

**Terms of Reference**  
**Consultant (Rural Health Statistics) (Statistics Division)**

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare is seeking resumes from qualified candidates for the above mentioned post purely on contractual basis.

<b>Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>The Consultant will be based at PRC Unit of Statistics Division of Ministry of Health and Family Welfare and will directly work under the supervision of Director, Statistics Division.</li> </ul>
<b>Detailed responsibilities of the position</b>	<ul style="list-style-type: none"> <li>Formulation of formats for Rural Health Statistics publication as per the new health programmes.</li> <li>Data processing and tabulation as per the requirement of the publication.</li> <li>Compilation and Data Analysis of Rural Health Statistics data with HMIS and previous Rural Health Statistics publication.</li> <li>Finalization of data for Rural Health Statistics publication.</li> <li>Preparation of material for Rural Health Statistics along with the required data tabulation, Graphs &amp; Maps for Rural Health Statistics publication.</li> <li>Preparation of the Rural Health Statistics publication files to be uploaded on the Ministry's portal.</li> <li>Formulation of tender documents for design and printing of Rural Health Statistics publication.</li> <li>Co-ordinating with State/UTs and the nodal officers for the data collection.</li> <li>Regular follow-up with the States/UTs after getting the data regarding the discrepancies or timely reporting.</li> <li>Coordination and arranging meetings for technical and financial bids for Rural Health Statistics publication.</li> <li>Coordination with the vendor regarding design and printing of Rural Health Statistics publication and proof reading of the final copy of the publication.</li> <li>Work related to the distribution of the Rural Health Statistics publication to the various stake holders.</li> <li>Processing release of funds to vendors.</li> <li>Any other work designated by reporting officer.</li> </ul>
<b>Eligibility</b>	
<b>Age Limit</b>	Upper limit 45 years as on last date of receiving application.
<b>Minimum Education Qualification</b>	Possess at least post-graduation degree/diploma in health management / public health / Statistics / information technology / Health Informatics.
<b>Minimum Experience</b>	The consultant should have at least 2 years of Post Qualification work experience of Health data management and analysis.
<b>Desired Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>Two years' experience in data handling/data analysis. Working knowledge of MS-Office and Statistical software (SAS, SPSS etc.).</li> <li>Having familiarity with RCH programmes will be an advantage.</li> <li>Preference will be given to candidates who have already worked at National or State level MIS.</li> <li>Computer proficiency with high level of familiarity with commonly used Windows, MS Office and other software packages.</li> <li>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.</li> <li>Formal educational qualification, experience and age could be relaxed for suitable candidates.</li> </ul>
<b>Other terms and Conditions</b>	<ul style="list-style-type: none"> <li>In case of resignation, one month's notice is to be served.</li> <li>Should be ready to travel anywhere in India.</li> </ul>
<b>Location</b>	New Delhi
<b>Remuneration</b>	Between Rs. 60,000/- to Rs. 90,000/- 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 [hmis.recruitment@gmail.com](mailto:hmis.recruitment@gmail.com) only by **10-Jan-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.