

Advertisement for inviting applications for the position of Finance Manager in the Department of Health Research (DHR) to be published in print media

Size: 9.50 cm X 15.00 cm

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

Government of India
Ministry of Health & Family Welfare
Department of Health Research
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No. V.25011/144/2013-HR(V.II)

Date:-28.04.2018 or 05.05.2018

APPLICATION FOR POSITION OF FINANCE MANAGER

Applications are hereby invited from interested and eligible candidates for the position of Finance Manager in the Department of Health Research, purely on contractual basis. Candidates may submit their application at the following address- Shri Vinod Kumar, Under Secretary, Room No. 204, Second Floor, IRCS Building, Red Cross Road, New Delhi-110001 by 30.05.2018. The details of eligibility conditions, responsibilities, remuneration etc. can be downloaded from the website: <http://www.dhr.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 Qualifications:

MBA- Finance/ICWA/CA/M.Com from recognized institute with minimum 3 years' 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 62 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: one year

Place of Duty: Delhi

Responsibilities:

1. Handling of accounts, maintaining data base and budgetary aspects of the schemes 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 certificates, 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 scheme.
13. To coordinate with ICMR w.r.t. release of funds to the grantee Institutions, whenever required.
14. Any other work assigned by JSs, DHR 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.
- Candidates must enclose 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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Proforma for Application

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.

DECLARATON:

I hereby declare that the statement filled in my application are true and correct and nothing has been hidden. 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.