

No. A.12023/1/2011/Estt.III
Government of India
Ministry of Health & Family Welfare
(Department of Health & Family Welfare)

VACANCY CIRCULAR

Applications are invited for filling up of four posts one each of Joint Director (Finance), and Deputy Director (Finance) and 2 posts of Assistant Director (Finance) the Ministry of Health & Family Welfare on deputation basis. All these posts are General Central Service (GCS), Group A Gazetted, (Non-Ministerial) posts in the National Rural Health Mission (NRHM) [Finance Division]. Eligibility criteria, scale of pay, essential qualifications, experience etc. and duties/responsibilities attached to the posts are as under:

1. Joint Director (Finance) :

- (i) No. of Post : One
(ii) Scale of Pay : ` 15,600-39100 (PB-3) + Grade Pay ` 7600/-

Eligibility Conditions: Officers under the Central Government [including officers from organized Accounts Services such as Indian Audit & Accounts Service (IAAS), Indian Civil Accounts Service (ICAS), Indian Defence Accounts Service (IDAS) etc]:

- (a) (i) holding analogous post on a regular basis in the parent cadre/department, or
(ii) with five years regular service rendered after appointment thereto on a regular basis in the scale of Pay Band-3, ` 15600-39100 with grade pay of ` 6600 or equivalent in the parent cadre/department
- (b) Possessing the following essential qualifications:
(i) Bachelor's Degree in Commerce or Economics or Statistics from a recognized university
(ii) 10 years experience in finance, accounts and audit matters in a supervisory capacity in a Govt. office/Public body of repute.

Desirable: MBA/CA/ICWA from any recognized university/ institution.

Key Responsibilities: Supervision, training and guidance of Finance & Accounts staff of the Financial Management Group, Coordinate Grants-in-aid Audit, Performance Audit, Parliamentary Committees, Parliamentary Questions, NRHM Budget, VIP/RTI references, management of financial data base for all NRHM programmes, implementation of e-banking, e-transfer of funds to States/UTs and customized Tally, coordination with development partners, preparation and submission of claims for reimbursement of expenditure, devising financial MIS and prepare power point presentations for high level meetings, coordinate uploading financial information on HMIS Portal, allocation, release and utilization of funds for NDCPs, Statutory Audit and Concurrent of State and District Health societies, review, analyse and monitor compliance of Audit observations, capacity building for

State/District/block level finance & accounts staff and development of finance and accounts guidelines.

Other Responsibilities: Coordinate release of funds to States/UTs for all NRHM programmes, oversee timely receipt and analysis of periodical financial reports, Assist Director (NRHM-Finance) for all finance, accounts and audit matters along with feedback from all States/UTs, monitoring financial performance indicators through MIS Reports, undertake financial management performance reviews of States and prepare reports with recommendations for improvement, appraisal of Annual PIPs of States.

2. Deputy Director (Finance):

- (i) No. of Posts : One
- (ii) Classification : GCS Group-A Gazetted, Non-Ministerial.
- (iii) Scale of Pay : ` 15,600-39100 (PB-3) +Grade Pay of ` 6600/-

Eligibility Conditions: Officers under the Central Government [including officers of the organized Accounts Services such as IAAS, ICAS, IDAS etc]:

- (a)
 - (i) holding analogous post on a regular basis in the parent cadre/department, or
 - (ii) with five years regular service rendered after appointment thereto on a regular basis in the scale of Pay Band-2, `15600-39100 with grade pay of `5400/- or equivalent in the parent cadre/department; or
 - (iii) with six years regular service rendered after appointment thereto on a regular basis in the scale of PB-2, `9300-34,800 with grade pay of `4800, or
- (b) Possessing the following essential qualifications:
 - (i) Bachelor's Degree in commerce or Economics or Statistics of a recognized University
 - (ii) Five years experience in finance, accounts and audit matters in a supervisory capacity in a govt. office/public body of repute

Desirable: MBA/CA/ICWA from a recognized University/Institution

Key Responsibilities: Supervision and guidance of Finance and Accounts staff of the FMG, coordinate Financial and Performance Audit, Parliamentary Committees, Parliament Questions, VIP/RTI references, budget matters, management of financial data base for NRHM programmes, implementation of e-banking e-transfer of funds to States, customized, coordination with development partners, preparation and submission of claims for reimbursement of expenditure, devising financial MIS, uploading financial information on HMIS Portal of the Ministry, allocation, release and utilization of funds of NDCPs, Statutory Audit and Concurrent Audit for States/UTs, review, analysis and monitoring compliance of audit observations, capacity building for State/District/block level finance & accounts staff and development of Financial Guidelines for NRHM.

Other Responsibilities: Coordinate and monitor expenditure and unspent balances for release of funds to States/UTs for all programmes and activities under NRHM, monitor timely receipt and analysis of FMRs, Statements of Funds Position, quarterly and monthly

MIS, assist Director and Joint Director (NRHM-Finance) for all Finance, Accounts and Audit matters, provide information/data support for Parliament Questions/Committees, RTI, VIP references, CAG & DGACE audits etc. from time to time, financial management reviews of States, prepare reports and recommendations for improvement, appraisal of Annual PIPs of States.

3. Assistant Director (Finance):

- (i) No. of Posts : Two
- (ii) Classification : GCS Group-B Gazetted, Non-Ministerial.
- (iii) Scale of Pay : ` 9300-34800 (PB-2) +Grade Pay of ` 5400/-

Eligibility Conditions: Officers under the Central Government:

- (a) (i) holding analogous post on regular basis in the parent cadre/department, or
- (ii) with two years regular service rendered after appointment thereto on a regular basis in the scale of Pay Band-2, ` 9300-34,800 with Grade pay of ` 4,800/- or equivalent in the parent cadre/department;
- (iii) with three years regular service rendered after appointment thereto on a regular basis in the scale of Pay Band-2, `9300-34,800 with grade pay of `4600/- or equivalent in the parent cadre/department, and

(b) Possessing the following essential qualifications:

- (i) Bachelor's Degree in Commerce or Economics or Statistics of a recognized university.
- (ii) 3 years experience in finance, accounts and audit matters in a supervisory capacity in a Govt. office/Public body of repute.

Desirable: MBA/Post Graduate Diploma in Business Management from any recognized university or institution.

Duties and Responsibilities: To monitor financial management including release of funds, expenditure, Financial Monitoring Reports (FMRs), unspent balances, Statutory Audit, Performance Audit, Concurrent Audit, E-banking, Utilization Certificates for all programmes/Pools under NRHM, generation of financial MIS and a sound data base for all NRHM Programmes corresponding to their total and component-wise allocations, releases and utilization, electronic transfer of funds to the States/UTs, website updation, interaction with NDCPs relating to their progressive funds release, expenditure and obtain status reports, conduct performance reviews and prepare reports and recommendations for improvement, capacity building for State/District/block level finance/accounts staff, and deal with Parliament Questions/Committees, RTI, VIP references, CAG & DGACE audits etc.

Note: Qualifications for all these posts are relaxable at the discretion of the competent authority in the case of candidates found otherwise well qualified.

Regulation of Pay and other terms of deputation: The pay of the selected candidates will be regulated under the provisions contained in the DOP&T's OM. NO. 2/29/91-Estt.(Pay.II), dated 5.1.1994 as amended from time to time.

Age Limit: The maximum age limit for appointment for deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

Period of Deputation: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/department of the Central Govt. shall ordinarily not exceed three years.

Applications in the prescribed proforma (given below) of the eligible candidates whose services can be spared immediately together with the certificate (proforma certificate at the end page) from the Forwarding Authority along with the following documents:

- (i) Integrity Certificate,
- (ii) List of major/minor penalties imposed if any, on the officer during the last 10 years (if no penalty imposed, a 'Nil' certificate should be enclosed),
- (iii) Vigilance Clearance certificate,
- (iv) Attested photocopies of the ACRs for the last five years (2006-07 to 2010-11), attested on each page by an officer not below the rank of Under Secretary to Govt. of India.

The application along with required documents mentioned above may be forwarded at the following address on or before 11 October 2011 i.e., within 45 days of the publication of the abridged vacancy circular in the Employment News/Rozgar Samachar dated 27th August to 2nd September 2011:

Shri Anil Kumar,
Under Secretary (Admn.),
Ministry of Health & Family Welfare,
Nirman Bhavan, Maulana Azad Road,
New Delhi-110-108
[Tele No. 011-23061323],
[Email: usadmin.health@gmail.com]

Applications which have not been forwarded by the employer or those received without requisite certificates and necessary documents will not be entertained. The Candidates who apply for the posts will not be allowed to withdraw their candidature subsequently.

Proforma for application for the posts of Joint Director (Finance), Deputy Director (Finance) and Assistant Director (Finance) in the Ministry of Health & Family Welfare

<p>1. Name (in Block Letters) :</p> <p style="padding-left: 40px;">Address (Office):</p> <p style="padding-left: 40px;">Address (Residence):</p> <p style="padding-left: 40px;">Telephone No. (Office):</p> <p style="padding-left: 80px;">(Residence):</p> <p style="padding-left: 80px;">e-mail id:</p>		<p>PASTE A COPY OF THE LATEST PASS-PORT SIZE PHOTOGRAPH</p>			
2. Date of Birth (in Christian era)					
3. Date of retirement under Central Government Rules :					
4. Educational Qualifications (enclose attested copies of certificates)					
Qualifications/Experience Required		Qualifications/ Experience Possessed			
5. Please State clearly whether in the light of entries made by you above, you meet the requirements of the post					
6. Do you hold analogous post on regular basis under the Central Government or do you hold any other post with requisite years of service under the central govt. in any specified category next below the analogous post with pay scale (pay band) and grade pay. If so, please specify with reference to the post applied for					
7. Do you hold requisite years of experience for the post applied for in the field of finance, accounts and audit matters					
8. Details of employment in chronological order (starting from entry in Central Govt. service). Enclose separate sheet, duly authenticated by your signature if the space provided is insufficient:					
Office/ Institution	Post held (regular/ adhoc/ deputation)	Scale of Pay and Basic pay	From	To	Nature of duties (in detail)

9. Nature of present employment :	
10. In case the present employment is held on deputation/contract basis, please state: a)The date of initial appointment : b)Period of appointment on deputation/contract : c) Name of the parent office organization :	
11. Please State clearly whether in the light of entries made by you above, you meet the requirements of the post	
12. Are you in revised scale of pay? If yes, date of revision and pre-revised scale:	
13. Total emoluments per month now drawn	
14. Additional information, if any, which you would like to mention in support of your suitability for the post :	
15. Whether belongs to SC/ST :	
16. Remarks :	
17. Full postal address of the forwarding authority With name designation and telephone number	

Signature of the candidate

Place:

Date:

Countersigned
(Employer with Seal)

Certificate to be furnished by the Employer/Head of Office/forwarding authority

Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also Certified that:

- (i) There is no vigilance or disciplinary case pending/contemplated against _____
- (ii) His/her integrity is beyond doubt.
- (iii) Copies of his/her ACRs for last five years (2006-07 to 2010-11), attested on each page by an officer not below the rank of Under Secretary to Govt. of India are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last ten years*
- (v) A list of major/minor penalties imposed on him/her during the last ten years is enclosed.*

Signature _____
Name & Designation
Tel. No. and e-mail ID
Office Seal

Place:

Dated:

List of enclosures:

- 1.
- 2.
- 3.

Note: * Strike out which is not applicable.