

**NATIONAL HEALTH MISSION:: TELANGANA STATE.  
Notification No.02/2022.**

**GUIDELINES**

**Recruitment for the post of District Data Managers and District Accounts Managers on Outsourcing basis under National Health Mission to work at Districts in the State of Telangana.**

National Health Mission is calling for applications to the posts of District Data Managers and District Accounts Managers. These positions will be facilitating NHM Programmes at District Level. These appointments are purely temporary and on Outsourcing basis. Upon final selection of the candidates, the appointment will be issued through an authorized Outsourcing Agency.

**(1) Submission of Online Application**

Start date : 31/01/2022 from 01.00 P.M.  
Last date : 10/02/2022 till 5.00 PM.

**I. HOW TO APPLY:**

- 1) The candidate shall log on to website <https://chfw.telangana.gov.in> or <https://tsnhm.cgg.gov.in> and fill in the Online Application Format.
- 2) The candidate has to first fill online payment Gateway & proceed to filling up online Application Form.
- 3) The candidate shall keep ready all digital copies of passport size photograph, Academic/Technical qualifications, Experience certificates, Age Proof Certificate, Studentship/Bonafide Certificate, Community Certificate or any other certificate as applicable to the post, etc., before proceeding for filling up of online application.
- 4) Where ever required the concerned document shall be uploaded without fail.
- 5) Once filled in and before final submission, the candidate shall check all the relevant fields whether properly filled in with correct information or not.
- 6) Candidates shall fill the Consolidated Marks & Marks obtained details correctly. Also they shall correctly enter the Experience "from" and "to" dates as per the Experience Certificate(s).
- 7) Upon final submission of the Application, he/she shall take a print out of the same for record for future reference.

**II. APPLICATION FEE:**

Candidates are requested to pay an Application Fee of Rs.500/- or Rs.250/- as per the relaxations applicable, through Online Payment Gateway provided in the Application Form.

Contd....2..

(2)

The details of posts, vacancies, qualifications, experience, Roster, etc., are shown below:

Sl. No	Name of the post	No. of vacant posts	Educational qualification	Minimum Experience required	Remuneration per month	Roster
1	District Data Manager (DDM)	23	B.E. /B.Tech (Information Technology, Computers, Computers Engineering)/ M.C.A./ M.Sc. Computers.	Minimum (01) years of experience in I.T. Applications.	Rs.30,000/-	OC (W)-03 SC(W)-02 OC-06 BC(A)(W)-1 BC-A-1 Blindness or Low Vision(W)-1 SC-2 ST(W)-1 EWS-1 EWS(W)-1 BC(B)(W)-1 BC-C-1 BC-D(W)-1 BC-E(W)-1
2	District Accounts Manager (DAM)	06	MBA (Finance) /M.Com from a recognized University with computer knowledge	Minimum of (03) years of relevant experience in the field of Accounts Finance	Rs.25,000/-	Blindness or Low Vision(W) (BL)-1 HI (BL)-1 BC-D-1 OC(W)-1 OC-2

**Note: The vacancies shown may increase or decrease, depending on the requirement of NHM, by the time of conclusion of this Notification process. Accordingly the Outsourcing Appointments will be taken up.**

(1) Eligibility Criteria:

i. Educational Qualifications:

Applicant must possess the Educational Qualification from a Government recognized University and Experience as mentioned in the table above, for the posts of District Data Managers and District Accounts Managers.

ii. Age:

The upper age limit shall be reckoned as on 01-07- 2022 with the relaxations as applicable.

iii. Experience:

Experience of one year is taken as 365 days for calculation of Experience Weightage

Contd...3..

(3)

**Age Relaxations:**

Community	Upper Age limit	Age relaxation Allowed	Fee to be paid
<b>FOR THE CANDIDATES BELONGING TO STATE OF TELANGANA</b>			
OCs & BCs not belonging to Non-Creamy Layer	34	No	500/-
SCs & STs	39	5 yrs	250/-
BCs (belonging to Non-Creamy Layer)	39	5 yrs	250/-
OCs (belonging to Economically Weaker Sections)	39	5 yrs	250/-
PH	44	10 years	250/-
Ex-Service Men/Women - OCs and BCs (BCs Not belonging to Non-Creamy Layer))	37	3 years	500/-
Ex-Service Men/Women - SCs, STs and BCs (BCs belonging Non-Creamy layer only)	39	5 yrs	250/-
NCC Instructor – OCs & BCs (BCs not belonging to Non-Creamy Layer)	37	3 years	500/-
NCC Instructor – SCs, STs & BCs (BCs belonging to Non-Creamy Layer only))	39	5 yrs	250/-
<b>FOR THE CANDIDATES BELONGING TO OTHER STATES</b>			
For all categories	34	No	500/-

**(2) Selection Criteria:**

Candidates will be selected on the Merit of their Academic Qualifications, Experience Profile and Performance in the Interview.

