

**Terms of Reference**  
**Human Resource Assistant (Short Term)**

National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM) as an autonomous registered society, to channelize technical assistance and capacity building support to the states for strengthening the public health system.

NHSRC intends recruiting Human Resource Assistant (Short Term) purely on contractual basis.

**Role and Responsibilities:**

- Printing & Segregation of application forms
- Data Entries of miscellaneous HR / Recruitment related data
- Support in all pre & post recruitment activities
- Managing Filing / Documentation / correspondences of the section
- Managing MIS / Trackers / Database / Dash Boards
- Coordinating in Trainings / Workshops & events
- Creating Forms & Format – as and when required
- Undertake any other assignments, which may be assigned from time to time by the Human Resource Manager, NHSRC.

**Eligibility:**

- Graduate from a recognized university with Minimum 1 year of work experience in HR / Administrative functions.
- Knowledge of working on automated attendance system / HRMIS / ERP software is desirable
- Computer proficiency in MS Office – Word, PowerPoint and advance excel skills.
- Excellent verbal & written communication skills.
- Ability to complete multiple tasks under pressure

**Age Limit:** Upto 35 years

**Location:** New Delhi.

**Contract Tenure:** Three months and extendable

**Remuneration:** Upto Rs. 40,000/- per month (Tax deduction – as applicable)

*\*Fee mentioned above will commensurate qualification and experience.*

**Note:** As this is a short term assignment;

- Preference will be given to candidates residing within Delhi/NCR region.
- The selected candidate will be required to join within 7 days.

**How to Apply:** Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to [shortterm.nhsrc@gmail.com](mailto:shortterm.nhsrc@gmail.com) by **3<sup>rd</sup> June 2019**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted.