



THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

Baba Gang Nath Marg, Munirka, New Delhi-110067

VACANCY NOTICE

The National Institute of Health and Family Welfare (NIHFW) is an Autonomous / Apex Technical Institute funded by the Ministry of Health and Family Welfare for promoting Health and Family Welfare Programmes in the country through Education & Training, Research & Evaluation, specialized services, consultancy and advisory service. The post exists in the Budget Division, MoHFW, Nirman Bhawan, New Delhi-110011. The following post need to be filled up.

Post Code	Name of the post	No. of Post/s	Consolidated Salary in Rs.
1.	Consultant (Finance Controller)	1	Rs. 90,000/- - Rs.1,20,000/- p.m.

The details are given below:

- Name of the post:** Consultant (Finance Controller)
No. of Post: 1 (One)
Salary: Rs. 90,000/- - Rs.1,20,000/- per month (depending on qualification & experience)

Background

Budget Division is handling all the budget matters of Department of Health & Family Welfare and Department of Health Research including NACO. In addition to this, the Budget Division is also monitoring PAC matters, C&AG Audit Paras, Parliamentary Standing Committee Reports and coordination with Ministry of Finance, DONER, Tribal Affairs, Social Justice and NITI Ayog & CGA office on various issues.

Objective

As Finance Controller at the central level is to manage DASHBOARD, to co-ordinate with all Programme Divisions (PDs) to get data pertaining to all budget related matters and to monitor the funds management under all PDs including release of funds, expenditure, unspent balances.

Qualifications and Experience

- MBA (Finance) / CA from a reputed and recognized institution preferably with a degree in Commerce from a recognized university.
- Experience of at least 6+ years, preferably 3-4 years in social sector. Exposure to financial management operation research, budget, systems analysis, computer programming, government accounting, funds flow management, utilization certificates and scheme-wise expenditure reporting in a govt. set up audit and development of

accounting packages will be an added advantage. Exposure in social sector schemes at national, state and district level and knowledge of Tally accounting package, PFMS, MS Office, MS Word, MS Power Point would be desirable.

Additional requirement for Finance Controller (Budget):

- Adequate experience in Budget at a supervisory level in social sector will be essential. The experience should include audit of NGOs, societies at State and District levels, preferably associated with the social sector schemes.

Scope of Work

Key Responsibilities:

- i. Oversee data consolidation, generation of financial MIS Scheme-wise, Division-wise, Quarter and Year-wise and generation of comparative statements with reference to percentage of allocation and expenditure.
- ii. Regular monitoring of Budget Dash Board and ensuring its timely update.
- iii. Co-ordination with all Programme Divisions to get data pertaining to all budget related matters.
- iv. Keeping track of all Audit Paras of C&AG and PAC ensuring timely reply of audit matters and updating of data on Audit Para Monitoring System (APMS) Portal.
- v. Assist Budget Division in co-ordination of budget figures and its timely submission to Ministry of Finance.
- vi. Assist Budget Division in co-ordination and compilation of ATNs on Reports of Parliamentary Standing Committee on Health & FW.
- vii. Handling financial matters of Pradhan Mantri Swasthya Suraksha Yojana (PMSSY).
- viii. Maintaining proper records of expenditure for North Eastern Region (NER), Schedule Cast (SC) and Schedule Tribe (ST).
- ix. Any other item of work as may be assigned by the CCA/ SS & FA.

Outputs

Timely action on all tasks and responsibilities and submission of a detailed report to Director (Budget) at the end of every quarter of action taken and proposed to be taken.

Travel and subsistence

The Consultant should be ready to travel extensively to State/District/Block/village levels. All travels must be authorized in advance by the Director (Budget) in advance. While travelling, the Consultant will receive a fixed per diem allowance for boarding/lodging expenses as per the rules of Development Partner or his TMSA or the GOI rules.

Reporting Requirements

The Consultant will submit a report to the Director (Budget) at the end of every quarter.

Consultancy period

Initially, it will be for a period of one year. The first three months will be on a trial basis. Subject to satisfactory performance, the consultancy will continue for the full one year. On satisfactory performance, the contract may further be renewed purely at the discretion of the MoHFW, GOI. The consultancy can, however, be terminated by either party by giving a notice of one month in writing.

Remuneration

The consultant will be paid a consolidated monthly remuneration of Rs.90,000/- to Rs. 1,20,000/- on the basis of qualifications and experience as may be decided by the MoHFW Selection/Review Committee on the basis of conditions prevailing at the time of open advertisement for that purpose. The consultant shall not be entitled to any other benefits, payment, subsidy, compensation or pension, except as expressly provided in the consultancy agreement. The consultant 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. Consultants recent CV and evidence of last consultancy payment received should be attached.

Age limit: upto 45 yrs.

The applications should reach NIHFW latest by 11/9/2017.

NOTE:

The need is immediate and only candidates who can join at short notice may apply.

Place of Duty: Reporting to Director (Budget), Budget Division, MoHFW, Nirman Bhawan, New Delhi.

Interested candidates may send their application in the prescribed form to ***the Dy. Director (Admn.), National Institute of Health & Family Welfare, Baba Gang Nath Marg, Munirka, NEW DELHI-110067.*** Candidates working in Central Govt./State Govt./Autonomous Bodies/Universities/PSUs are requested to apply through proper channel.

DIRECTOR

**The National Institute of Health & Family Welfare
Baba Gang Nath Marg, Munirka, New Delhi-110067**

**Pass port
size
photograph**

- Name of the Division at MoHFW : Budget Division, MoHFW
1. Name of the post applied for : _____
2. Name of the candidate in full : _____
3. Father's Name : _____
4. Address for correspondence : _____
With mobile phone and e-mail _____
5. Permanent Address : _____
: _____
6. Date of birth and present age : _____
7. Whether belongs to SC/ST/OBC : _____
/ Minority / PWD (Please specify)
8. Educational Qualifications :

Sr. No.	Qualification	Board / University	Year of passing	Max. Marks	Marks obtained	Percentage (%)

9. Details of employment:

Post held	Name of Deptt. / Organisation	Salary drawing / drawn	From	To	Nature of duties performed

10. In case of Pensioner:

Name of the Organization with full address	Post held	Scale of Pay / PB with Grade Pay	Amount of Basic Pension	Remarks

11. Any other relevant information: _____

12. Please link the self attested copies of certificates in support of your educational qualification, experience, Date of Birth, Caste etc.

12.a. List of enclosures

Signature of the applicant
Date: _____