

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

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.

Education Qualification	1. Graduate in any discipline with proficiency in proficiency in data management, communication, computer & internet usage. 2. Diploma in Office Management 3. Knowledge & proficiency of MS Word, Excel, PowerPoint
Years of Experience	5 years' experience of working in government programmes/ projects as Technical Assistant/Programme Assistant / Analyst.
Age	Below 40 years
No. of Post	One (1)
Remuneration (Consolidated)	Rs. 30,000/- 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.
- Matters related to PFMS.
- Assist in Coordination with other sections for obtaining the information related to NHM.
- Any other tasks/activities as assigned by supervisor.

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