



Office of Mission Director, National Health Mission, Uttarakhand
Uttarakhand Health & Family Welfare Society, DoMHFW, Uttarakhand Govt.
3rd Floor, Directorate of Health, Danda Lakhond,
Sahastradhara Road, Dehradun – 248001, Phone/ Fax - 0135-2608646



Ref. No. - 3196/NHMUK/HR/2026-27/E-149729(371-C)

Date-03/10/2026

National Health Mission, Uttarakhand invites applications for the following state level vacant posts from eligible candidates for an initial contractual appointment till **31st March, 2027** and further renewal shall be subjected to continuation of NHM/ Approval from GoI/ Performance Appraisal. This appointment shall purely be on contractual basis.

Sr. No.	Post	No. of vacant posts	Monthly Consolidated Remuneration (in Rs.)
1	Sr. Consultant - Procurement & Contract Management	1	90,000

The application must reach at the above mentioned address **up to 18/10/2026 by 04:00 PM** through **Indian Speed Post/ Indian Registered Post only**. Applications sent through any other mode will not be accepted. Applications received after last date shall not be entertained. **For eligibility, age limit, Qualifications and other details, kindly check the details available on the website www.nhm.uk.gov.in**

Note: - All posts are purely contractual and non-transferable. These posts can be cancelled/ increased/ decreased anytime by the competent authority.

Mission Director,
National Health Mission, Uttarakhand

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Stipulations:-

- Maximum age limit for all above positions is 42 years as on **01 January 2026, which is relaxable for 05 years for candidates who have working experience in NHM for minimum 03 years.**
- Interested candidates to send their application at above address along with self attested copy of the documents for qualifications, mark sheets, experience certificates and CV.
- Candidate must write on the envelope “**Application for the post of _____**”. Blank must be filled with the post for which application is being sent.
- The application must reach at the above mentioned address **up to 18/10/2026 by 04:00 PM through Indian Speed Post/ Indian Registered Post only.** Applications sent through any other mode will not be accepted. Applications received after last date shall not be entertained.
- The shortlisted candidates will be called for interview. No TA/ DA will be given for appearing in the interview.
- Candidates are required to mention their correct email id and mobile number for communication.**
- Proforma for the Application Form and Terms of Reference (ToR) are available on the website **www.nhm.uk.gov.in**
- All posts are purely contractual and non-transferable. These posts can be cancelled/ increased/ decreased anytime by the competent authority.**
- In case the candidate is applying for more than one post then she/ he must fill separate application form for each post and attach separate set of documents as mentioned in point no. 2 and send it in separate envelope as per point no. 3 and 4.
- Any candidate who is already working in NHM, Uttarakhand (State Level/ District Level/ Block Level/ in any program of NHM) must send NOC from the Mission Director, NHM/ CMO of the concerned district with the application OR produce it at the interview (if called for interview).
- The selection of candidate will depend upon the eligibility and suitability of the candidate for the post as found by the selection committee during interview.
- Uttarakhand Health & Family Welfare Society shall not be responsible for non-receipt of application due to postal delay/ loss in transit.

Mission Director
National Health Mission, Uttarakhand

Post name – Sr. Consultant (Procurement and Contract Management)

Reporting to: Assistant Director/ Director/ Mission Director, National Health Mission (NHM) Uttarakhand

Position Type: Contractual full time

Purpose of the Role:

The **Sr. Consultant (Procurement and Contract Management)** at State level under NHM Uttarakhand is envisaged to strengthen and streamline the procurement ecosystem by ensuring efficient, transparent, and compliant procurement and contract management processes. The role is critical for enabling timely availability of quality goods, services and works essential for implementation of NHM programmes across the State. The Consultant will provide strategic leadership, technical oversight and system-level improvements in procurement planning, execution and monitoring, thereby supporting in achievement of programmatic goals with optimal utilization of financial resources and adherence to regulatory frameworks.

Key Responsibilities:

1. Strategic Procurement Planning

- Lead the development of annual and multi-year procurement plans aligned with NHM objectives, Program Implementation Plans (PIPs) and state health priorities.
- Provide strategic inputs for optimizing procurement processes to ensure efficiency, transparency and value for money.
- Align procurement strategies with Government of India and State Procurement Guidelines.

2. Procurement Process Management

- Oversee end-to-end procurement processes including tendering, bid evaluation, contract award and post-award management.
- Ensure compliance with applicable rules, including GFR, State Procurement Rules and NHM procurement guidelines.
- Standardize bidding documents, RFPs, and contract templates for various procurement categories (goods, services and works).

