

Terms of Reference
Data Processing Assistant (DPA), MoH&FW

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

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| Education Qualification | 1. Possess B.Sc. (IT)/B.E.(IT)/BCA with 2 years of experience Or B.A./B.Com. with 5 years of experience (contractual – not below the level of DEO) in Government Organization (Centre/State) 2. Computer proficiency with commonly used packages like MS-Word, Excel, Power Point & Web surfing. 3. Willingness to travel to States and districts to provide technical assistance and ability to work on different assignments simultaneously to meet the timelines for assignments. |
| Years of Experience | 2 years or 5 years of experience as mentioned above |
| Age | Below 40 years |
| No. of Post | Two (02) |
| Remuneration (Consolidated) | Rs. 40,000/- Per Month |

Roles and Responsibilities:

1. Preparation of Reports concerning the Physical, Financial and Demographic Status of all States and State profile.
2. Verification and assimilation of PIP (Project Implementation Plan) of States and extracting out information required for various heads. Preparation of reports and financial statements on the same.
3. Funds related Data collection from various divisions under NHM, Data verification and preparation of Final statements.
4. Preparation of data of States for Monitoring and Evaluation of NHM activities progress in the states.
5. Assisting Division in Parliament Questions, Public Grievance, RTI matters.
6. Carry out speedily dispatch of the outward communication from this Ministry to various Ministries/State/Division under the NHM using available mode of communication.
7. Support NHM Division/MIS manager/Web Designer in facilitating various activities of NHM.
8. Technical write up for web designing matters.
9. Any other job as and when assigned by Senior Officers.

How to apply: Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrccindia.org>). Applications will be accepted in the prescribed online application format only. The last date for receiving applications is **23-Aug-2022**.