

No. A.12024/1/2008/NRHM(Fin.) Vol-II
Government of India
Ministry of Health & Family Welfare
NRHM Finance Division

Nirman Bhavan, New Delhi -110 108

**RECRUITMENT FOR THE POST OF FINANCE CONTROLLER UNDER NATIONAL
RURAL HEALTH MISSION (NRHM) ON CONTRACT BASIS**

The Ministry of Health & Family Welfare invite the applications for the post of Finance Controller on contract basis in the Financial Management Group (FMG) of the National Rural Health Mission (NRHM) of the Ministry for dealing with financial management issues of all programmes under NRHM:

S. No.	Position	Number	Minimum
1.	Finance Controller	One	Rs. 60,000

The place of duty shall be New Delhi. The remuneration offered is consolidated and fixed without any allowances. Deserving candidates may be offered a slightly higher remuneration based on their qualifications and professional experience. The candidates would be required to visit the States and their travel expenses would be met as per government norms for equivalent positions. The contract will be initially for a period of one year but likely to be extended. It is reiterated that ~~these positions are~~ contractual in nature and the Government has no liability to offer any position based on the experience gained by the consultant during his assignment in the Ministry.

The candidates are required to submit the prescribed application form duly filled up along with self- attested copies of the certificates of qualifications, experience etc. All original documents must be brought for verification at the time of interview.

Application form duly completed should be submitted at the address given below latest by **20th June, 2013:**

**Under Secretary, NRHM Finance Division,
Room No. 331 'C' Wing, Nirman Bhavan,
Maulana Azad Road, New Delhi – 110 108.**

Applications can also be submitted through e-mail at fmg.mohfw@gmail.com

Note: Candidates submitting applications through e-mail should submit hard copies of their application and supporting documents at the time of interview.

Detailed Terms of Reference & Conditions of recruitment for the posts and Application Form can be viewed/downloaded from the website of the Ministry of Health & Family Welfare mohfw.nic.in under the link - vacancies


21/5/2013

(R.K. Thapar)

Under Secretary (NRHM-Fin.)

Ph: 011-23061875

Government of India
Ministry of Health & Family Welfare
NRHM-Finance Division

APPLICATION FORMAT FOR CONSULTANCY POSITIONS IN THE FMG-NRHM

To be filled in by office only	Reference No. A.12024/1/2008/NRHM(Fin)Vol-II
S.No. _____	
Date of Receipt _____	
Mode: E-mail/post/others _____	

Post applied for _____

1. **Name of the Applicant** _____
2. **Father's/Husband's Name** _____
3. **Date of Birth:** _____ **4. Gender: Male/Female** _____
5. **Contact Details:**

(a) Mailing Address with PIN Code:

(b) Permanent Address with PIN Code:

(c) Telephone Number with STD Code: (Res)------(Mob)----- (d)

E-mail ID-----

6. **Educational Qualifications** (Post 12th Class/Grade):

S. No.	Academic/ Professional Qualification	Name of Institution	Board/ University	Course Duration	Year of Passing	Division/Grade/ Marks (%)
1						
2						
3						
4						

7. **Professional Trainings/Courses attended** (list only those that are for duration of 3 months or more)

S.No.	Name of Training Course	Name of Institution	Course Duration (in months)	Year of Completion	Division/ Grade
1					
2					
3					
4					

8. **Employment Details** (in reverse chronological order i.e most recent backwards):

S. No.	Designation	Name of Organisation/ Employer	From – to (Give dates)	Duties and responsibilities (in brief)	Salary last drawn (Rs.)

9. Areas of Specialization (list 3 main areas)

10. Proficiency in Information Technology (IT):

(Give details of office automation software, languages, software application, database management, hardware/networking knowledge etc. including level of proficiency)

11. **Awards and/or Outstanding Achievements:**

12. **Visits/Reviews undertaken** during last three years and reports produced with brief details:

13. **Documents to be enclosed:** All documents to be self attested by the applicant.

1. **Passport size photograph**
2. **Degree/diploma/certificate**
3. **Experience Certificate(s)**
4. **Age Proof**
5. **Any other supporting documents.**
6. **Evidence of last consultancy payment and No objection certificate from the Employer**

14. **References:** Give the names and contact details of two references that are not related to you but are conversant with your work profile.

