

**Terms of Reference  
Research Associate (BOP Division)**

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.

The Research Associate will be based at BOP Division of Department of Health and Family Welfare and will directly work under the supervision of Economic Advisor / Deputy Director, BOP division. Specific responsibilities of the position are as follows:

- Coordinating, collection, compilation, scrutinizing analyzing of budget documents, Detailed Demands for Grants from the 36 State & UT Governments and Central Ministries.
- Executing Budget documents of State and Central Government as per NHA Framework.
- Producing State wise data set validating the same with the Annual Financial Statement (AFS) of the respective States.
- Generating basic health expenditure tables based upon the NHA Framework.
- Aiding in generation of health expenditure tables in terms of different systems of medicine, source of expenditure by Centre & States, sources of providers and health expenditure by ICHA functions.
- Generating state wise data base on health parameters, population and other variables influencing health.
- Coordinating with the Expert Group, Steering Committee and other meetings of the NHA Cell/NHATS Secretariat.
- Coordinating with the State Governments for State Health Accounts.
- Aid in organizing and conducting Workshops, Seminars, Meetings and documenting the proceedings.
- Aiding in general correspondence with other Ministries/State Governments with regard to National Health Accounts and any other work that may be assigned by the officers from time to time.
- Aiding the NHA Technical Secretariat.

**Qualification and Skills :**

- Graduate in Science or Commerce or Economics.
- Minimum 5 years experience in health sector with focus in the area of health budgets & health accounts.
- Working knowledge of computers (Essential)
- Excellent knowledge of spoken and written English and good interpersonal and communication skills.

**Age:** Upper limit 45 years as on last date for submission of application.

**Remuneration:** Rs. 40,000/- Per Month (Consolidated)

**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 [nhm.recruitments@gmail.com](mailto:nhm.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.