

## NOTICE

Ministry of Health & Family Welfare invites applications in the format prescribed (attached) from interested individuals with the following Qualifications and experience for appointment as **Consultant (Budget)** and **Associate Consultant (Budget)**.

Last date of receipt of application is 17<sup>th</sup> May 2010

The applications may be sent in the prescribed format (enclosed) to Manmohan Kaur, Under Secretary (Budget), Tel: 23062391 or emailed to rajeshmrt@gmail.com by the said date.

The Eligibility Criteria and Terms of References for appointment as **Consultant (Budget)** are:

### **Job Profile:**

- (i) Collecting and collating inputs for assisting the Officers for preparation of Budget Estimates BE/RE/FE.
- (ii) Compilation of Final Estimates and Surrender of Savings.
- (iii) Preparation of Detailed Demand Book.
- (iv) Assistance in preparation of Object Head wise SAE based on approved ceiling of allocation.
- (v) Rendering assistance in opening New Heads, Object Heads etc.
- (vi) Providing support for preparation of Statements for Supplementary Grants (Plan & Non-Plan).
- (vii) Rendering such other assistance in preparation of budget and keeping a watch over sending reports and returns on the matter.

**Number of Personnel Required:** Two

### **Desirable Qualification & Experience:**

Holding of a bachelor's degree with atleast two years experience in MS Excel. Two years experience in work related to preparation of Budgets and all connected budgetary operations in Government or Autonomous Organizations.

### **Deliverables:**

1. Budget Estimates
2. Revised Estimates
3. Supplementary Grants
4. Reappropriations
5. Final Grants

### **Outcomes:**

Maintaining strictly laid down timelines (these are already prescribed by the Finance Ministry).

**The Eligibility Criteria and Terms of References for appointment as Associate Consultant (Budget) are:**

**Job Profile:**

- (i) Rendering assistance to Officers and Consultants engaged in formulation of Budget Estimates with practical knowledge of various procedural requirements involved in the entire budget cycle in Government or autonomous organizations.
- (ii) Analysis of Budget proposals of Autonomous organizations.
- (iii) Scrutiny of Data and material furnished for formulation of Budget/Revised Estimates and Re-appropriations etc.

**Number of Personnel Required: Two**

**Desirable Qualification & Experience:**

Holding of a bachelor's degree with one years experience in MS Excel. Two years experience in dealing with preliminary work viz. calling and compiling of data for preparation of DDG/SBE/SAE etc.

The candidate selected for appointment would be appointed purely on contractual basis on payment of consolidated salary per month. The period and amount of consolidated salary shall be decided by the competent authority.

**Format for applying for appointment as Consultant (Budget) and  
Associate Consultant (Budget)**

**Name:**

**Date of Birth:**

**Educational Qualification [Specifically w.r.t. the Job Profile of the respective posts]**

**Work Experience in Budget related matters & MS-Excel**

**Residential Address:**

**Nationality:**

**Date:**

**Place:**

**Signatures**