairperson, Steering Committee for NHP)

The meeting of the Group for finalising composition of Search-cum-Selection Committee for recruiting Project Director of Centre for Health Informatics (CHI) of National Health Portal (NHP) was held on 16th April, 2012 in the Chamber of Dr N K Ganguly (Chairperson, SCNHP).

2. Kindly find enclosed the minutes of the meeting.
3. This has the approval of Chairperson, SCNHP.


(Alok Kumar Verma)
Joint Director (Statistics)
Tel: 2306 1288

To:

1. Dr N K Ganguly, Ex - DG ICMR, Professor of Biotechnology, National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi - 110 016
2. Dr L M Nath, Former Director, AIIMS, E - 21, Defence Colony, New Delhi - 110 023
3. Ms Madhu Bala, Additional Director General (Stats), Ministry of Health & Family Welfare, Room No 243, A Wing, Nirman Bhawan, New Delhi – 110 011
4. Prof J K Das, Director, National Institute of Health & Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi – 110 067.
5. Dr Narendra K Arora, Executive Director, The INCLEN Trust International & CHNRI (ex-Professor, Paediatrics, AIIMS), INCLEN Executive Office, F-1/5, 2nd Floor, Okhla Industrial Area, Phase I, New Delhi – 110 020
6. Shri P C Cyriac, Deputy Director General (Stats), Ministry of Health & Family Welfare, Room No 243B, A Wing, Nirman Bhawan, New Delhi – 110 011
7. Dr Sanjay Gupta, Associate Professor, Deptt of Community Health Administration and faculty Incharge, Computer Centre, National Institute of Health & Family Welfare, Munirka, New Delhi

Subject: Minutes of the meeting of Group for finalising composition of Search-cum-Selection Committee for recruiting Project Director of Centre for Health Informatics (CHI) of National Health Portal (NHP) held on 16th April, 2012 in the Chamber of Dr N K Ganguly (Chairperson, Steering Committee for NHP)

It was decided in the second meeting of Steering Committee for National Health Portal (SCNHP) that a Search-cum-Selection Committee consisting of 5 – 7 members will be constituted for recruiting the Project Director of Centre for Health Informatics (CHI). Members of the SCNHP were requested to forward names and bio data of the proposed Members of the Search-cum-Selection Committee along with the rationale thereto. A small group from the SCNHP consisting of Chairperson, Co-Chairperson, ADG (Stats), DDG (Stats) and Director (NIHFW) was then to decide on the composition of the Search-cum-Selection Committee.

2. The meeting of the Group for finalising composition of Search-cum-Selection Committee for recruiting Project Director of Centre for Health Informatics (CHI) of National Health Portal (NHP) was held on 16th April, 2012 in the Chamber of Dr N K Ganguly (Chairperson, SCNHP). The list of participants is enclosed at **Annexure I** and the points for consideration of the Group are enclosed at **Annexure II**.

3. Chairperson (SCNHP) welcomed the participants and emphasised the need for a governance structure for CHI so that the oversight is provided by SCNHP and Project Director (CHI) should be under the administrative control of Director (NIHFW) but Project Director (CHI) should have independence for day-to-day work of the NHP. For this, an entity under the Chairpersonship of an eminent person may be constituted. It was decided that the feasibility of the same would be examined by MoHFW and suitable action would be taken in due course of time.

4. The Terms of Reference (ToRs) of Project Director (CHI), drafted by Dr N K Arora (Chairman, CHI Sub Committee), were examined and minor amendments were made. The ToRs of Project Director (CHI) were finalised in consultation with Dr Arora. These ToRs are enclosed at **Annexure III**. The salary of the Project Director (CHI) has been approved by Ministry of Finance as PB 4 + GP ₹ 10,000/-. The minimum and maximum consolidated salary per month for these specifications as per Government rules can be fixed as under:

Sl No	Description	Minimum salary (in ₹)	Maximum salary (in ₹)
(i)	Non-medical person	1,03,980/-	1,61,700/-
(ii)	Medical person	1,15,830/-	1,80,950/-

5. It was decided that for Government servants, if selected on deputation, the salary will be fixed as per relevant Government rules. In case the post is filled on contractual basis, the consolidated salary will be fixed in the ranges shown above taking into consideration the last Gross Salary drawn by the selected candidates. It was further decided that in exceptional case the salary of selected candidate on contract basis may be fixed on a higher side in the range indicated in the above table on the recommendation of SCNHP.

