

Terms of Reference
Consultant – ED Secretariat
National Health Systems Resource Centre

National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM) as an autonomous registered society, to channelize technical assistance and capacity building support to the states for strengthening the public health system. The NHSRC is also mandated to contribute to health policy / programme design and evaluation.

Since its inception in 2006, NHSRC has been a repository of knowledge and a center of excellence for its agenda. This organization has professional linkages with a plethora of domestic and international bodies involved in the field of Public Health. There have been a number of personnel who have served with NHSRC and gained invaluable experience enabling them to graduate to next rung of professional ladder. Vast exposure to Ministry of Health and Family Welfare, and its processes is a unique feature of NHSRC.

If you have a commitment to health systems strengthening, universal health coverage and excellence in public health, here is a unique chance to work with a team committed to shaping the health landscape in India. The position offers you an opportunity to participate in the process of strengthening healthcare systems, improving service delivery and enabling positive health outcomes, through hands-on technical support at National, State and District levels. Working with a transdisciplinary team, you can discover, adapt, co-create and disseminate solutions to multiple challenges related to service delivery systems, universal health coverage, human resources for health, community processes, health financing, quality of care, public health planning and administration. This is an opportunity to support health systems strengthening at scale, learn from district and sub district implementation, undertake knowledge translation, and enable realization of the National and Global Goals.

The position reports to the Executive Director (ED), NHSRC and is on Contractual basis. The ED Secretariat functions as the Nodal Coordinating Division for technical inputs to the Ministry of Health and Family Welfare and undertakes dynamic activities as per the requirement of ED, NHSRC and MoHFW.

Roles & Responsibilities:

- Support the Executive Director/ team in the preparation of technical documents, presentations and concept notes, including reviews on Health Systems interventions, including evidence-based policy briefs and reports.
- Provide technical inputs to reports and documents submitted to ED Secretariat and ensure timely responses and onward submission.
- Ensure timely and high-quality responses to MoH&FW /Parliament Questions in coordination with NHSRC's Divisions.

- Provide technical assistance to review research papers/projects, review concept notes/ articles/ report submissions, and ensure timely completion of projects undertaken by the ED Secretariat.
- Undertake field visits to States and districts for understanding the on-ground challenges, monitoring, supervision, or as per requirement, such as in the Common Review Mission.
- Demonstrate analytical and high-quality documentation of field review visits to provide support and constructive feedback to the states.
- Liaison with all Divisions within NHSRC and MoHFW, as per requirement and demonstrate leadership and team-building abilities.
- Undertake other assignments, which may be assigned from time to time by the Executive Director.
- Produce high-quality documents, including technical reports, policy briefs, and presentations materials.
- Lead/support the drafting of technical documents, concept notes, and pitch decks. Translate complex learning concepts into clear, compelling documents for officials
- Professional develop one or more high-performing early career professionals
- Demonstrate robust project management capabilities, exhibiting self-discipline and motivation to consistently deliver a high volume of quality work while efficiently managing multiple assignments and tasks.
- Possesses excellent judgement and problem-solving skills, with the capacity to thoughtfully and judiciously address complex issues.
- Strong quantitative and critical thinking skills, including knowledge of statistical tools.

Qualifications and Experience:

Only full-time regular bachelor's degrees (minimum 3 years) and full-time regular Postgraduate qualifications (minimum 2 years), wherever applicable, shall be considered. Diploma, Certificate, Executive programmes, and qualifications obtained through distance, online, part-time, correspondence mode, etc shall not be considered. Only post-qualification experience shall be counted.

- MBBS with a full-time Postgraduate Degree in MD (Community Medicine/PSM); or
- MBBS/BDS with a full-time Postgraduate Degree in MPH and 2 years of post-qualification experience.

- Have a strong understanding of the structure and functioning of National Health Mission, current and past national health policies and programs, as well as current trends in health systems strengthening.

Desirable: Contributions to publications articles/ documents/ reports/ chapters/ monographs/ books.

Written Test Condition: If the recruitment process includes a written test, a minimum qualifying mark will be 70%. In case 2 or more candidates qualify with the same marks, all such candidates will be considered.

Age Limit: Up to 45 Years (as on the date of receiving the application)

Work Location: New Delhi; Opportunity to gain hands on experience of public health canvas of states and districts. Travel to states and districts will be involved.

Remuneration Range: Between Rs. 60,000/- to Rs. 1,20,000/- (*Fee offered within the band will be commensurate with qualification and experience.)

Other Benefits: In addition to the remuneration mentioned above, Consultants of NHSRC are entitled to Free Accidental insurance, Subsidized Medical insurance, Mobile bills reimbursement, Laptop reimbursement (As per NHSRC Policy), 30 days Consolidated leave, fully paid Maternity leave (For Female Consultants) as per Government of India policy, performance linked increments, TA/ DA and per diem for on-duty visits.

Duration of Contract: Contract till 31st March 2028 with further extensions of similar duration (subject to satisfactory performance) Candidates selected in this interview could be considered for other vacant positions at NHSRC requiring similar skill sets and at an appropriate level.

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. Last date for receiving applications is 22nd September 2026.

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