

Government of India  
Ministry of Health and Family Welfare  
**Department of Health Research**  
2<sup>nd</sup> Floor, IRCS Building, Red Cross Road, New Delhi-110001.

No.V.25011/144/2013-HR (V.II)

**Online personal interaction (through Video Conferencing) for the posts of Administrative Officer and Finance Managers in the Department of Health Research**

Reference earlier advertisement on 07/03/2020 of the Department of Health Research in The Times of India, Dainik Jagran, Employment News regarding walk-in personal interaction for the positions of Administrative Officer (01) and Finance Managers (02), on contractual basis. This personal interaction was postponed indefinitely due to COVID-19 lockdown.

In view of the Government guidelines on social distancing, it is now informed that personal interactions will be held online through Video Conferencing for the following contractual positions on 10/07/2020:

- (1) Administrative Officer : 01 post
- (2) Finance Manager : 02 posts

The application form and detailed information about qualification, experience, emoluments, etc. may be downloaded from the Department's website <https://www.dhr.gov.in>.

Eligible applicants may send in their applications in the prescribed format available on the Department's website to the e-mail [vinod.kumar27@gov.in](mailto:vinod.kumar27@gov.in) before 30/06/2020.

Sd/- (Deputy Secretary, D/o Health Research)  
Ph: 011-23736087

## **Advertisement for the post of Finance Manager**

Eligible candidates are advised to send in their applications by 30.06.2020 for the 02 positions of Finance Manager (contractual) in the Department of Health Research for personal interaction through Video Conferencing to be held on 10.07.2020. The applications may be sent to the e-mail ID vinod.kumar27@gov.in.

### **Terms and Conditions**

The terms and conditions, including the eligibility criteria, duties and responsibilities for the position of Finance Manager (02 posts) in the Department of Health Research, Ministry of Health and Family Welfare are as follows:

#### **Essential Qualification and Experience:**

MBA- Finance/ICWA/CA/M.Com from recognized institute with minimum 03 years of experience of working in Health sector.

Knowledge of accounting packages, MS Office, MS Word, MS Power Point and MS Excel would be mandatory.

Or

Retired Officers of the rank of Under Secretary to the Government of India. (Age: Not exceeding 65 years as on the date of publication of the advertisement). Preference will be given to persons having experience of working in budget/IFD divisions. Knowledge of MS Office, MS Word, MS Power Point and MS Excel would be mandatory.

**Fixed Remuneration:** Rs.50,000 - Rs.55,000/- (per month)

(For retired Government Servants, the remuneration including pension shall not be more than the last pay drawn by the officer)

**Period of Contract:** 11 months

**Place of Duty:** Delhi

#### **Responsibilities:**

1. Handling of accounts, maintaining data base and budgetary aspects of the scheme of Department of Health Research with respect to States/institutions allotted.
2. Maintaining grants-in-aid register.
3. Maintaining data base with respect to release of funds, expenditure utilization certificate, etc. and maintaining all records as per General Financial Rules and instructions issued by the Government of India from time to time.
4. Implementing the schemes with respect to States/Institutions allotted.
5. Liaisoning with Budget Division, DDO and PAO, etc. with respect to release of funds to the grantee Institutions.
6. Periodically reconciling the expenditure related to the schemes with PAO and ICMR as the case may be.

7. Preparing budgetary requirements of the Schemes and furnishing requisite information to the concerned officers/consultants.
8. Preparing monthly and quarterly expenditure (physical and financial) progress reports of the schemes according to Monthly Expenditure Plan and quarterly Expenditure Plan.
9. Preparing quarterly analysis of physical and financial progress of the schemes based on reports received from the field units by obtaining the same from the concerned officer/consultants dealing with the schemes.
10. Assisting in conduct of meetings of Technical Evaluation Committee, Approval Committee and various other Committees or any other meetings, workshops, etc. and ensure settlement of the TA/DA bills.
11. Preparing BE/RE and action plan for requirement of funds.
12. Monitor expenditure and assess the unspent balance/requirement of funds in the schemes.
13. To coordinate with ICMR w.r.t release of funds to the grantee Institutions, whenever required.
14. Any other work assigned from time to time.

**Note:**

- The Department reserves the right to make or not to make the selection for the said position.
- Selection against contractual position shall not confer on the appointee any right for being made permanent /regular.
- Candidate must attach attested copies of date of birth certificate, copies of degree/diploma and mark sheet, experience certificate with the application form.

