

URGENT/TIME BOUND

From

The DH&FW-cum-State Mission Director  
ABDM, U.T., Chandigarh.

To

1. The Nodal Officer  
National Health Mission,  
New Administrative Block,  
GMSH-16, Chandigarh

2. The DBA,  
Sarai Building,  
GMSH-16, Chandigarh

Memo No. MS-VII-2025/  
Dated Chandigarh the/

4090-91  
7425

**Subject:-** Recruitment of various posts under Ayushman Bharat Digital Mission (ABDM)- regarding.

Please find enclosed herewith a copy of notice for filling up various posts under Ayushman Bharat Digital Mission (ABDM), U.T., Chandigarh.

You are requested to arrange to give the said notice on the website of NHM/Hospital on or before 08.04.2025.

Enclosed as D.A.

**Subject:-** Recruitment of various posts under Ayushman Bharat Digital Mission (ABDM)- regarding.

Director Health & Family Welfare-cum-  
State Mission Director, ABDM  
U.T., Chandigarh

12/4/25

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Director Health & Family Welfare-cum-  
State Mission Director, ABDM  
U.T., Chandigarh

Director Health & Family Welfare-cum-  
State Mission Director, ABDM  
U.T., Chandigarh

**HEALTH DEPARTMENT  
CHANDIGARH ADMINISTRATION**

**VACANCY NOTICE**

Applications are invited for filling up various posts under the scheme Ayushman Bharat Digital Mission (ABDM).

The interested candidates may submit their applications as per the criteria mentioned below within Ten days from the issue of this notice in Room No. 24, M.S Office, Govt. Multi-Speciality Hospital, Sector 16, Chandigarh. Incomplete/incorrect application will not be entertained. Qualification and Experience as per GOI guidelines is as under: -

Sr No.	Name of Position	Educational Qualification	Professional Experience	Desired Experience	No. of Posts	Salary (in Rs.)
1	MIS/Data Analyst	BE/B-Tech/BCOM with Post Graduate Diploma in Management/ Finance OR MSC/MCA/MCOM/ MBA/MPH	<ul style="list-style-type: none"> <li>• 5 Years working experience (at least 2+ Years of Experience in Health Projects)</li> <li>• Proficient in MS Office Suite</li> </ul>	Preference will be given to person having experience in Govt. related projects.	01	40,000.00
2	Project Coordinator	BE/B-Tech/BCOM with Post Graduate Diploma in Management/ BA/BSC with Post Graduate Diploma in Computer Application/ Mass Communication/ Public Health OR MSC/MCA/MCOM/ MBA/MPH	<ul style="list-style-type: none"> <li>• 3+ Years working experience in Health Projects)</li> <li>• Proficient in MS Office Suite</li> <li>• Typing Proficiency in English</li> </ul>	Preference will be given to person having experience in Govt. related projects.	05	25,000.00
3	IEC Expert /Capacity Building Officer / Grievance Redressal Executive	Post Graduate Degree in Mass Communication/ Public Relation/ Social Works/MBA from Recognized University/ Institute/ Master's in Public Policy/ BE/ B-Tech/BA-LLB/ Master's in Social Sciences, Statistics, HR, Computer Applications, Public Administration	<ul style="list-style-type: none"> <li>• 5 Years working experience (at least 2+ Years of Experience in Health Projects)</li> <li>• Proficient in MS Office Suite, Social Media Content, report Writing, Project documentations, plan and Action</li> <li>• Excellent</li> </ul>	Preference will be given to person having experience in Govt. related projects/ Missions of Govt, National State and District Level Projects/ Exposure in social Sector Scheme	01	40,000.00



			Communication skills			
4	MTS	Higher Secondary (12 <sup>th</sup> from Recognized Board)	2+ Years of Experience		02	18,000
5	Verifiers	Higher Secondary (12 <sup>th</sup> from Recognized Board) with Diploma in Computer Application/ Polytechnic Diploma in CSE/IT/ BCOM with Post Graduate Diploma in Management/ BA/BSC with Post Graduate Diploma in Computer Application	2+ Years of Experience in Health Projects	Preference will be given to person having experience in Govt. related projects/ Missions of Govt, National State and District Level Projects	10	18,000

  
 Director Health and Family Welfare-cum-  
 State Mission Director, ABDM  
 U.T., Chandigarh

Sr. No	Name of post	Role and Responsibility
1.	MIS/DATA Analyst	<ul style="list-style-type: none"> <li>• Documentation workflow processes and decision trees and create operational documentation.</li> <li>• Writing the business requirement documentation including overall solution, data definition, process flows, interfaces, product configurations, support tools and processes, reports and other special considerations.</li> <li>• Knowledge of EHRs and other healthcare information exchange platform.</li> <li>• Knowledge of healthcare regulatory mandates and reporting requirement.</li> <li>• Understand clinical nonclinical relational databases and large clinical nonclinical data structures.</li> <li>• Preparing reports and monitoring of dashboards.</li> <li>• Preference will be given to persons having experience in accounts.</li> <li>• Maintain internal financial control and procedures</li> <li>• Process invoice, receipt, payment and salary wages.</li> <li>• Monitor expenditure and ensure adherence to budget limits</li> <li>• Accurate recording of financial transactions</li> </ul> <p><b>As work assigned by the authority</b></p>
2.	Project Coordinator	<ul style="list-style-type: none"> <li>• Project documentation, such as plans and reports.</li> <li>• Monitoring and elevation of project deliverables.</li> <li>• Relationship Management.</li> <li>• Managing bottlenecks and escalating the same to the management.</li> <li>• Resource Coordination ( Documentation of record keeping)</li> <li>• Handholding stakeholders.</li> </ul> <p><b>As work assigned by the authority</b></p>
3.	Grievance Redressal Executive/ IEC Expert/Capacity Building Officer	<ul style="list-style-type: none"> <li>• Management activities and development of IEC strategy.</li> <li>• Content Writing, report writing, social media content management.</li> <li>• Exposure in social sector schemes/mission of Government at national, state or district level.</li> <li>• Preference will be given to persons having experience of working in Health sector.</li> </ul> <p><b>As work assigned by the authority</b></p>
4.	MTS	<p><b>As work assigned by the ABDM Concerned officer and higher authority</b></p>
5.	Verifiers	<p><b>As work assigned by the ABDM Concerned officer and higher authority</b></p>