**Weightage of Marks:**

S. No.	Name of the Post	Qualification	Experience / Trainings	Inter-view	Total
1	District Data Manager (DDM)	50	25	25	100
2	District Accounts Manager (DAM)	50	25	25	100

**(3) GENERAL INFORMATION:**

- 1) The MD-NHM&CH&FW, reserves the right to change/modify/Cancel the selection process at any time, during the process of recruitment. The decision of the MD-NHM&CH&FW will be final and binding.
- 2) The Mode of Appointment is Outsourcing basis for a period of 1 year and may be extended, depending on performance or as per the requirement of NHM.
- 3) No TA/DA will be paid to the candidates for attending the interviews.
- 4) Appointees will work under the overall administrative control of MD-NHM & CH&FW.
- 5) No inter district transfers will be entertained/ considered.
- 6) The termination notice shall be (30) days period from either side.
- 7) The candidate selected shall be appointed through Outsourcing Mode.
- 8) The posts notified are not permanent / regular Government posts and purely temporary.
- 9) The Panel of Candidates will be utilised for future vacancies, until a period of (01) year from the date of Notification.

Contd...4..

(4)

10) The candidates need to produce all the original certificates at the time of joining duties, failing which they shall forfeit their right for Appointment.

11) The candidate shall also produce Medical fitness certificate from Civil Assistant Surgeon / Deputy Civil Surgeon / Civil Surgeon Specialist of the Government Hospital at the time of joining.

**(6) District Data Managers (DDM) Roles & Responsibilities:**

- ✓ Should report to their respective DMHO's
- ✓ Extending the support for solving of issues related to Data faced by the District ANM's, ASHAs and others.
- ✓ Organizing the orientation training on the Health Portal to the ANM's, ASHAs and others.
- ✓ Implementation of all initiatives taken from state office within the districts.
- ✓ These resources would be first point of contact for issues raised at the Health facilities in the District.
- ✓ Ensure timely collection and compilation of data from all Reporting Units including Medical Colleges and Blocks, within the District.
- ✓ Analyse S.P.L data for time/place in spread sheet for indentifying rising trend of disease/early warning signals. Preparation of weekly IDSP alert and forecast thereof.
- ✓ Supervise functioning of IDSP portal.
- ✓ To ensure and coordinate block level data entry under IDSP through BPMU.
- ✓ To assist District Surveillance Officer, District Epidemiologist and other officials in carrying out the IDSP activities.
- ✓ Supervise functioning of District Data Entry operators.
- ✓ Preparation of periodic and annual reports required under the supervision of District Surveillance Officer and District Epidemiologist.
- ✓ Familiarise and operate VC equipment, organize and participate in weekly VC with CSU and SSU, undertake preventive maintenance and troubleshooting for small problems and coordinate with service providers for major breakdowns.
- ✓ Supervise and maintain network connection for video conferencing and data transference.
- ✓ Conduct field visits to monitor and assess data quality.
- ✓ To carry out all IHIP-IDSP related activities in the District i.e., RU wise facility mapping and distribution of user id password.
- ✓ Any other work assigned by DSO.
- ✓ Any other work assigned by the State office from time to time.

Contd...5..

**(7) District Accounts Managers (DAMs) Roles & Responsibilities:**

- ✓ Budgeting and Planning for programme implementation.
- ✓ Ensure timely fund releases to the Blocks / CHC / PHC / Sub Centers.
- ✓ Maintenance of books of accounts as per guidelines.
- ✓ Monitor timely reporting from the Blocks through statement of expenditure & utilization certificate every month.
- ✓ Ensure timely reporting of expenditure to the State.
- ✓ Facilitate and monitor the Statutory & Concurrent Audit by providing relevant information to the auditors timely.
- ✓ Ensuring follow-up on audit observations.
- ✓ Monitor expenditure incurred by the District under all the Programmes.
- ✓ Coordinate with NHM Finance for booking and audit of district level expenditure under all the Programmes.
- ✓ Obtain audited accounts, SOEs & Utilization Certificates through NHM and share with SSU.
- ✓ Any other work assigned by the State office from time to time.

**Sd/- Smt. Vakati Karuna, IAS.,  
Commissioner of Health and Family Welfare &  
Mission Director – National Health Mission  
Telangana State, Hyderabad.**