6. The following Search-cum-Selection Committee for recruiting the Project Director (CHI) was finalised by the Group :

- (i) Dr Narendra K Arora, Chairman, CHI Sub Committee and– Chairman
Executive Director, The INCLEN Trust International & CHNRI
(ex-Professor, Paediatrics, AIIMS)
- (ii) Prof Ashok Jhunjunwala, Professor, Department of Electrical– Member
Engineering, Indian Institute of Technology, Chennai (subject
to availability)
- (iii) A representative from MoHFW – Member
- (iv) Prof J K Das, Director (NIHFW) – Member
- (v) Dr Mathukumalli Vidyasagar, Executive Vice President– Member
(Advanced Tech.), Tata Consultancy Services
- (vi) Shri Shatrunjay Rawat, Faculty, IIIT, Hyderabad – Member
- (vii) Dr S K Mishra (Professor, SGPGIMS) – Member

7. It was decided that MoHFW will coordinate with the members who were not present in the meeting to ascertain their readiness for being a part of the Search-cum-Selection Committee whereas the activities related to recruitment shall be undertaken by NIHFW. It was also decided that the post shall be advertised widely on appropriate websites and newspapers / magazines. The advertisement will clearly seek names of 3 references from candidates for verification. All activities and dates of various activities relating to recruitment would also be pre-decided by the Search-cum-Selection Committee before advertisement is brought out by NIHFW. The Search-cum-Selection Committee will screen the applications and decide its modalities. The recommendations of Search-cum-Selection Committee will be subject to approval of SCNHP. The recruitment process for other posts will be commenced in consultation with the Project Director (CHI).

8. The meeting ended with vote of thanks to the Chair.

List of participants in the meeting of Group for finalising composition of Search-cum-Selection Committee for recruiting Project Director of Centre for Health Informatics (CHI) of National Health Portal (NHP) (16th April, 2012)

Sl. No.	Name and Designation	Remarks	E-mail	Phone number (with STD)
1	Dr N K Ganguly [Prof of Biotechnology, National Institute of Immunology, Aruna Asaf Ali Marg]	Chairperson – SCNHP	nkganguly@nii.ac.in	9811504314
2	Ms Madhu Bala [ADG (Stats)]	Member – SCNHP	madhu.bala@nic.in	9871162610
3	Shri P C Cyriac [DDG (Stats)]	Member – SCNHP	pc.cyriac@nic.in	9899215507
4	Prof J K Das [Director, NIHFW]	Member – SCNHP	director@nihfw.org	9971104666

Note: Dr L M Nath - Co-Chairperson SCNHP did not attend

Other Participants

Sl. No.	Name and Designation	Remarks	E-mail	Phone number (with STD)
5	Dr N K Arora [INCLEN]	Chairman, CHI Sub Committee	nkarora@inclentrust.org	9810710316
6	Dr Sanjay Gupta [NIHFW]	Member Secretary – CHI Sub Committee	sgupta@nihfw.org	9818855357
7	Shri Alok Kumar Verma [Joint Director (Stats), MoHFW]	Member Secretary – SCNHP	jdstat3-mohfw@nic.in	011-23061288

Annexure - II

Points for consideration at the meeting of Group for finalising composition of Search-cum-Selection Committee for recruiting Project Director of Centre for Health Informatics (CHI) of National Health Portal (NHP)

Project Director

1. TORs : As per suggestions of MoHFW and NIHFW on TORs sent by Dr Arora
2. Salary : PB 4 + GP ₹ 10,000 has been approved by Ministry of Finance (MoF). The salary for Govt servants may be fixed as per extant rules. Depending upon the last Gross Salary drawn, the consolidated salary for contractual candidate may be fixed in the range
₹ 1,03,980 - ₹ 1,61,700 (for non-medical person)
₹ 1,15,830 - ₹ 1,80,950 (for medical person)
3. Search-cum-Selection Committee : To be finalised. It is suggested that the current group may be converted into Search-cum-Selection Committee. Dr S K Mishra's inclusion may be considered.
4. Mode of selection : To be finalised. Walk-in interview may not be appropriate as screening is deemed necessary. Other details also need to be worked out.

