

Terms of Reference
Deputy Consultant (Finance & Administration) (PMSSY) (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.

Qualification:

A bachelor's degree from recognized Institution/University, preferably an MBA with exposure to budgeting/legal regulations/human resources.

Minimum experience required: 3 years

Candidates should have minimum 3 years experience of handling financial matters pertaining to proposals related to planning, estimate preparation, tendering, execution and contract management of civil or allied works. Experience of handling Central Govt. civil construction projects/ CPWD procedures/GFR/Govt Procedures covered projects would be preferred.

Duties:

- (a) To examine proposals of Government organisations/autonomous bodies/institutions Planning, Tendering and Execution of civil and allied works.
- (b) To carry out all works as may be assigned by PMSSY Division.
- (c) Any other work as may be assigned by JS (PMSSY).

Remuneration:

Deputy Consultant (F&A) will have a consolidated remuneration of Rs.50,000/- per month. Raise in remuneration for an engaged Consultant beyond a year will be given as per Ministry's extant policy.

Age Limit: Up to the age of 65 years

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 pmssy.nhsrc@gmail.com or by post / by hand to HR Manager, NHSRC, NIHFW 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.**

