

**Terms of Reference**  
**Consultant - Management Information System (MIS) (NCD)**

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

**The terms of Reference for the aforesaid post are as under:-**

**1. Roles & Responsibilities:**

- (i) Collection, compilation and analysis of MIS reports from States/UTs, for quarterly publication.
- (ii) Preparation of reports for Outcome Budget and Result Framework Document (RFD) targets etc and achievement.
- (iii) Planning of action oriented monitoring for the districts and states using various indicators and requirements. Progress report of States.
- (iv) Preparation of New MIS format and support for MIS publication.
- (v) Technical inputs for resource document preparation.
- (vi) Any other job as and when assigned.
- (vii) Undertake any other assignments, which may be assigned from time to time.

**2. Qualification & Experience:**

**Essential:**

Postgraduate Degree / Engineering Degree in computer applications/computer science/Information Technology with one year of working experience in relevant field.

**Desirable:**

- (i) Proficient in data processing, analysing techniques.
- (ii) Experience in working of software related to healthcare.

**3. Age limit:** Upto 40 years.

**4. Remuneration:** Rs.50,000-60,000 per month (consolidated).

**5. Reporting Officer:** Director (NCD), Ministry of Health and Family Welfare.

**6. Place of posting:** New Delhi.

**Note:**

- i. The applicant should be conversant with the use of computers in words processing worksheets for data compilation, basic analysis, internet use and presentation.
- ii. The applicant should be able to tour extensively for monitoring and supervision.
- iii. Age Limit: will be counted as on Last date of receiving of applications.
- iv. Tenure: one year with effect from the date of joining to the post, which is extendable as per rules and scheme guidelines as per preference and mutually agreed terms and conditions.
- v. The remuneration shall be fixed in the range given, depending upon qualification and experience.

**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 [ncd.nhsrc@gmail.com](mailto:ncd.nhsrc@gmail.com) by **1-Nov-2018**. 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.