

## Terms of Reference (TOR) for ABDM, Assam

**Name of the Position :Joint Director (Information Technology)**

**No. of Position : 1 (One)**

**Educational Qualifications:**

Bachelor of Engineering /Technology in one of the following fields or equivalent:

- IT
- Electronics
- Telecommunication
- Computer Science / Engineering
- Any other engineering field with relevant experience in IT

or

MCA (Master's in Computer Applications)

**Experience:**

- Minimum 10 years of experience at a suitable Senior position in managing IT operations and implementation of IT systems
- Minimum of 2 years of experience of managing Government IT projects at national or State level

**Responsibilities:**

- Overall responsibility for looking after IT part of ABDM.
- Identify gaps in IT infrastructure, internet connectivity, software systems in healthcare facilities.
- Initiate provisioning of missing IT components to ensure readiness for ABDM adoption.
- Drive adoption of EMR systems across different health facilities (and thus drive digitization of patient healthcare)
- Ensure adherence to protocols for security requirements, privacy, confidentiality, and consent as a service.
- Coordinate with ABDM, Chief Information Security Officer (CISO) to ensure compliance with ABDM Information Security Policy.
- Support in adoption, help resolution of any IT related problems.
- Drive integration of HMIS and public health programs with ABDM.
- Support in adoption, help resolution of any IT related problems ensure cyber security and disaster recovery.
- Any other task as may be given by State Mission Director ABDM.

**Remuneration:**Rs. 1,50,000/- per month with yearly 5% Increment subject to satisfactory performance. (\*Remuneration offered within the band will be commensurate with qualification and experience.)

**Age Limit:** Up to **50 Years** (as on the date of receiving the application)

**Work Location:** Guwahati; Opportunity to gain hands on experience of public health canvas of the state and districts. Travel to districts will be involved.

**Period of Contractual engagement:** Initially 1 Year, extendable on mutual agreement upto 2025-2026 or the period of the ABDM, subject to satisfactory performance.

#### **Common Criteria for all positions**

- **Status of Employment:** Contractual basis or deputation from services as applicable
- **Leave:** Programme Management Unit human resources shall be eligible for **30 days Leave in a calendar year on pro-rata basis @ 2 ½ Day for every month of engagement with services rendered** and thereafter remuneration would be deducted on pro - rata basis. Un-availed leave in a calendar year cannot be carried forward to next year.
- The continuous working on contractual assignment shall not confer any preferential right of claiming regularization / permanent absorption against the position.
- The contractual human resources shall be appointed after fulfilling the statutory requirements of antecedent verification, signing of “privacy agreement”, etc.
- The provisions regarding Income Tax / other taxes shall apply as per rules.