

## **Terms of Reference Management Associate (RSBY)**

### **Term of Reference for hiring Management Associate for RSBY backend operation**

RSBY scheme is being implemented by the Ministry of Health and Family Welfare. The objective of RSBY is to protect identified beneficiary households from major health shocks that involve hospitalization. Such families are entitled to smart card based cashless health insurance cover of Rs. 30,000 for in-patient treatment including maternity and insurance cover to newborn during policy period in any empanelled hospital across the country. Pre-existing conditions are covered and there is no age limit. Coverage extends to the head of household, spouse and up to three dependents.

In order to manage RSBY backend operation and smooth functioning of scheme, also to provide technical support to all States/UTs who are implementing the RSBY scheme. MoHFW through NHSRC is recruiting the RSBY technical team purely on contractual basis.

### **Profile of Management Associate**

- Persons having Graduate Degree in CS/IT, preferably MBA in IT with a minimum 2 years of post-qualification work experience
- Collect and analyzes data, prepare and update briefs, records and other documents on project implementation of RSBY
- Office Administration including note/letter drafting, file management and release of funds to states
- Managing the files using e-Office and providing e-Office training to other users
- Computer proficiency with high level of familiarity with commonly used packages like MS Word, Excel, Power Point.
- Knowledge of RSBY Scheme and its functioning is an added benefit.
- Knowledge of functioning of MoH&FW with respect to RSBY, AABY & others schemes of MoH&FW
- Excellent Communication & Presentation Skills, sound comprehension, analytical and interpersonal abilities, excellent oral and written communication skills in English & Hindi.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Knowledge of RSBY Scheme and its functioning is an added benefit.

**Age Limit:** Upto 40 Years

**Remuneration Range:** Between Rs. 30,000/- to 40,000/- depending upon the experience and work profile.

**Location:** New Delhi.

**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 [rsby.recruitment@gmail.com](mailto:rsby.recruitment@gmail.com) **by 4 p.m. on 17-Oct-2017**. Application submitted in other format will not be accepted.