

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF HEALTH & FAMILY WELFARE
STATE HEALTH AGENCY

6th FLOOR, C-WING, VIKAS BHAWAN-II, NEW DELHI-110054

No.F.1(54)/SHA/ADMIN/RECRUITMENT/2026

Dated: -

RECRUITMENT NOTICE

ADVERTISEMENT NO. 01-2026

State Health Agency, Delhi invites eligible candidates for engagement to various posts purely on contract basis through interview: -

S. No.	Nomenclature of Post	No. of posts (UR/GEN)	SC/ST/OBC/ PH/EWS
1.	Quality Assurance Executive	02	0
2.	Medical Audit executive	02	0
3.	Manager-IEC	01	0
4.	Data Analyst	02	0
5.	Deputy Manager Finance & Accounts	02	0
6.	Grievance Redressal Executive	02	0
7.	Accounts Officer/ Accountant	01	0
8.	IT Executive	02	0
9.	Anti-Fraud Executive	02	0
10.	Account Assistant	02	0
11.	Office Assistant	02	0

The closing date for online registration for Interview is 05.05.2026, 6:00 pm.

1. Mode of Selection: - Selection will be made on the basis of document verification and interview.
2. Registration of Interview:
 - i. All interested and eligible candidates are required to register online through this link: - <https://forms.gle/XVznMbzmX5f4mjhr5>
 - ii. Last date of Registration: 05.05.2026
 - iii. Only registered candidates will be allowed to appear in the Interview.
3. Document Verification and Interview Schedule:

Date & Venue of Interview: The detailed schedule for interview and document verification will be uploaded on the official website <https://health.delhi.gov.in/> in due course.

- i. No separate call letter will be issued.
- ii. The prospective candidates are advised in their own interest to check official website.
- iii. All updates related to recruitment process shall be updated on H&FW website.
- iv. In case of any query, the same may be raised through email to sha.delhi2025@gmail.com

4. Documents to be produced at the time of Document Verification & Interview:

Candidates must bring the following original documents along with one set of self-attested photocopies:

- i. Aadhar Card/ Voter ID/ Passport
- ii. 10th Certificate in support of Date of Birth.
- iii. Marks Sheets, Degree & Certificates of Essential Educational Qualifications
- iv. Mark Sheets, Degree & Certificates of Desirable Qualifications, if any.
- v. Experience Certificates (current working experience certificates also)
- vi. Caste Certificates/PwD Certificate (if applicable)
- vii. Online Registration Acknowledgement slip.
- viii. Two color photographs

5. General Instructions:

I. Online Registration is mandatory; unregistered candidates will not be allowed.

II. No TA/DA shall be paid for attending the Interview.

III. The said engagement on contractual basis may be terminated at any time by a month's notice given by either side and without assigning any reason. The Govt. however reserves the right to terminate the services forthwith or before the expiry of the stipulated period of notice by making payment to him of a sum equivalent to the consolidated remuneration for the period of notice or the unexpired portion thereof.

IV. The contractual appointment will be initially for a period of one year which can be further extendable as per requirement and satisfaction of the SHA.

V. The cut off age, qualification, experience etc. will be last date of registration.

VI. Relaxation for SC/ST/OBC and Physically Handicapped will be given as per Government guidelines, subject to submission of Caste / Disability Certificate issued by the Appropriate Authority in support of his/her claim.

VII. OBC Certificate with Non-Creamy Layer and EWS issued by appropriate authority of Govt. of NCT of Delhi, only will be accepted for the Current Financial Year.

VIII. State Health Agency Delhi reserves the right to change the number of vacancies, withdraw the process of recruitment in full or part and also has right to reject any or all applications received without assigning any reasons or giving any prior notice.

IX. State Health Agency Delhi has the right to reject any application, if found improper or having misleading information.

X. The decision of the CEO, State Health Agency (Delhi), regarding selection of the candidates will be final and no representation shall be entertained in this regard.

XI. Information/details of recruitment process and results regarding will be provided through <https://health.delhi.gov.in/>

XII. In case of any dispute, legal jurisdiction will be Delhi only.

XIII. The candidates should not have been convicted by any court of law.

XIV. Canvassing in any form will disqualify the candidate.

XV. The Services of the contractual employees will be governed as per the terms of the contract.

6. Essential Qualifications, Experience and Remuneration:

Sr. No.	Nomenclature of the post	Essential Qualification & Experience	Age	Roles & Responsibilities	Consolidated Remuneration (Rs)
1	Quality Assurance Executive	MBBS/BDS with minimum 03 years post qualification experience in Hospital administration	Less than 40 years	<ul style="list-style-type: none"> Oversee quality assurance protocols for empanelled hospitals; Ensure compliance with NABH/NQAS standards; or similar Conduct hospital audits and assessments In-depth knowledge of NABH, NQAS Proficiency in auditing and analysis; Strong communication and coordination skills Any other work assigned by superior officers 	75000/-
2	Medical Audit Executive	MBBS/BDS with Minimum 03 years post qualification experience in hospital administration/ public health OR PG in hospital administration/	Less than 40 years	<ul style="list-style-type: none"> Conduct medical audit of treatment claims Ensure adherence to clinical quality standards Identify and report anomalies and violations Comprehensive understanding of clinical protocols. Expertise in medical audit procedures <ul style="list-style-type: none"> Analytical skills for data evaluation and analysis Any other work assigned by 	75000/-

