

**Terms of Reference
Technical Assistant (NHM)**

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.

Eligibility:

Educational Qualification	<ul style="list-style-type: none">• Graduate in any discipline with proficiency in data management.• Knowledge & proficiency in computer applications.
Years of Experience	5 years of experience working with Government of India / State Governments in the field of Programme Assistant / Analyst.
Age	Not above 45 years
No. of Post	One (1)
Remuneration (Consolidated)	Rs. 20,174/- Per Month

Roles and Responsibilities:

- To facilitate the activities of the NHM Facility Centre.
- Assist in Workshops, Seminar, Review Meeting which organized by NHM-II Division like MSG, EPC, CRM and other national level meetings at regular intervals.
- Assist in documenting and regular follow-up on action points agreed upon during various meetings related to TOR.
- Assist in preparation of State Resource material for Common Review Mission teams visiting to State / UTs / other supportive supervision visits.
- Assist in preparation of State wise Teams for CRM States and follow up with the Teams, correspondence with other divisions of Ministry and State/UTs regarding NHM progress.
- Secretarial support for Preparation of reports for different Offices of Government of India, Parliament etc.
- Assist in correspondence related to routine verbal / written enquiries relating to NHM including electronic communication.
- Assist in set up spread sheets, database files, and tables ensuring appropriate presentation style.
- Provide assistance to the Deputy Director and Assistant Director for Collation and organization of data and information coming from the States.
- Assist in office management for NHM.
- Assist in Coordination with other sections for obtaining the information related to NHM.
- Any other tasks/activities as assigned by supervisor.

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 mohfw.recruitment@gmail.com by **29-May-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.