

Terms of Reference
Deputy Consultant (Personnel & Administration) (PMSSY) (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.

Qualification:

A bachelor's degree in Law from recognized Institution/University.

Minimum experience required: 3 yrs.

Experience of handling Administration/HR matters in Central Government Ministries/working in Ministry of Law or handling court cases/arbitration matters/P&A/legal matters relating to Government organisations/autonomous bodies/institutions.

Duties:

- (a) Handling court cases/arbitration cases of PMSSY Division.
- (b) Giving legal advice in HR matters (recruitment etc) pertaining to autonomous bodies.
- (c) HR matters.
- (d) Any other work as may be assigned by JS (PMSSY).

Remuneration:

Deputy Consultant (P&A) will have a consolidated remuneration of Rs.50,000/- per month. Raise in remuneration for an engaged Consultant beyond a year will be given as per Ministry's extant policy.

Age Limit: Up to the age of 65 years

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 pmssy.nhsrc@gmail.com or by post / by hand to HR Manager, NHSRC, NIHFW 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.**