

**Terms of Reference
Administrative Assistant
(RRC-NE)**

Name of Division	Administration, RRC-NE
Reporting to	Director RRC-NE, Guwahati, Assam
Name of Position	Administrative Assistant
Number of position	One
Location	RRC-NE, Guwahati

National Health Systems Resource Centre (NHSRC) is seeking applications from eligible candidates for the position of Administrative Assistant for its branch office – Regional Resource Centre for Northeastern States (RRC-NE) at Guwahati, Assam.

1. Background

National Health Systems Resource Centre (NHSRC) has been set up under the National Health Mission (NHM) of Government of India to serve as an apex body for technical assistance.

Established in 2006, the NHSRC's mandate is to assist in policy and strategy development in the provision and mobilization of technical assistance to the states and in capacity building for the Ministry of Health and Family Welfare at the centre and Departments of Health and Family Welfare in the states. The goal of this institution is to improve health outcomes by facilitating governance reform, health systems innovations and improved information sharing among all stake holders at the national, state, district and sub-district levels through specific capacity development and convergence models.

This organization has professional links 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 the next rung of their professional ladder. Vast exposure to the Ministry of Health & Family Welfare, and its processes are a unique feature of NHSRC.

For meeting the specific needs of the eight NE States, the Regional Resource Centre for North-Eastern States (RRC-NE) at Guwahati functions as a branch office of NHSRC. The team at RRC-NE is headed by the Director with technical teams for separate divisions. The position of Administrative Assistant reports to the Director of RRC-NE.

2. Objective

As Administrative Assistant, the objective is to provide the requisite assistance and support in the various administrative / secretarial work of the office of the RRC-NE.

3. Roles and Responsibilities:

- i. Drafting notes, letters, meeting minutes, routine correspondence and other documents of Administrative / Programme Divisions.
- ii. Handling data entry, filing, indexing, document management (electronic and paper), registers of Administrative / Programme Divisions.
- iii. Assist in processing work orders, invoices and leave records.
- iv. Liaising with various vendors (stationery, transport and other agencies) for various official requirements, collection of quotations. Visits to concerned vendors as required.
- v. Assisting during workshops and meetings (venue preparation, transport management, printing works etc.).
- vi. Assist in purchase processes and stock maintenance.

- vii. Assist in supervising new work, installations and commissioning of new projects including repair & extension work.
- viii. Facilitating travel plans, including booking of Air and Rail tickets and accommodation (as and when required).
- ix. Assist in security guard supervision, CCTV and fire safety maintenance.
- x. Any other work assigned by Programme Division Heads, Administrative Officer and Director, RRC-NE from time to time.

4. Output

Timely accomplishment of task and responsibilities and regular reporting to the Director, RRCNE at the end of every month.

5. Qualifications and experience

- i. Bachelor of Science / Bachelor of Arts / Bachelor of Commerce / Bachelor of Computer Applications (Regular Full Time Course from a Recognized Institute)
- ii. At least **3 years of post-qualification work experience** in administrative and secretarial work as an admin assistant / office secretary / personal assistant.
- iii. Computer proficiency with familiarity with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- iv. Good communication skills including oral and written proficiency in English.
- v. Demonstrated ability to work in a multi-disciplinary team environment.
- vi. Willingness to travel as and when required.

6. Travel and subsistence – As per NHSRC/RRC-NE norms

The Administrative Assistant should be ready to travel extensively to State/District/Block/Community levels. All trips must be authorized in advance by Director, RRC-NE. The Administrative Assistant shall be reimbursed for travel as per NHSRC rules.

7. Reporting Requirements

The Administrative Assistant will submit monthly/applicable updated report to the Director, RRC- NE through Administrative Officer.

8. Workstation:

The workstation of the Administrative Assistant is at RRC, NE, Guwahati. However, s/he may be required to be relocated at any of the stations in any NE States on requirement of organization.

9. Consultancy Period and Consultancy fees

Initially, it will be till **31st March 2028** The first 3 months will be on probation. Subject to satisfactory performance, the consultancy will continue for the full tenure. The consultancy can be terminated by either party by giving a notice of one month in writing.

The Administrative Assistant will be paid a consolidated monthly fee as per NHSRC HR policy (**ranging from Rs.40,000/- to Rs.70,000/-**). The Administrative Assistant shall not be entitled to any other benefits, payments, subsidies, compensation or pension except as expressly provided in the consultancy agreement. The Administrative Assistant

shall not be exempt from taxation and shall not be entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received.

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

10. Other benefits:

In addition to the renumeration mentioned above, Administrative Assistants 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 Administrative Assistant) as per Government of India policy, performance linked increments, TA/ DA and per diem for on-duty visits.

11. Age Limit: Not above 40 years (as on last date of receiving applications).

Note 1: Short listing shall be done based on relevant experience and educational qualification. However, age may be relaxed by up to two years for experienced candidates working in the relevant field. Only shortlisted candidates shall be informed and called for the interview.

How to apply: Candidates are requested to fill in 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 27th January 2026