

Guidelines for Engagement of Young Professionals

Internal Policy Directive

National Health Agency

Procedure and Guidelines for engagement of Young Professionals in National Health Agency

The NHA-Young Professionals Programme (NHA-YPP) seeks to provide a unique opportunity for persons below the age of 32 years of exposure to Health Financing, Public Health Systems and implementation of Pradhan Mantri Rastriya Swasthya Suraksha Mission(PMRSSM) . Under this program, highly qualified, motivated individuals will work in the National Health Agency in areas that are relevant to development of the National Health Protection Mission and will provide high quality professional inputs in Public Health Financing, Procedure Pricing, Misuse and Fraud Detection Systems, Hospital Network Management, IEC, Scheme Management and other areas. This highly selective program requires candidates to demonstrate proven academic, credentials, professional achievement and leadership qualities. Those who are interested in participating in the programme may apply - in response to advertisements to be put in the public domain from time to time.

Background

As per the Rules and Regulations of the National Health Agency as constituted on 11th May, 2018,

1. Vide clause 11.1(b), the Chief Executive Officer is responsible for taking any decision relating to the ... “recruitment and hiring of the staff against the permanent positions approved by the Governing Board ... and issue relevant directions from time to time”
2. Vide clause 11.1(e), the Chief Executive Officer shall “formulate and amend policies for recruitment, remuneration, retention, termination and other terms of employment of staff members that would be engaged or employed by the Society.”
3. Vide clause 11.1(g), the Chief Executive Officer can “select and award work order to project management units and to select and hire staff, consultants or any other advisors to work for the Society on functional grounds subject to availability of budget”;
4. Vide 11.1(n), The CEO is also empowered “to frame financial, administrative and human resource policies and guidelines/rules relating to efficient functioning of the Society.”

In pursuance of the objects of the National Health Agency, the Procedure and Guidelines for engagement of Young Professionals in NHA is proposed for approval of the CEO. The Guidelines have been derived largely from the NITI Aayog Young Professionals Program OM dated 23.07.2015 F. No. A-I 2013/02/2015-Adni.-I.

Eligibility

Qualifications

Essential Qualifications: Persons having Master's Degree in relevant subject or technical qualifications like B.Tech, MBA or equivalent in relevant field/subject as defined.

Desirable Qualifications: Persons with M.Phil or additional qualifications, research experience, published papers and post qualification experience, in the relevant field working on implementation of large public health systems projects preferred.

Work Experience: Minimum of one year of Work Experience relevant to the job description. The broad work experience will be based on the functional areas assigned by NHA. Preference will be given to persons with work experience in the relevant field supported by published work/ policy papers/appraisal/monitoring of projects &schemes/engagement with public health schemes etc.

Other Attributes: Candidates should have good working knowledge of technology based skills on the computer and ability to work on ICT applications. They should also possess strong communication and interpersonal skills.

Age limit: Candidates should be below 32 years of age as on 1st July of the year of advertisement.

Remuneration

A consolidated amount of Rs. 50,000-90,000 per month, inclusive of Transport Allowance. There shall be an annual increase of Rs. 5000/- subject to satisfactory performance and up to a maximum of Rs 1 lakh/-. In case the engagement requires qualifications that are of a specialized or rare nature, the CEO may increase the remuneration for the Young Professional position by up to 20%.

Job Description and Responsibilities

NHA-YPs will be required to provide high quality inputs in disciplines like Public Health Financing, Procedure Pricing, Misuse and Fraud Detection Systems, Hospital Network Management, IEC, Scheme Management and other areas as defined in their respective Terms of Reference. This would require demonstration of proven academic credentials, professional achievements and leadership qualities on the part of the aspirants.

Rotation

Depending on the requirements of NHA and candidate's skills, the YPs can be rotated to other divisions within NHA.

Place of Posting

The place of posting will be Delhi or any other state capital.

Period of Engagement

The period of engagement shall be initially for a period of 2 years, which can be extended up to 4 years – one year at a time, on the recommendations of Performance Appraisal Committee constituted by the NHA. In case a person leaves before completion of one year, he/she will not get any work certificate from the NHA.

