

**Terms of Reference**  
**Junior Consultant (Personnel & Administration) (PMSSY) (3 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.

**Qualifications:**

A bachelor's degree from recognized Institution/University.

**Minimum experience required:** 3 yrs.

Candidates possessing the experience with Government organisations/autonomous bodies/institutions and conversant with computer working. Work experience/exposure of HR matters would have an added advantage.

**Duties:**

- (a) Process for preparing proposals for Government organisations/autonomous bodies/institutions in taking approvals, advertisement and filling up of posts.
- (b) Administrative work of autonomous bodies/Institutes.
- (c) Co-ordination work related to appointments in Government organisations /autonomous bodies/Institutes including faculty posts and service conditions and other related matters.
- (d) To carry out all works as may be assigned by PMSSY Division.
- (e) Any other work assigned by JS (PMSSY).

**Remuneration:**

Junior Consultant (P&A) will have a consolidated remuneration of Rs.40,000/- 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](mailto: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.**