

A.60014/02/2023-B(NHM)
Ministry of Health & Family Welfare
Department of Health & Family Welfare
(Budget Division)

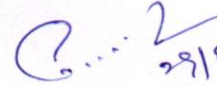
Nirman Bhawan, New Delhi.
Dated: May, 2023

OFFICE MEMORANDUM

Subject: Engagement of Finance Analysts in M/o Health & Family Welfare- reg.

The undersigned is directed to enclose herewith a notice calling for applications from interested/eligible candidates for consideration of appointment as Finance Analyst on contractual basis in Budget Division, Department of Health & Family Welfare. The last date of receipt of applications is 19th June, 2023.

2. A metadata form duly signed by Competent Authority is also enclosed for necessary action.

 29/5/23

(Manmohan)
Deputy Secretary (Budget)

To

1. All Officers/Sections under the Department
2. Office of the Controller General of Accounts.
3. Notice Board.
4. NIC- with the request that the Notice may be uploaded at the Ministry's Website.

Copy to:

- (i) PPS to AS&FA
- (ii) PPS to JS(GM)
- (iii) PPS to JS(VJ)

NOTICE

Ministry of Health & Family Welfare Budget Division

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

Name of Division	Budget Division
Name of Position	Finance Analyst
Number of Positions	Two
Location	MoHFW, Delhi

TENTATIVE CALANDER OF EVENTS:

Sl. No.	Milestones	Date (DD-MM-YYY)
1.	Start of application submission	29.05.2023
2.	Last date of submitting application	19.06.2023
3.	Date and time of interview	To be intimated later
4.	Date of declaration of result	To be intimated later

Job Profile

Key Responsibilities:

- All the matters related to observations/ recommendations included in various PAC/ C&AG/ Internal Audit Reports.
- Monitoring of Overall allocation/ expenditure related to Non Scheme/NE/SC/ST Budget.
- To upload on ATNs/ATRs on Audit Para Monitoring System(APMS) portal.
- Assisting in Preparation of Detailed Demand for Grants (DDG).
- Assisting in preparation and uploading of Appendices related to Revised Estimates and Budget Estimates on to Union Budget Information System (UBIS) portal.
- Providing assistance in the matter of compilation of Action Taken Notes on the recommendations/ observations contained in various Parliamentary Standing Committee Reports.
- Rendering assistance in opening New Heads of Accounts etc.
- Providing assistance in the matter of collation of proposals for projection of Supplementary Grants to the Ministry of Finance.
- Preparation of proposals for seeking approval of competent authority for re-appropriation of funds.

Other Responsibilities:

- Assisting in preparation of Surrender of Savings.
- Assisting in preparation of consolidated re-appropriation.
- Monitoring of the expenditure with respect to the Budget Estimates and Quarterly Action Plan and deviation thereof, if any.
- 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.
- Monitoring of overall allocation/expenditure released Schemes/NE/SC/ST Budget.
- Co-ordination with various Programme Divisions for getting the information for reply to Question of Parliament Standing Committee (PSC).
- Working knowledge of Public Financial Management System (PFMS) for releasing of funds etc.
- Preparation of various Periodical Reports in time bound manners.
- Other Miscellaneous matters and any other work assigned by the senior officers.

Qualifications and experience

MBA(Finance)/PGDBM/PGDBA specialized in finance from a recognized Institution.

Experience of at least 5 years in finance and accounts matter in social, private or Government Sector. The applicant must be proficient in MS-Office, MS-Excel.

** Preference will be given to the candidate who has experience in budgetary work of Government Sector.*

Remuneration :

The Finance Analysts will be paid a consolidated monthly remuneration in the band of Rs. 60,000/- to Rs.1,20,000/- on the basis of qualifications and experience. If engaged and paid through GOI budget, the remuneration shall be decided by the MoHFW Selection/Review Committee on the basis of conditions prevailing at the time of interview for that purpose.

Age Limit: Upto 45 years on the last date of submitting application.

Reporting Requirements: The Finance Analysts will submit a report to the Deputy Secretary (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, NirmanBhawan, New Delhi.

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 Finance Analysts 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 selfattested copies of certificates of the essential qualification and expedience to "The Under Secretary(Budget), Ministry of Health and Family Welfare, Maulana Azad Road,NirmanBhawan, New Delhi-110011 or at email i.d.g.thangbiaklun15@nic.in**w.e.f. 29.05.2023 to 19.06.2023.** 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.
9. The Govt. shall not be liable for any regularization of the contractual services.
10. 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.

Terms & Conditions of engagement:

1. Period of engagement

The engagement shall be initially appointed for one year which may be extended yearly / curtailed depending upon the performance of the Finance Analyst 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% or more increased remuneration per annum based on his/her performance after completion of one year.

2. Remuneration

As stated in each of the Job profile. Apart from consolidated monthly remuneration, no perquisites benefits such as HRA, TA/DA, residential accommodation etc. are admissible for joining the assignment or on its completion.

3. Scope of Duties

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

4. Leave

The Finance Analysts 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. Office time and working hours

Engagement of Finance Analysts 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.

6. 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.

7. 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 Finance Analysts 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.

8. Conflict of interest

The Finance Analysts 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.

9. 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 Finance Analyst 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.

10. DHFW shall not be responsible for any loss, accident, damage; injury suffered by the Finance Analysts 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
NirmanBhawan, 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