

## NOTICE

### **Ministry of Health & Family Welfare Budget Division**

Budget Section, Ministry of Health & Family Welfare, (MoHFW) invites application from qualified candidates for the below mentioned Post purely on contractual basis.

Name of Division	<b>Budget Division</b>
Name of Position	<b>Consultant (Budget)</b>
Number of Positions	Five
Location	MoHFW, Delhi

#### **TENTATIVE CALANDER OF EVENTS:**

<b>Sl. No.</b>	<b>Milestones</b>	<b>Date (DD-MM-YYY)</b>
1.	Start of application submission	14.03.2022
2.	Last date of submitting application	15.04.2022
3.	Date and time of interview	To be intimated later
4.	Date of declaration of result	To be intimated later

#### **Job Profile:**

- I. Collecting and collating inputs for assisting the Officers for preparation of Budget Estimates/Revised Estimates/Final Estimates.(BE/RE/FE).
- II. Compilation of Final Estimates and Surrender of Savings.
- III. Preparation of the booklet - Detailed Demands for Grants
- IV. Assistance in distribution of approved Grant (upto object head level) as per budgetary ceilings conveyed by the Ministry of Finance.
- V. Rendering assistance in opening New Heads of Accounts etc.
- VI. Providing assistance in the matter of collation of proposals for projection of Supplementary Grants to the Ministry of Finance.
- VII. Rendering such other assistance as to watch over sending reports and returns on the budgetary matter.
- VIII. Input of data of Statement of Budget Estimate (SBE) in to Union Budget Information System (UBIS)
- IX. Input of data of Detailed Demands for Grants (DDG) into Union Budget Information System (UBIS) and necessary charges made their to from time to time.
- X. Preparation of proposals for seeking approval of competent authority for re-appropriation of funds.
- XI. Preparation of Surrender of Savings
- XII. Preparation of Consolidated re-appropriation

- XIII. Monitoring the expenditure on commodities released to the State Governments by way of Cost Adjustment of Non-Plan funds under Plan funds.
- XIV. RTI matters, pertaining to Budget Division of Ministry of Health and Family Welfare, in a time bound manner.
- XV. Co-ordination with various Programme Divisions for getting the information for reply to Question of Parliament Standing Committee (PSC).
- XVI. Working knowledge of Public Financial Management System (PFMS) for releasing of funds etc.
- XVII. Preparation of various Periodical Reports in time bound manners.
- XVIII. Any other job assigned by the Senior Officers

### **Other Responsibilities:**

- (i) Assisting Finance Controller to provide information and data support regarding Budget, Parliament Question/Committees, RTI, VIP references etc. for time to time.
- (ii) Monitoring of the expenditure with respect to the Budget Estimates and Quarterly Action Plan and deviation thereof, if any.
- (iii) Data analysis with respect to the fund used in Schedule Caste Sub Plan (SCSP, Tribal Area Sub Plan (TSP) and North Eastern Region (NER) Components and their savings/Additionalities, if any.
- (iv) Monitoring of overall allocation/expenditure released Schemes/NE/SC/ST Budget.
- (v) Provide information and data support regarding Parliament Questions/Committees, RTI, VIP references, C&AG & DGACE audit etc. from time to time.
- (vi) Assisting Budget Division in co-ordination and compilation of ATNs on Reports of PSC on Health and FW.

### **Terms & Conditions for hiring:**

1. Timing and sequence of events mentioned is at sole discretion of Budget Division, DHFW.
2. Canvassing in any manner is not allowed.
3. By submitting the application, each applicant shall be deemed to acknowledge that he/she has carefully read all Terms & Conditions, job responsibility etc.
4. The applications are required to submit all required documents in support of the qualification/selection criteria specified. The normal office timings are 9:00 AM to 5.30 PM in Budget Division. However, for the duties as per job profile, these consultants may be called on in weekends/holidays and may also be asked to sit late beyond normal office hours.
5. Eligible candidates may apply on format given with detailed curriculum vitae along with self attested copies of certificates of the essential qualification and expedience to "The Under Secretary (Budget), Ministry of Health and Family Welfare, Maulana Azad Road, Nirman Bhawan, New Delhi-110011 or at email i.d. [manmohan.badola@nic.in](mailto:manmohan.badola@nic.in) w.e.f. 14.03.2022 to 15.04.2022. Application received incomplete or after due date will not be entertained.
6. Only shortlisted candidates will be intimated and called for interview.
7. Budget Division reserves the right to reject any or all application without assigning any reason.
8. It is reiterated that these are purely contractual positions only and no other benefit except monthly consolidated remuneration is admissible.
9. The Govt. shall not be liable for any regularization of the contractual services.
10. Director, Budget reserves the right to terminate the work contract at any point of time without assigning any reason.

11. Applicants must provide details of experience as per the format provided. The work/service mentioned here should match with the quoted work/service by the applicant in order to satisfy the qualification requirements. Enclose the mandatory supporting documents.

