

Terms of Reference
Position: Short Term Secretarial Executive, IT Division, NHSRC

National Health Systems Resource Centre (NHSRC) is a technical support institution under the National Health Mission (NHM), Ministry of Health & Family Welfare. NHSRC works closely with the MoHFW and the States for Health Systems strengthening and supporting the implementation of other interventions under the NHM. Work at the NHSRC is organized around Eight divisions, namely – Community Processes & Comprehensive Primary Health Care, Healthcare Financing, Healthcare Technology, Human Resources, Information Technology, Knowledge Management, Public Health Administration and Quality & Patient Safety.

IT Division at the National Health Systems Resource Centre (NHSRC) is a vital component of the organization, supporting the Ministry of Health and Family Welfare (MoHFW) and the National Health Mission (NHM) in their mission to enhance public health across India. With a steadfast commitment to advancing healthcare through technology, the IT Division plays a pivotal role in promoting efficient and effective information management systems and provide Policy support.

At the heart of its mandate is policy & state coordination, as the IT Division collaborates closely with various state health departments and stakeholders to ensure seamless integration and support for critical portals. the IT Division at NHSRC, drives transformative change in the realm of public health for MoHFW. Through state coordination and support, along with the seamless integration of key portals such as National NCD Portal, AB-AAM, SaQsham, SASHAKT, Mobile Medical Unit Portal-PM JANMANN, NHInP and campaign initiatives like Ayushman Arogya Shivar (AAM & CHC) , Ayushman Bhav, Viksit Bharat Sankalp Yatra the division is at the forefront of harnessing technology to strengthen healthcare systems and promote the well-being of all citizens.

By providing technical expertise and facilitating coordination, the IT Division empowers states to leverage these portals effectively, enabling data-driven decision-making and efficient healthcare delivery through safe and secure systems.

The IT Division also prioritizes public health needs, aligning its efforts with the MoHFW's vision of comprehensive healthcare for all. Through innovative solutions and the adoption of emerging technologies, the division works towards strengthening public health systems at the national and state levels. This involves leveraging digital platforms, data analytics, and interoperable systems to support public health programs, improve monitoring and evaluation, and enhance information exchange.

Furthermore, the IT Division plays a crucial role in designing, implementing & integrating information systems that enable efficient data collection, analysis, and reporting. By harnessing the power of technology, the division facilitates evidence-based decision-making and empowers healthcare providers, policymakers, and researchers with accurate and timely information.

NHSRC intends to recruit a Short Term-Secretarial Executive purely on a contractual basis.

Roles & Responsibility:

- Facilitating meetings with external partners, maintaining meeting schedules, managing appointments.

- Drafting letters, notes, agenda. Minutes of meetings, taking dictations, etc.
- Processing work orders, organizing invoices, and handling leave records of the division staff.
- Assisting in preparation of SOPs / tender documents, etc.
- Managing MIS / Trackers / Database / Dashboards.
- Creating forms and formats as and when required.
- Managing Advisor-IT's calendar and setting up meetings as directed.
- Maintaining electronic and paper records ensuring information is organized and easily accessed.
- Handling and prioritizing all incoming and outgoing correspondence (e-mails, letters, packages, etc.) and sorting in respective folders.
- Prioritizing agenda and assisting in planning appointments, board meetings, conference, etc.
- Assisting in preparing presentations or reports as required.
- Facilitating travel plans for the Division.
- Any other work as assigned by the concerned Division.

Duration and Location

The consultancy is a short-term position for three months, and an extension is based on project needs and performance. The Secretarial Executive will be based at the IT Division, NHSRC, New Delhi

Qualification and Experience:

Graduate Degree in any of the following with Diploma / Degree /Certificates in secretarial practices:

B.A.
B.Com
B.Sc.
BBA

Minimum 7 years of post-qualification experience as an office secretary.

Desirable:

- Certification course in MS Office.
- Preference will be given to candidates having experience in Government, Quasi-Government departments, or Government-funded autonomous institutions.

Skills:

- Good typing speed (35 wpm).
- Excellent administrative, organizational and planning skills with attention to detail.
- Computer literate with knowledge and proficiency in MS office, Excel and Power point.
- Should have some working knowledge of Accounts.
- Knowledge of Filing, Indexing, and Document Management.
- Excellent writing and verbal communication skills
- Proficient in drafting notes and letters in English with focus on spelling, punctuation,

grammar and other language skills

Note-Only shortlisted candidates will be called for the interview.

Age Limit: Up to 40 Years (as on the date of receiving the application)

Work Location: New Delhi.

Remuneration Range: Between Rs. 40,000/- to Rs. 70,000/- per month

****Fee offered within the band will be commensurate qualification and experience***

Note: As this is a short-term assignment.

Preference will be given to candidates residing within Delhi/NCR region.
The selected candidate will be required to join within 7 days.

How to apply: Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrcindia.org>). Applications will be accepted in the prescribed online application format only. The last date for receiving applications is **15th July 2025**.
