

**JOB DESCRIPTION**  
**Beneficiary cum Verification Manager**  
**State Health Agency**  
**Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (PM-JAY)**  
**Jammu & Kashmir**

**1. ORGANIZATION BACKGROUND:**

Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (PM-JAY), India's flagship health assurance scheme, providing health cover of Rs. 5 lakhs per family, per year, for secondary and tertiary care hospitalization, to over 10.74 crore poor and vulnerable families, or approximately 50 crore beneficiaries. The scheme covers up to three days of pre-hospitalization and fifteen days of post-hospitalization expenses including diagnostics and medicines.

The State Health Agency (SHA) has also started an initiative 'Gaon Gaon Ayushman' to reach out to even last mile villages which remain cut from the rest of the world due to adverse weather conditions so as to percolate the benefits of the scheme down to every beneficiary.

This scheme aims to undertake path-breaking interventions to holistically address the healthcare system (covering prevention, promotion and ambulatory care) at the primary, secondary and tertiary levels. SHAs have full operational autonomy to implement PM-JAY in their state. For more information about PM-JAY, please visit <https://pmjay.gov.in/about/pmjay>

**2. POSITION (S) VACANT:** One (1)

**3. DUTY STATIONS:** State Head Quarter- Srinagar

**4. JOB DESCRIPTION/ RESPONSIBILITIES:**

Reporting to the Chief Executive Officer, Beneficiary cum Verification Manager shall be responsible for successful implementation of the scheme in the state.

Key Roles and Responsibilities:

1. Develop format for beneficiary list development in consultation with NHA; follow NHA guidelines.

2. Help prepare beneficiary list using relevant databases; assign category flags for eligible beneficiaries.
3. Review beneficiary list as per the detailed guidelines provided by NHA; prepare a detailed work plan for achieving the same.
4. Hire resources to develop and manage IT platform for verification of eligible beneficiaries; manage day-to-day operations of the agency.
5. Help facilitate conversion of paper based beneficiary list to web usable formats.
6. Facilitate cleanse, merge, dedupe, categorize and format of the list as required. The data shall be split by village, block, district, and category wise as per the requirement of NHA.
7. Conduct sample field visits to audit beneficiary list; if errors are found, facilitate correction of the same.
8. Upload Beneficiary List in central NHPM database/ website after the validation and approval from SHA, as per its direction.

## **5. QUALIFICATION, SKILLS, AND EXPERIENCE:**

### **Qualification:**

MCA/MSc IT/B Tech in Computer Science from a recognized College/University.

### **Experience:**

#### **Essential:**

Minimum of 5-8 years post qualification relevant experience.

#### **Desirable Experience:**

Out of 5-8 Years of Essential Experience at least 3-5 years of experience in implementing State/Centrally Sponsored Group Health Insurance Schemes in the Govt. Set up.

#### **Required Skills:**

1. Strong analytical skills.
2. Excellent interpersonal and communication skills.
3. Excellent command of the English language.
4. Experience of working in the IT department of an organization with at least 100 persons.

## **7. AGE LIMIT:** Maximum age limit 40 years

**8. COMPENSATION OFFERED:** Maximum honorarium for the position is Rs. 70,000/- per month.

**9. CONTRACT TYPE AND PERIOD:** The appointment will be purely on a contractual basis for a period of the one-year, renewable subject to Government of Jammu & Kashmir approval and satisfactory performance.

**10. REFERENCE:** SHA-BVEM-2022

**11. CONTACT INFORMATION:**

HR Officer  
SPC Management Services P Ltd.  
Phone Nos.: +91-7006155898  
Website: [www.spc.co.in](http://www.spc.co.in)

**12. LAST DATE FOR APPLICATIONS:** Online Application will be live from May 13, 2022

Eligible candidates interested in this position are requested to apply online at [www.spc.co.in](http://www.spc.co.in) by or before May 20, 2022 at 11:59:59 PM. Candidates must fill and submit the Online Application Form in the given link. Applications submitted from any other mode shall not be considered.