		public health.		superior officers	
3	Manager – IEC	Master in Journalism or Mass Communication or any similar qualification in the field of Mass Media from recognized reputed institution with 03 years of post qualification experience in Social or Health Sector.	Less than 50 years	<ul style="list-style-type: none"> The responsibility of developing content for PR and media lies with the IEC or Media Officers appointed at SHA. They will also disseminate press releases, notices, and advisories, arrange for media interviews & press conferences. NHA will lead national media engagements whereas, at the state level, respective SHAs will take the lead in media outreach. The tone of media briefs and messaging should be consistent. SHA will keep the NHA IEC team informed when planning media engagements at the state level SHA will be required to properly document media coverage and share the same with the NHA team on a quarterly basis. <ul style="list-style-type: none"> SHAs should follow the Press Release and Media Brief formats shared by NHA IEC team Any other work assigned by superior officers 	75000/-
4	Data Analyst	B.Tech/B.Engg/ M.Tech/ Masters in (Statistics/ CSE/IT/ /Equivalent) And Minimum 03 years of post-qualification experience in Data Analysis or Equivalent. Relevant experience of Govt sponsored Health Scheme like RSBY or AB-PMJAY is desirable	Less than 40 years	<ul style="list-style-type: none"> Support Deputy Manager (IT/Data/UMS) in analysing the clinical and operational data generated and coordinate for data management and data warehousing Generate customised reports for periodic programme monitoring. Any other data analysis and management with SHA Knowledge in analytical tools (power BI or equivalent) and Data base applications. Quantitative data analysis skill Presentation skills Ability to learn new technology tools and ability to coordinate with IT teams. Experience in working with health data. <ul style="list-style-type: none"> Experience with managing and analysing administrative datasets and producing data reports / dashboards will be an added advantage. Any other work assigned by superior officers. 	55000/-
5	Deputy Manager-Finance	CA/MBA Finance or Two years Post-Graduation Diploma in	Less than 50	<ul style="list-style-type: none"> Verifying the journal entries posted by accountants. Assisting Manager Finance in 	50000/-

	& Accounts	Finance or Post-graduate in Commerce with PGDCA from a recognized university/institute At least 03 Years of post-qualification experience in a reputed firm/ Government Agency	years	<p>supervision of office files and books of accounts.</p> <ul style="list-style-type: none"> Ensuring the monthly statutory payments (EPF, ESI, TDS& GST) of the office. Monthly bank reconciliation and preparation of TDS filing documents. Assisting Manager Finance in budgeting, expenditure calculations and budget controls. Ensuring the payments of the organization made as per TDS, GST and office rules and regulations furnished. Any other work assigned by superior officers 	
6	Grievance Redressal Executive	<p>Graduate in Law, Healthcare Management, or Public Administration with 02 years minimum experience post qualification in the relevant field</p> <p>OR</p> <p>Post graduate in Law, Healthcare Management, or Public Administration.</p>	Less than 40 years	<ul style="list-style-type: none"> Manage the grievance redressal mechanism using the IT system of SHA, NHA and other Government portals. Receipt and e-filing of stakeholder grievance and record them in a database. Resolve complaints and concerns as appropriate. Assign grievance that cannot be resolved by the SHA Follow up on the grievance registered to ensure complaint resolution is advancing in a timely manner and using a fair process. Maintenance of reports and records of the GRME division in the database regularly. Facilitating meetings with stakeholders, maintaining meeting schedules, managing appointments. Any other work assigned by superior officers 	45000/-
7	Accounts Officer/ Accountant	<p>CA/ CMA/ICWA Intermediate qualification and 03 years post qualification experience in relevant field.</p> <p>Certification of Tally</p>	Less than 40 years	<ul style="list-style-type: none"> Manage state-level financial operations; Ensure accurate accounting and financial reporting; Oversee budgeting and fund disbursement. Proficiency in Tally; Government financial systems knowledge; Analytical and reporting skills The Accounts Officer shall help the Finance Manager in conducting internal audit, fund management and cash flow management of the SHA. Monitor accounts receivable and payables to ensure acceptable turnaround time Coordinates and provides inputs in preparation of budget. Manage accounts and bills, including disbursement of payments to providers, scrutiny of invoices, purchase orders, receipts, rate verifications etc. 	40000/-

