


File No. L.19015/52/2010-TB  
Ministry of Health & Family Welfare  
Directorate General of Health Services  
(Central T.B. Division)

Nirman Bhawan, New Delhi  
Dated : 10<sup>th</sup> February, 2012

**EMPLOYMENT NOTICE**

Application from the eligible candidates are invited for Contractual Appointment to the posts of (i) Administrative Officer, and (ii) Consultant Finance, in Central TB Division/Dte.GHS, Nirman Bhawan, New Delhi. The terms of Reference for both the above post are enclosed. Eligible candidates may send applications along with educational and experience related document by e-mail with subject line "Application for the Post of Administrative Officer/Consultant Finance in CTD" with details in the Resume, at the following address [ddgtb@rntcp.org](mailto:ddgtb@rntcp.org) & <http://mohfw.nic.in> and send the application by post to Addl. DDG (TB), Room No. 529 'C' Wing, Nirman Bhawan, New Delhi upto 24<sup>th</sup> February, 2012.



10/2/2012

(Dr. Devesh Gupta)  
Addl. DDG (TB)

Terms of Reference for Administrative Officer

Name of the Project : Revised National TB Control Programme Global Fund-  
(RCC Component)

Name of the position : Administrative Officer (Contractual Project based)

Essential :

Graduate in any discipline with minimum 60% marks with minimum 10 years of experience in Administration/ Establishment

OR

Graduate in any discipline with minimum 60% marks with Post graduate Diploma / Degree in Administration or Management with minimum 3 years experience in Administration/ Establishment

Skills:

- Capacity to handle large project with skills in strategic planning, organizing, financial matters, capacity building, monitoring and evaluation etc. alongwith skills on use of Computer.
- Proficiency in computer skills including MS – Office.

Age limit : upto 65 years

Responsibility :

- i) To manage all Administrative matter related to Revised National TB Control Programme (RNTCP) at Central TB Division.
- ii) To coordinate with States/ UTs for administrative management of the Programme.
- iii) To coordinate with all stake holders including donor agencies.
- iv) To assist budgeting and financial management related to the project
- v) Any other relevant job as and when assigned by the CTD

Monthly Remuneration : Rs. 60,000/ - per month (consolidated) with a provision for annual increment of 5% (calculated at the base rate of remuneration on initial joining).  
No other benefit of any kind is admissible.

Contract Agreement : Contract agreement will be signed between CTD/Dte GHS MOHFW and the selected person.

Work : This is a full time job. No private service of part time employment will be permissible.

Status of Employment: Non Official on contract basis and will not be entitled to any other service benefits attached to regular employees.

Duration : Initial appointment will be for one year which may be extended at the discretion of the authority subject to the satisfactory performance and continuity of the project.

Termination : Contract agreement can be terminated from either side on one month's notice/ salary.

①

**Terms of Reference for Consultant (Finance)**

**Name of the Post:** Consultant (Finance)

**Essential Qualifications:** Post Graduate in Commerce with not less than 60% marks in aggregate and 5 years experience in Finance Management or MBA with Financial Management & Accounts as study subjects and 3 years experience in Finance Management.

**Desirable:** (i) Experience in handling Accounts either in government or in Private Sector (ii) Fully computer literate.

**Age limit:** 25 years and not more than 62 years

**Responsibilities:**

- a. To handle all Accounting & Financial matters pertaining to Revised National TB Control Programme funded by donor agencies (World bank, DFID, GFATM, USAID)
- b. Financial Sanctions, release of funds to District/State TB Societies
- c. Settlement of Accounts against Advances
- d. Monitoring of Expenditure
- e. Estimation of Budget, Revised Estimates, Performance Budget, Gender Budget, - Zero Based Budgeting, Revenue Receipt Estimates
- f. Assistance in Audit
- g. Provide any information related with Finance called from Bureau of Planning
- h. Assistance in preparation of Annual Plan
- i. Assistance in preparation of Annual Action Plan
- j. Replies of various paras raised by C&AG (Reasons for Savings & Excess - Expenditure out of the Allocated Budget)
- k. Estimation of Cost of drugs and Adjustment in the Govt. Accounts
- l. Preparation of Salary and Issue of Form No. 16 A

**Remuneration:** Rs. 40,000/- per month (consolidated) with a provision for annual increase of 5% of consolidated remuneration based on satisfactory performance.

**Status of Employment:** Purely Contractual

**Duration:** Initial appointment will be for one year and may be extended on yearly basis on performance.