Other Posts

1. How many posts should be filled – initially only the four posts approved by MoF may be filled up. Other posts may be filled up later.
2. TORs would be as approved by Dr N K Arora
3. Salary for each candidate will be fixed in the manner indicated for Project Director
4. Interview Committee and modalities of interview need to be finalised.

Administrative and financial structure between CHI and NIHFW to be discussed

Calculation of consolidated salary in SAG (in ₹)

Sl. No.	Description	Minimum	Maximum
1	PB 4	37400	67000
2	Grade Pay	10000	10000
3	Basic Pay (= 1+2)	47400	77000
4	HRA (= 30% of 3)	14220	23100
5	DA (= 65% of 3)	30810	50050
6	Transport Allowance (= 7000 + DA%)	11550	11550
7	Total for non-medical person (= 3+4+5+6)	103980	161700
8	NPA (= 25% of 3)	11850	19250
9	Total for medical person (= 7+8)	115830	180950

Project Director: (1 post)

Should be a person with public health/medical / Information technology background preferably with Knowledge of public health / health systems and experience in handling work in large scale IT projects

Job Summary:

1) Post: Project Director, Centre for Health Informatics

2) Industry: (National Health Portal), Health Industry

3) Qualification:

Essential.

MBBS/Master degree in Public Health (MPH) and Master degree in Health Industry Management with a post Graduate degree (MD / PhD) in Medical/Health Science/Public health or related fields.

Or

Masters degree in information technology (preferably with PhD) with appropriate experience in Health sector.

Desirable

- Proven leadership capability
- Good understanding of govt systems and procedures
- Direct experience in socially relevant projects/social work
- Significant contribution in medical research/health management
- Good understanding of various government schemes related to health and family welfare
- Ability to write reports/documents
- Some experience in e-governance/IT Projects
- Familiar with major innovations in the health and IT Sectors
- Adequate understanding of public health and ethical issues in managing health related information
- Additional knowledge of healthcare sector and also should be aware of statistics and surveillance system.

4) Experience:

- She/ He should have 15-20 years of extensive experience in medicine/research/academics/ public health management/health care industry after post graduation/managing technology / healthcare solutions / organizations.
- Experience of working in large IT set up or setting up a large IT venture/project for health industry /public Health program would be highly appreciated.
- Need to be an experienced professional who has managed teams of 150-200 or more people in this domain.
- Should be well aware of the current technologies in the web space, social media.
- Should have handled end to end projects. Experience with leading IT Services Company / Government / Quasi government organization will be highly desirable.

5) Age Limit:

- Upper limit 50 yrs (as on the last date of application).
 - Relaxable for SC / ST candidates as per GOI norms.
- Age limit could be relaxed for exceptional candidates on the recommendation of the Search – cum – Selection committee.

Terms of Responsibility:

The main roles of the Director would be:

- Providing thought leadership in developing, operationalizing and maintaining the activities of National Health Portal under the overall guidance of the Steering Committee
- Act as member secretary of the Steering Committee for National Health Portal (SCNHP)
- Lead a team of specialists of Health, IT, Content, Management and Communication streams.
- Responsible for setting up and carrying forward the activities of the six sub structures (units) under the NHP.
- Will lead and monitor the leadership of various teams on the technology initiatives.
- Interface with the medical professional, social scientists, health workers, health industry, etc to identify the information needs related to health and work towards fulfilling this need.
- Responsible for finalizing the technology partner(s) and managing the relationships.
- Responsible for timely, within budget and successfully delivery of the technology solutions for the organization working closely with IT team of Group.
- Shall be responsible for the entire business.
- Develop and maintain long range planning activities in the division.
- Need to be actively involved in recruitment, retention, and marketing activities related to the portal.
- Monitor and evaluate operational effectiveness and manage changes required for improvement.
- Ensure proper coordination between MOHFW, SCNHP, NIHFW, CHI and other entities created under NHP.
- Any other matter incidental to the above.