

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

**Name of the Position :**HMIS Manager

**Number of Position :** 1 (One)

**Educational Qualifications:**

- BE/B-Tech or any engineering degree  
or
- MBA/ Post Graduate Diploma in Management  
or
- Master's in Public Health/MBBS/BDS from recognized institute  
with  
Desired working experience\*\*
  - Preferably 2+ years of experience in a government project
  - Proficient in MS Office suite

**Experience:**

- Minimum 5 years of experience at a suitable Senior position in managing IT operations and implementation of IT systems
- Preferable 2 years or more of experience of managing Government IT projects

**Responsibilities:**

- Responsible for providing assistance in selection, design-elicitation, implementation, support, and organizing training for HMIS.
- Drive adoption of HMIS/EMR in the state.
- Vendor Contract management.
- Any other task as may be given by State Mission Director ABDM or Management

**Remuneration:**Rs. 90,000/- 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.