

Terms of Reference
Consultant - Business Analyst (Short Term) (02)- 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 implementation of other interventions under the NHM. Work at the NHSRC is organised around eight (8) divisions, namely– Community Processes & Comprehensive Primary Care, Healthcare Financing, Healthcare Technology, Human Resources for Health, Information Technology, Knowledge Management Division, Public Health Administration and Quality & Patient Safety.

The Position reports to the Principal Team Lead- Technical NHSRC. This Position requires a strong moral and ethical code of conduct with essence of integrity, confidentiality while undertaking the responsibility.

Roles & Responsibilities

The expected roles of the incumbent are –

1. Requirement management, scope management and change control along with excellent communication skills (verbal and written).
2. Partner with stakeholders across business units to develop analyses and documentation in a collaborative way, communicating effectively and efficiently with production, managerial, and executive teams.
3. Evaluate, analyze, and communicate systems requirements on a continuing basis, and maintain systems processes, including the delivery of monthly status reports to all appropriate parties.
4. Author and update internal and external documentation and formally initiate and deliver requirements and documentation.
5. Conduct daily systems analytics to maximize effectiveness and troubleshoot problems.
6. Develop meaningful and lasting relationships with partners for optimized systems integration and respond to questions and concerns from managers and executives with supporting research and recommendations.
7. Business process analysis "as is and to be maps", requirement traceability and acceptance testing

Duration

The consultancy is a short-term position for 11 months

Qualification & Experience

For achieving the above-mentioned deliverables, the applicant is expected to possess the following qualifications & experience –

Essential Qualification – B.E./ B. Tech./ MCA/ M.E./ M. Tech/MBA from a recognized university or institution

Experience – 7 years or more. Prior experience of working as a business analyst in mandatory along with good interpersonal skills.

Desirable: Experience in Govt. IT Projects / Govt. Health IT Projects. CBAP certification is desirable.

Note –

- Only shortlisted candidates will be called for an interview.
- The candidates may be subjected to written tests

Age Limit: Up to 50 Years (as on the date of receiving the application)

Work Location: New Delhi with Willingness to travel on need basis

Remuneration Range: Between Rs. 1,00,000/- to Rs. 1,50,000/- per month

****Fee offered within the band will be commensurate with 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 out 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 22nd October 2026.