

Terms of Reference
Data Analyst (NCD) (2 Posts)

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.

Roles and Responsibilities:

1. To collect the data from states and analysis them to improve the functions of the states.
2. To enter the data into database.
3. To communicate the result of the data analysis to the higher authority for decision making.
4. He / she may train employees in new procedures or assist with the installation of new technology.
5. He / she may provide basic technical support as and when required.
6. Undertake any other assignments, which may be assigned from time to time.

Essential qualification & experience:

- Graduate with Diploma/degree in Computer Applications.
- At least 2 years of relevant working experience in managing data base and worksheets preferably in Health sector.

Age limit: Upto 40 years.

Remuneration: 20,000-30,000 per month (consolidated).

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

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: As on Last date of receiving of applications.
- (iv) Tenure: Till 31-Mar-2017.
- (v) The remuneration shall be fixed in the range given, depending upon qualification and experience.

Note: The tenure is extendable as per rules and scheme guidelines as per preference and mutually agreed terms and conditions.

It is mandatory to mention Age, Year of Passing the Degrees, Current and Past Employment dates on your resume, without which applications will not be accepted.

Applications must reach **by 4 p.m. on 21-Feb-2016** by email to ncd.nhsrc@gmail.com or by post / by hand to HR Manager, NHSRC, NIHFWS Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067. **Please ensure to mention post applied for on the envelope (in post) and subject-line (in e-mail), without which applications will not be accepted.**