15. **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 and removed from the position.

(Signature of the Candidate)

Name-----

Date:-----

Place:-----

Government of India
Ministry of Health & Family Welfare
(NRHM Finance Division)

Terms of Reference for Appointment on Contract basis in the FMG, NRHM

Finance Controller

1. Qualification & Experience:

MBA (Finance) /CA/ICWA from a reputed and recognized institution preferably with a degree in Commerce from a recognized university.

Experience of at least 8-10 years, preferably 3-4 years in social sector. Exposure to financial management operation research, systems analysis, computer programming, government accounting, funds flow management, utilization certificates and scheme-wise expenditure reporting in a govt. set up and development of accounting packages will be an added advantage. Exposure in social sector schemes at national, state and district level and knowledge of Tally accounting package, MS Office, MS Word, MS Power Point would be desirable. *Proficiency in written and spoken english and making power point presentations would be desirable.*

2. Age Limit: Upto 50 years as on 1st June 2013.

3. Key Responsibilities:

- (i) Supervision, monitoring, training and guidance of the team consisting of Financial Analyst / Finance Assistants and Act as Nodal Officer for all Finance, Accounts and Audit matters and feed back for allocated States/UTs.
- (ii) Implementation of e-banking for electronic transfer of funds to States/UTs at State, District and block levels, implementation of customized Tally and uploading financial information on HMIS Portal of the Ministry for the States/UTs.
- (iii) Coordination with development partners, preparation and submission of claims for reimbursement of eligible expenditure.
- (iv) Devising financial MIS and parallel program management status with the help of e-banking data and reconcile the same with manual reports of the States.
- (v) Coordination with National Disease Control Programmes (NDCPs) for compiling their allocation, release and utilization of funds etc.
- (vi) Statutory Audit arrangements for States/UTs including NDCPs, monitoring, review, analysis, compliance of Audit and GOI observations and timely submission of Audit Reports to Development Partners.
- (vii) Monitoring implementation of Concurrent Audit in all States/UTs including appointment of Concurrent Auditors, receipt of monthly reports and follow up action thereof.

- (viii) Capacity building of State/District/block level finance & accounts staff from time to time in States, NIHF and development of a common Finance & Accounts Manual for NRHM as a whole.

Other Responsibilities:

- (i) Oversee release, expenditure and unspent balance for release of funds to States/UTs for all programmes and activities under NRHM.
- (ii) Oversee timely receipt and analysis of FMRs, Statements of Funds Position, matching physical and financial progress of NRHM programmes for States/UTs.
- (iv) Provide information/data support for Parliament Questions/Committees, RTI, VIP references, CAG & DGACE audits etc. from time to time.
- (v) Monitoring financial performance indicators, e-moding and convergence of financial & accounting processes under NRHM at state/district /block levels.
- (vi) Joint Team Visits to States/UTs for financial management performance review, financial studies and prepare status reports with recommendations for improvement. Participating in Joint Review Missions (JRMs), Common Review Missions (CRMs) and implementation of their recommendations.
- (vii) Implementation of the Central Plan Scheme Monitoring System (CPSMS) for funds release, utilization and data management under NRHM.
- (viii) Appraisal of Annual PIPs of allocated States, providing draft/final comments to the Nodal Officers and attending deliberations of the NPCC.
- (ix) Any other work assigned by the Department.

4. Travel and subsistence

The consultant should be ready to travel extensively to State/District/Block/village levels. While travelling, the consultant will receive a fixed per diem allowance for boarding/lodging expenses as per the government rules for equivalent positions.

5. Consultancy period

Initially, it will be for a period of one year. The first three months will be on a trial basis. Subject to satisfactory performance, the consultancy will continue for the full one year. On satisfactory performance, the contract may further be renewed purely at the discretion of the MoHFW, GOI. The consultancy can, however, be terminated by either party by giving a notice of one month in writing.

- 6. Remuneration:** Rs. 60,000/- to 70,000/- per month consolidated to be decided by the MoHFW Selection/Review Committee on the basis of prevailing conditions. The consultant shall not be exempt from taxation or entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received. The consultant shall not be entitled to any other benefits such as subsidy, compensation or pension except as expressly provided in the consultancy agreement.