### **QUALIFICATIONS, EXPERIENCE AND REMUNERATION OF CONSULTANTS:**

<b>Category</b>	<b>Qualifications*</b>	<b>Experience</b>	<b>Age</b>	<b>Starting remuneration per month</b>
General/Finance (including Budget)/ Legal /Media Consultants	Master Degree in relevant discipline or B.Com with MBA(Fin.)/ CA/ICWA	More than 10 years	Upto 50 years	Rs.60,000/- per month

\* **Relaxation in Educational Qualifications may be considered by the appropriate Authority keeping in view vast experience and expertise of budget work.**

#### **Deliverables:**

- The applicant must be proficient in MS-Office.
- Retired Section Officer and Under Secretary can also apply till the age of 65 years.
- If retired Government servants are selected, their wages will be fixed as per the Guidelines of Department of Expenditure, Ministry of Finance vide O.M. No.3/25/2020-E-III A, dated 9<sup>th</sup> December, 2020

#### **Reporting Requirements**

The consultant will submit a report to the Director (Budget) at the end of every quarter.

#### **Outcomes:**

Accomplishment of annual budgetary exercise and adhering to the time-lines strictly as laid down by the Ministry of Finance.

**Period of Consultancy:** Selected candidates will initially be appointed for a period of one year which may be extended further depending on the assessment of performance and mutual willingness. The engagement would be reviewed thereafter and extension may be granted, which would not exceed one year at a time, provided period of continuous engagement shall not exceed five years (in total) or 65 years of age whichever is earlier. The contract can be terminated by either side at any time by giving one month's notice. Also, the contract can be terminated immediately by paying one month's agreed remuneration in lieu of the notice period.

Short listed candidates for the interview will have to produce their original documents for verification at the time of interview.

**Job Location:-**Ministry of Health and Family Welfare, Department of Health and Family Welfare, Nirman Bhawan, New Delhi.

## **Terms & Conditions**

### **1. Period of engagement**

The engagement shall be initially till 31.03.2023 which may be extended yearly / curtailed depending upon the performance of the Consultant or functional requirement of Budget Division with the approval of the Competent Authority for a maximum period of 5 years. The extension will be on 5% increased remuneration per annum.

### **2. Remuneration**

As stated in each of the TORs. Apart from consolidated monthly remuneration, no perquisites such as HRA, TA/DA, residential accommodation etc. will be provided.

### **3. Scope of Duties**

During the period of such engagement, the Consultants would be required to perform the duties assigned to them. They will report to Designated Officers depending upon the task assigned.

### **4. Leave**

The Consultant would not be entitled to any kind of regular leave. However, they would be entitled for leave of 24 days in a calendar year, to be calculated on pro-rata basis. In special circumstances, the consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid. However, for attending office on Saturday's /Sundays/ Other Gazetted holidays they may be given compensatory off.

### **5. TA/DA**

No TA/DA is admissible for joining the assignment or on its completion.

### **6. Office time and working hours**

Engagement of Consultants would be on full time basis. Working hours shall be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Saturday/Sunday/ other Gazetted holidays, if required.

### **7. Tax deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

### **8. Confidentiality of data and documents**

No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

## **9. Conflict of interest**

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

## **10. Termination of contract**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 30 days. In case, a Consultant desires to leave the assignment, he/she is to give 30 days' notice which can be curtailed/extended depending upon the workload. In the event any Consultant is found unfit on any account or if he/she is found guilty of any Insubordination / misconduct, his/her services can be terminated immediately without any notice.

**11.** DHFW shall not be responsible for any loss, accident, damage; injury suffered by the Consultant whatsoever arising in or out of the execution of his work including travel.

**Ministry of Health and Family Welfare  
Department of Health and Family Welfare  
Nirman Bhawan, Maulana Azad Road,  
New Delhi- 110011  
(Budget Division)**

Affix latest  
Photograph

**Application Form**

1. Post applied for \_\_\_\_\_
2. Name of the Applicant \_\_\_\_\_
3. Father's Name \_\_\_\_\_
4. Mother's Name \_\_\_\_\_
5. Date of Birth \_\_\_\_\_
6. Gender: M/F \_\_\_\_\_
7. Identification Mark \_\_\_\_\_
8. Educational Qualification:

Sl. No.	Academic/ Professional Qualification	Name of Institution	Board/ University	Course/Duration/ year of Passing	Division/ Grade/ % of marks

9. Experience:

Sl. No.	Designation	Name of Institution/ Employer	From	To	Field of Experience	Salary Drawn

10. Training/Short course attended:

11. Award and/or Outstanding Achievements

12. Publications in last 3 years (if Applicable),

13. Contact Details:

(a) Mailing Address \_\_\_\_\_  
\_\_\_\_\_

(b) Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

(c) Telephone Number (Res) \_\_\_\_\_ (Mob) \_\_\_\_\_

(d) E-mail-ID \_\_\_\_\_

14. Documents to be enclosed: Self attested.

- |                                     |     |
|-------------------------------------|-----|
| 1. Degree/Diploma/Certificate       | ( ) |
| 2. Experience Certificate           | ( ) |
| 3. Age Proof                        | ( ) |
| 4. Copy of PAN Card                 | ( ) |
| 5. Copy of AADHAR card/Voter's Card | ( ) |
| 6. Any other                        | ( ) |

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 /terminated from the service/contractual position.

Date: \_\_\_\_\_

Place : \_\_\_\_\_

Signature of the Applicant