Performance Appraisal Committee

A Performance Appraisal Committee is to be chaired by Additional/Deputy Chief Executive Officer, who shall be assisted by the concerned Executive Director/General Manager (under whom the YP has been deployed) with one outside expert. The committee will appraise the work and performance of the YP after two years before the term is extended to the third year & beyond. The PAC will devise its own procedures based on Annual Performance appraisal of the YPs.

Capacity Building

NHA-YPs shall be provided orientation training for 1-2 weeks for acquiring job related skills.

Leave

Leave of 20 days shall be allowed in a year on pro-rata basis.

TA/DA

YPs shall be allowed to undertake domestic tours for which TA will be allowed for travelling by Air in Economy class or by Rail in AC Two Tier.

Reimbursement for Hotel accommodation of up to Rs. 5000 per day; reimbursement of taxi charges as per actuals for travel within the city and reimbursement of food bills not exceeding Rs. 1000 per day shall be allowed.

Procedure for Selection

Procedure to be followed for selecting candidates for engagement as Young Professionals shall be as follows:

1. The CEO shall cause to be prepared by Additional/Deputy CEO, an initial roster of Young Professionals required in the NHA along with the associated terms of reference.
2. Subsequently, divisions in NHA desirous of utilizing the YPs shall prepare Terms of Reference for the work and outputs in the format prescribed at Annexure - 1 (Format can be expanded by the concerned Division based on their specific requirement). Based on their requirement, the concerned Division will send a request to Administration division on a half yearly basis i.e. by February and August of every year.

3. For the vacant Young Professional positions, Administration division will invite applications for the available slots and place the same on NHA website and also in one national newspaper.
4. Screening Committee: All the applications received in response to the vacancies advertised will be scrutinized and shortlisted by the Administration Division in accordance with eligibility and other conditions prescribed and in the light of Consultancy Guidelines.
 - a. This will be done by a Screening Committee consisting of the following:
 - i. Head of the Administration Division – Chairman
 - ii. GM/DGM of concerned Division – Member
5. Thereafter, the Administration Division would send the shortlisted applications to the Additional/Deputy CEO.
6. The shortlisted candidates shall undergo an interview examination conducted by a Selection Committee comprising of the CEO, Additional/Deputy CEO and the head of the concerned division along with 1 external expert. The Selection Committee shall recommend a panel of 3 names and may include a waitlist of 2 persons, per vacancy. The panel would be valid for a period of one year.
7. There shall be at least one woman representative in the Committee.
8. The absence of any member of a committee shall not invalidate the proceedings of the Selection or Scrutiny Committee.
9. No reference to the Finance Division shall be required for case to case engagement of YPs unless there is a deviation/relaxation sought in respect of the guidelines.

Annual Performance Report

An annual Performance Appraisal of the Young Professionals would be undertaken through an Annual Performance Report (APR) in the format prescribed at Annexure 2. In order to bring objectivity, assessment would be done by the reporting officer of the Division and countersigned by the Head of the Division. The Division shall forward the APR for the preceding assessment year to CEO/Deputy CEO within one month prior to completion of term for each year. Thereafter, the APR will be communicated by Administration Division to the concerned Young Professional.

Annexure I

Terms of Reference for the work to be done

(i) Precise statement of Objectives:-

(Disciplines or the domains where engagement of Young Professionals is required should be indicated)

(ii) Outline of the tasks to be carried out :-(Details of work required to be carried out specific tasks/activites to be assigned to Young Professionals should be indicated)

(iii) Schedule for completion of Tasks: - (This should be designed in such a manner that both the time frame for the jobs as well as the deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment).

(iv) The support or inputs to be provided by NHA to facilitate the Young Professionals: - (Officer who will provide guidance to the Young Professional and to whom reporting is to be done should be specified here)

(v) The final outputs that will be required of the Young Professional at the end of the period should be specified.

Annexure 2

Annual Performance Report of YPs

Year of Report:

Period From _____ to _____

Part-1. Basic Details

Name Designation Period worked	
Date of Birth	
Date of Joining	
Subject Division	
Reporting Authority (Name and Designation of the Officer)	
Brief Description of Duties:	

Part-2: Performance Appraisal

Brief Description of task	Deliverables	Actual Achievements

Part-3: Please mention significant contribution, personal achievements, and other accomplishments, if any.

IV. Remarks.

Name of the Assessing Officer Designation

Countersigned by Head of the Subject Division