

Terms of Reference for Consultant (NPCB)/Finance

Qualification:-

- B.Com. with 2 years experience in Government Accounting activities.
- One year course in computer application with knowledge of MS word, Excel, Tally etc.

Age:-

- Not more than 50years on the last date of receipt of application

Job Profile:-

- Examine and assess proposals from states/UT's under NPCB
- Examine/ prepare state PIP's and allocation of funds to States.
- Prepare notes/agenda/presentation etc., for workshops/national review meetings/regional review meetings.
- Prepare accounts of NPCB/budgetary work like monitoring/settlements of UCs/ financial reports
- Assist in release of funds to states/UT's under NPCB
- Prepare expenditure statement
- Prepare UCs to PAO, MoHFW,
- Update and maintain performance data received from states UTs
- Process release of funds/ sanction for all scheme related activities.
- Coordination with cash, PAO and principal Account Officer
- Would assist officers in training and clarification on MIS
- Monitor data received through MIS
- Maintenance of periodical reports and returns
- Any other work as and when assigned by senior officers

Terms of Reference for Technical Assistant-I (NPCB)

Qualification:-

- Graduate with 2 years experience of working in Govt. Programmes and accounts related activity.
- One year course in computer application with knowledge of MS word, Excel, Tally etc.

Age:-

- Not more than 50years on the last date of receipt of application

Job Profile:-

- Assist in Budget allocation and PIP under NPCB
- Assist in issuing of utilization certificate to PAO
- Assist in release of fund to training institutions
- Assist officers in training and clarification on MIS
- Monitor data received through MIS
- Preparation of data on physical performance under NPCB
- Maintenance of periodical reports and returns
- Assist in organizing meetings/ workshops and seminars
- Uploading sanction letters/ data in the official website of the Ministry
- Preparation of data on physical performance under NPCB
- Miscellaneous correspondence
- Any other work as and when assigned by senior officers

Terms of References for Technical Assistant-II (NPCB)

Qualification:-

- Graduate with 2 years experience of working in Govt. Programmes and accounts related activity.
- One year course in computer application with knowledge of MS word, Excel, Tally etc:-

Age:-

- Not more than 50years on the last date of receipt of application

Job Profile:-

- Prepare RTI replies
- Prepare replies of Parliament Questions
- Prepare replies of VIP references/ court cases
- Replies of Public grievances
- Assist in IEC activities under NPCB
- Assist in updating and maintaining performance data under NPCB received from states/UTs
- Monitor data received through MIS
- Maintenance of periodical repots/returns.
- Preparation of data on physical performance under NPCB
- Assist DDG(O)
- Miscellaneous correspondence
- Any other work as and when assigned by senior officers

Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi-110108
NATIONAL PROGRAMME FOR CONTROL OF BLINDNESS

Recruitment of Contractual staff

APPLICATION FORM



To be filled by office only
Name of the post_____

Post applied for _____

1. Name of the Applicant : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Age as on_19.09.2016 : _____
5. Gender : M/F : _____
6. Educational Qualification : _____

S.No.	Academic/Professional Qualification	Name of Inst	Board/University	Course Duration & Passing	Division Gra marks

7. Experience

S.No.	Designation	Name of Insti Employer	From..... To.....	Field of Experience	Salary draw

8. Training/Short Course attended:

9. Contact Details:

(a) Mailing Address : _____

(b) Permanent Address : (Res.) _____ (Mob) _____

(c) Telephone Number : _____

(d) E-mail ID : _____

10. Documents to be enclosed : Duly attested by Gazetted Officer (Please tick)

(i) Degree/Diploma/Certificate ()

(ii) Experience Certificates ()

(iii) Age Proof ()

11. Undertaking:

I hereby certify that all the information given above is true to the best of my knowledge. If any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified/terminated from the service.

Date : _____

Place: _____

Signature of the Applicant