3. Contract Management & Administration

- Lead contract drafting, review, and finalization in coordination with legal and technical teams.
- Monitor contract performance, deliverables, timelines and compliance with agreed terms and conditions.
- Manage contract amendments, renewals, and closures in a timely and compliant manner.

4. Vendor Management and Market Engagement

- Develop and maintain a robust vendor database and supplier performance evaluation system.
- Conduct market analysis and supplier assessments to ensure competitive and quality procurement.
- Facilitate transparent vendor engagement and grievance redressal mechanisms.

5. Monitoring, Reporting, and Compliance

- Establish systems for tracking procurement activities, timelines and outputs across the state.
- Prepare periodic procurement status reports, dashboards and compliance reports for senior management.

- Ensure audit readiness and address observations from internal/external audits, including AG and GoI reviews.

6. Financial Oversight and Cost Optimization

- Ensure prudent financial management of procurement budgets in coordination with finance teams.
- Analyze cost trends and recommend measures for cost efficiency and savings.
- Support preparation and validation of financial documents such as FMRs related to procurement.

7. Capacity Building and Technical Support

- Provide technical guidance and capacity building support to district and block-level procurement personnel.
- Organize trainings, workshops, and orientation sessions on procurement policies, e-procurement systems, and contract management.
- Develop SOPs, manuals, and guidance notes for strengthening procurement systems.

8. E-Procurement and Digital Systems

- Strengthen and oversee the use of e-procurement platforms for all procurement activities.
- Ensure data integrity, transparency, and timely updating of procurement information on digital platforms.
- Promote adoption of technology-enabled procurement practices.

9. Coordination and Stakeholder Engagement

- Coordinate with State, District, and National level stakeholders, including NHM divisions, State Officials, technical agencies and suppliers.
- Liaise with Government departments, finance, legal and audit authorities for procurement-related matters.
- Support Mission Director in decision-making through evidence-based procurement insights.

10. Risk Management and Governance

- Identify procurement-related risks and develop mitigation strategies.
- Ensure adherence to principles of transparency, fairness, and accountability in all procurement activities.
- Strengthen governance mechanisms to prevent irregularities and ensure ethical procurement practices.

Undertake any other assignments as directed by the Mission Director/ the Competent Authority in line with programme objectives.

Qualifications & Experience:

Masters' Degree/ PG Diploma
in

Finance/ Procurement/ Supply Chain Management from recognized university/ institution

OR

Professional qualification of CA/ ICWA

Experience: Post qualification total work experience of minimum 05 years in managing procurement and contract management. Out of the total 05 years, the applicant must have experience of working at Senior Position for at least 02 years in public sector procurement or in Govt. Medical Supplies Corporations or in NHM

Key Competencies:

- Strong knowledge of public procurement systems, procedures, and frameworks, including GFR, State Procurement Rules etc.
- Expertise in end-to-end procurement processes for goods, services and works, including tendering and bid evaluation.
- Sound understanding of contract law principles, drafting, interpretation, and enforcement of contracts.
- Ability to manage complex contracts, including handling disputes, variations, and compliance requirements.
- Understanding of budgeting, financial rules and cost analysis related to procurement.
- Ability to ensure financial prudence, value for money, and alignment with approved budgets.
- Proficiency in e-procurement platforms and digital tools for procurement planning, tendering, and monitoring.
- Excellent verbal and written communication skills in Hindi and English, with the ability to develop high-quality technical reports, official communications and strategic documentation.
- Strong presentation and facilitation skills, with demonstrated experience in effectively engaging senior government officials, district teams, and development partners.
- Proficiency in Microsoft Office, Google Workspace and data visualization/analytics tools for data interpretation and decision support.
- High level of adaptability, resilience, and problem-solving ability to navigate dynamic public health environments, address implementation challenges, and support responsive action during health emergencies.

Consolidated Remuneration: Maximum upto Rs 90,000/- per month

No. of posts – 01 (One)

Note:

1. Please enclose the self attested copies of documents /certificates for serial no. **5 (Date of birth), 12 (Academic Qualification) & 13 (Work Experience) and CV with** completed application form.
2. Shortlisted candidates will be informed for interview through e-mail. So, please mention email id which is in use clearly.
3. The candidates should mention at the top of the envelope:“**Position Applied for.....**”

Application to be sent to:

Office of Mission Director,
National Health Mission,
3rd Floor, Directorate of Medical Health & Family Welfare
Danda Lakhond, Post-Gujrada
Sahastradhara Road, Dehradun – 248001

Declaration

Iaffirm that the information given in this application is true and correct. I also fully understand that if at any stage it is discovered that an attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected or my employment may be terminated.

Date:

Place:

Signature of Candidate

List of enclosed documents –

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.