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**Application for the position of Finance Manager**

1. Position applied for:
2. Name:
3. Father's Name:
4. Date of Birth:
5. Present address:
6. Permanent address:
7. Mobile No. :
8. Email ID:
9. Educational qualifications details:

Please affix photograph
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S. No.	Course/Degree	Subject(s)	University/ Board	Year of Passing	Percentage

10. Experience (in chronological order):

S. No.	Post held	Organization/ Institute	Nature of duties and responsibilities including experience	Remarks

11. Knowledge of computer programmes:

12. Integrity certificate from current/previous employer or PPO wherever available.

**DECLARATION:**

I hereby declare that the information/documents furnished by me are true and correct and nothing has been hidden. I shall be liable to any action as decided by the Competent Authority in case if any of the information/documents furnished by me is found to be false/incorrect. I am willing to take up the assignment within two weeks of offer of appointment.

Signature

Date:

Place:

Note: Self-attested copies of supporting documents may be attached with the application.

## **Advertisement for the post of Administrative Officer**

Eligible candidates are advised to send in their applications by 30.06.2020 for 01 position of Administrative Officer (contractual) in the Department of Health Research for personal interaction through Video Conferencing to be held on 10.07.2020. The applications may be sent to the e-mail ID [vinod.kumar27@gov.in](mailto:vinod.kumar27@gov.in).

### **Terms and Conditions**

The terms and conditions, including the eligibility criteria, duties and responsibilities for the position of Administrative Officer in the Department of Health Research, Ministry of Health and Family Welfare are as follows:

#### **Essential Qualifications and Experience:**

Bachelor's Degree or its equivalent, with minimum 03 years of experience under the Government Department/Statutory or Autonomous bodies/Universities/Public Sector undertakings and having knowledge of MS Office, Ms Word, MS Power Point and MS Excel.

Or

Retired Officers of the rank of Section Officer/Under Secretary to the Government of India. (Age: Not exceeding 65 years as on the date of publication of the advertisement). Preference will be given to persons having experience of working in Administration Divisions. Knowledge of MS Office, MS Word, MS Power Point and MS Excel would be mandatory.

**Fixed Remuneration:** Rs.35,000 - Rs.45,000/- (per month)

(For retired Government Servants, the remuneration, including pension, shall not be more than the last pay drawn by the officer)

**Period of Contract:** 11 months

**Place of Duty:** Delhi

#### **Responsibilities:**

1. Making arrangements for organizing meetings/seminars/workshops for the Department of Health Research.
2. Monitoring and furnishing information regarding Parliament Question, budget, RTI, public grievances, Parliamentary Standing Committee and any other information asked for by the various Ministries.
3. Coordination with ICMR, DDO and PAO for financial matters.
4. Maintaining grants-in-aid register with respect to release of funds.
5. Assisting PMIUs/HTAI Secretariat in PFMS and EAT module implementation, examination of utilization certificates and statement of expenditure of related DHR schemes and regular monitoring of physical and financial matters of the schemes.
6. Any other work assigned from time to time.

**Note:**

- The Department reserves the right to make or not to make the selection for the said position.
- Selection against contractual position shall not confer on the appointee any right for being made permanent/regular.
- Candidate must attach attested copies of date of birth certificate, copies of degree/diploma and mark sheet, experience certificate with the application form (enclosed).

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**Application for the position of Administrative Officer**

1. Position applied for:
2. Name:
3. Father's Name:
4. Date of Birth:
5. Present address:
6. Permanent address:
7. Mobile No. :
8. Email ID:
9. Educational qualifications details:

Please affix  
photograph

S. No.	Course/Degree	Subject(s)	University/ Board	Year of Passing	Percentage

10. Experience (in chronological order):

S. No.	Post held	Organization/ Institute	Nature of duties and responsibilities including experience	Remarks

11. Knowledge of computer programmes:

12. Integrity certificate from current/previous employer or PPO wherever available.

**DECLARATION:**

I hereby declare that the information/documents furnished by me are true and correct and nothing has been hidden. I shall be liable to any action as decided by the Competent Authority in case if any of the information/documents furnished by me is found to be false/incorrect. I am willing to take up the assignment within two weeks of offer of appointment.

Signature

Date:

Place:

Note: Self-attested copies of supporting documents may be attached with the application.