

Terms of Reference
Data Processing Assistant (DPA)

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:

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	Not above 30 years
No. of Post	One (1)
Remuneration (Consolidated)	Rs. 27,101/- 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. Carry out speedily dispatch of the outward communication from this Ministry to various Ministries/State/Division under the NHM using available mode of communication.
6. Support NHM Division/MIS manager/Web Designer in facilitating various activities of NHM.
7. Technical write up for web designing matters.
8. Any other job as and when assigned by Senior Officers.

To Apply:

Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to nhm2.recruitments@gmail.com only by **10-Feb-2020**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted.