

**Terms of Reference  
Accountant (NCD) (1 Post)**

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

**Roles and Responsibilities:**

1. Instrumental in handling the entire system of receipts and payments/budgets etc.
2. Calculation, deduction of TDS and preparation of statement for TDS returns.
3. Ensure authenticity of expenses before payments.
4. Preparation of financial reports/presentation as per requirement on time to time.
5. Implementation of the effective financial control.
6. Transparency in keeping Registers, Records & Reports.
7. Undertake any other assignments, which may be assigned from time.

**Essential qualification & experience:**

- B.com with computer knowledge in tally software.
- One year experience of working in health sector (Desirable).

**Age limit:** Upto 50 years.

**Remuneration:** 25,000-35,000 per month (consolidated)

**Reporting Officer:** Director (NCD), Ministry of Health and Family Welfare.

**Place of posting:** New Delhi.

**Note:**

- (i) The applicant should be conversant with the use of computers in words processing worksheets for data compilation, basic analysis, internet use and presentation.
- (ii) The applicant should be able to tour extensively for monitoring and supervision.
- (iii) Age Limit: As on Last date of receiving of applications.
- (iv) Tenure: Till 31-Mar-2017.
- (v) The remuneration shall be fixed in the range given, depending upon qualification and experience.

**Note: The tenure is extendable as per rules and scheme guidelines as per preference and mutually agreed terms and conditions.**

**It is mandatory to mention Age, Year of Passing the Degrees, Current and Past Employment dates on your resume, without which applications will not be accepted.**

Applications must reach **by 4 p.m. on 21-Feb-2016** by email to [ncd.nhsrc@gmail.com](mailto:ncd.nhsrc@gmail.com) or by post / by hand to HR Manager, NHSRC, NIHFV Campus, Baba Gang Nath Marg, Munirka, New Delhi -110 067. **Please ensure to mention post applied for on the envelope (in post) and subject-line (in e-mail), without which applications will not be accepted.**