

DIRECT RECRUITMENT FOR
MEGHALAYA UNIVERSAL HEALTH INSURANCE SCHEME STATE AGENCY.

1. ABOUT THE UNIVERSAL HEALTH INSURANCE SCHEME

The “Rashtriya Swasthya Bima Yojana” (the RSBY), a Government of India Scheme commenced in 2008, provides Health Insurance cover to the extent of Rs. 30,000/- on a floater basis to households of workers in the unorganized sector, including: below poverty line persons, MNREGA workers, domestic workers, beedi workers, building and construction workers and street vendors. The Insurance cover is provided on a cashless basis through an established network of Health Care providers.

The RSBY was introduced in 5 out of the erstwhile 7 Districts in the State of Meghalaya in 2009 and a contract was awarded to an insurer for a period of three years subject to annual renewal.

The Government of Meghalaya has now decided to implement a Universal Health Insurance Scheme in the State of Meghalaya, utilizing the existing RSBY framework to provide Health Insurance to all persons that are resident in the State of Meghalaya, including existing category of RSBY beneficiaries (the Scheme).

The Scheme will be implemented by an Insurance Company along with empanelled Public or Private Health Care providers (that may be located within or outside the State of Meghalaya), to provide the beneficiaries with cashless access to Health Care services. It will come into effect from (insert date).

The objective of the Scheme are to:

- (a) Create a sustainable and practical Health Insurance Scheme for the residents of the State of Meghalaya;
- (b) Enhance the implementation, administration, enrolment and utilization of the RSBY and
- (c) Provide adequate cover after considering the incidence rate of regional diseases and increase the availability of affordable and high quality Health Care services in the State of Meghalaya.

2. ROLE OF UHIS STATE AGENCY:

The State government intends to establish a trust that will function as an autonomous State level agency for the implementation and monitoring of the Scheme (the **UHIS State Agency**). The UHIS State Agency shall have the following key responsibilities:

- (a) Design, implement and manage the UHIS within the State of Meghalaya;
- (b) Advertise/Tender for selection of Insurance company and enrolment data collection agency;

- (c) Prepare UHIS data in the prescribed format and coordinate with the Ministry of Labour and Employment (MoLE), Government of India (GoI);
- (d) Prepare contract document(s) to be signed with the selected Insurance company;
- (e) Provide assistance to the Insurance company in the registration of beneficiaries and issuance of Smart Cards;
- (f) Establish the District level administration to oversee implementation of the Scheme in each District;
- (g) Run State wide IEC campaign;
- (h) Monitor and control the implementation of the UHIS at the State level;
- (i) Set up a grievance redressal mechanism and grievance redressal cells to deal with any complaints received from Stakeholders of the Scheme; and
- (j) Establish funds management and incentive mechanisms.

To carry out these roles and responsibilities through the UHIS State Agency, both at the State and District levels, the Government of Meghalaya has decided to Staff the UHIS State Agency as follows: certain key positions will be filled by deputations from the Government; certain personnel shall be directly appointed by the UHIS State Agency on a contract basis; and the remaining personnel shall be provided to the UHIS State Agency by a manpower agency.

For the purpose of appointing personnel directly on a contract basis and for appointing a manpower agency, the Government of Meghalaya has issued advertisement no. DHS/MCH&FW/77/2012/2402 dated 25th September 2012.

3. APPOINTMENT OF PERSONNEL DIRECTLY ON CONTRACT BASIS (Walk in Interview).

The details regarding the positions, the eligibility and qualification criteria, the remuneration for each position and the place of posting for personnel to be employed on a contract basis are set out below:

Sl No.	Designation	No. of Positions	Role	Eligible Qualification & Experience	Place of Posting	Remuneration (in Rs.)
1.	Grievance Redressal Manager	1	<ul style="list-style-type: none"> Monitor service standards. Handle complaints and grievances from various stakeholders such as Beneficiary, Hospital, Insurance Company, TPA, NGO arising under the Scheme. Organize meetings of the State Grievance Redressal committee (SGRC) to ensure that the Committee takes a decision on grievances or appeals received by it within 30 days of receipt. 	<ul style="list-style-type: none"> Minimum Bachelor's degree. Computer literate and fluent with MS Office, with working knowledge of MS Power point. Experience with Hospital/Healthcare/Government Health Department would be an added advantage. 	Shillong	Rs. 25,000/- per month (Consolidated, tentative)
2.	Enrolment/IEC Manager	1	<ul style="list-style-type: none"> Creation and delivery of IEC material, increasing beneficiary awareness. Coordination and monitoring of IEC related activities, especially post enrolment for increasing utilization. Coordination with District level Enrolment/IEC Officer. Analyze pre and post enrolment data. 	<ul style="list-style-type: none"> Minimum Bachelor's degree in Business Management/ Marketing/Mass Communication. Computer literate. Experience with Healthcare/Hospital /Government Health Department would be an added advantage. 	Shillong	Rs. 25,000/- per month (Consolidated, tentative)

3.	Finance and Accounts Manager	1	<ul style="list-style-type: none"> • Responsible for Accounts, Internal Audit, Budget Management, Cash flow management. • Generation/Distribution of State monitoring and control dashboard. • Conduct monthly review meetings with CEO to effectively monitor the Scheme. 	<ul style="list-style-type: none"> • Minimum Bachelor's degree in Business Management/Accounts/Finance/Commerce. • Computer literate. • Experience with Healthcare/Hospital /Government Health Department would be an added advantage. 	Shillong	Rs. 30,000/- per month (Consolidated, tentative)
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Candidates are requested to keep the following in mind while applying for any of these posts:

- These positions require candidates that are fluent in English and Hindi. Knowledge of Garo, Khasi or Jaintia is an added advantage.
- The candidates are required to have excellent communication & presentation skills, sound comprehension, analytical and interpersonal abilities and should have demonstrated the ability to work in a multi – disciplinary team environment.
- Candidates should have the capacity to take initiatives and should have a familiarity with the socio – cultural and socio – economic conditions of Meghalaya, as a pre – requisite.
- Post 2 will involve extensive travelling and only candidates who are willing to undertake such travel should apply.
- Candidates should apply on plain paper along with detailed curriculum vitae and attested copies of all documents indicating the following information in a structured manner: (1) Position applied for; (2) Name (in Block letters); (3) Date of Birth and Proof of Date of Birth; (4) Permanent Address (in Block letters); (5) Address for Communication (in Block letters); (6) educational & Professional Qualifications; (7) Experience Certificate from relevant authority; (8) Two Passport size Photographs (one duly attested and the other unattested); (9) SC/ST Certificate; (10) Contact number; and (11) Signature).

(f) Candidates are required to provide originals of all documents at the interview.

(g) Date of interview will be as stated in the advertisement no. DHS/MCH&FW/77/2012/2402 dated 25th September 2012 and interviews will be held at the office of the Directorate of Health Services (MCH&FW), Government of Meghalaya at **10.00 AM** sharp.

(h) No TA/DA will be paid to the candidates for attending and appearing in the interview.