				<ul style="list-style-type: none"> Play instrumental role in development and management of monthly monitoring and control framework Coordinate with districts/hospitals to obtain relevant data and certificates on time Managing the timely preparation and audit of statutory books of accounts, financial statements and annual reports, ensuring conformance to regulatory accounting standards Conduct trend analysis of claim payments on a Year on Year basis and highlight any anomalies Overall monitor and manage finance & admin processes Participate in the meetings convened with senior officers Ensuring timely filing of any applicable tax returns & interfacing with Auditors and regulatory authorities for assessments and remittances Undertake any additional responsibilities given by the State Health Agency. Any other work assigned by superior officers 	
8	IT Executive	<p>Bachelor's Degree (Computer Science/IT)/MCA;</p> <p>And</p> <p>Minimum 03 years of post-qualification experience in Database Administration.</p>	Less than 40 years	<ul style="list-style-type: none"> Create, test, and deploy new, innovative website applications in a timely and efficient manner, while concurrently working with other stake holders Maintain database systems of high availability and quality depending on each end user's specialized role. Design and implement database/schema in accordance to end users information needs and views. Define users and enable data distribution to the right user, in appropriate format and in a timely manner. Ensure data security, privacy and integrity Report Generation and publishing in public domain Maintain good relationship with State Data Centre and State Health Digital Mission Any other work assigned by superior officers 	40000/-
9	Anti-Fraud Executive	<p>Graduate in Law, Forensics, Finance, or Public Administration with 02-year post qualification experience in relevant field.</p> <p>OR</p>	Less than 40 years	<ul style="list-style-type: none"> Detect and investigate fraudulent activities; Liaise with enforcement agencies; Maintain and update the fraud risk register. Skills in fraud detection and investigation; Understanding of legal and forensic procedures; Analytical and 	40000/-

		Post Graduate in Law, Forensics, Finance, or Public Administration		<p>problem-solving abilities.</p> <ul style="list-style-type: none"> Any other work assigned by superior officers 	
10	Account Assistant	<p>Bachelor in commerce with 02 years of post-qualification experience in relevant field.</p> <p>Desirable- working experience of at least 06 months or certification course of at least 06 months in tally/WINMAN/MS office</p>	Less than 40 years	<ul style="list-style-type: none"> The Accounts Assistant shall help the Finance Manager in conducting internal audit, fund management, and cash flow management of the SHA. Monitor accounts receivable and payables to ensure acceptable turnaround time Coordinates and provides inputs in preparation of budget for state NHPM. Conduct variance analysis to determine difference between projected & actual spend and formulate / implement corrective actions for the year. Manage corpus and funding of the trust Manage accounts and bills, including payments to providers. Play instrumental role in development and management of monthly monitoring and control framework Coordinate with districts to obtain relevant data on time Managing the timely preparation and audit of statutory books of accounts, financial statements and annual reports, ensuring conformance to regulatory accounting standards Conduct trend analysis of claim payments on a Year-on-Year basis and highlight any anomalies Overall supervise and manage finance & admin processes Participate in the meetings convened with senior officers Ensuring timely filing of any applicable tax returns & interfacing with Auditors and regulatory authorities for assessments and remittances Required Skills: Strong analytical skills. Ability to working a team Strong strategic focus and project management skills. Excellent interpersonal and communication skills. Knowledge of Tally accounting 	30000/-

				<p>package, MS Office, MSWord, MS Power Point would be desirable.</p> <ul style="list-style-type: none"> • Any other work assigned by superior officers 	
11	Office Assistant	Degree of a recognized University or equivalent and working experience of 03 years post qualification in relevant field preferably in govt. office.	Less than 30 years	<ul style="list-style-type: none"> ▪ Registration of Dak; ▪ Maintenance of Section Diary & Dispatch, File Opening Register, File Movement Register; ▪ Indexing and recording of files, typing, comparing, dispatch, preparation of arrears and other statements; ▪ Correction of references and submission of routine and simple drafts etc. ▪ Maintenance of service records of the staff. ▪ Management and co-ordination of administrative work; ▪ Maintenance of discipline and team spirit in the Section; ▪ Managing effective person-independent information management and records management in the Section; ▪ Handling confidential and secret letters/dak/files, handling parliamentary questions, assembly questions, all grievances received on online portal of government, RTI and RTI appeals etc; ▪ Provides miscellaneous support to the Section/Unit/Deskincarryingoutdayto dayworklikephotocopying/record handling and maintenance, registration of Dak, marking / sending Receipts/files and other associated tasks assigned from time to time. He/she may be assigned case work of repetitive nature. ▪ To submit receipts which should be seen by the Branch Officer or higher officers at the dak stage; ▪ To keep a watch on any hold-up in the movement of dak; ▪ To regularly check the section diary to know that it is being properly maintained. ▪ To see that all corrections have been made in the draft before it is marked for issue to higher 	22000/-

				<p>authorities;</p> <ul style="list-style-type: none">▪ Responsibility of efficient and expeditious disposal of work and checks on delays▪ To keep a note of important receipts with a view to watching the progress of action;▪ To work under the orders and supervision of Senior Officers with responsibility to complete entrusted work in time bound manner;▪ To draw attention, where necessary, to precedents or Rules and Regulations on the subject;▪ to put up the Guard file, if necessary, and supply other relevant facts and figures;▪ Any other work assigned by the senior officers.	
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