

**Walk-in-Interview on 20<sup>th</sup> February 2017 (11 a.m.) at 2<sup>nd</sup> Floor, IRCS Building, Red Cross Road, New Delhi-01.**

**Government of India**

**Ministry of Health & Family Welfare**

**Department of Health Research**

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**WALK-IN-INTERVIEW FOR FINANCE MANAGER**

Interested and eligible candidates are invited for walk-in-interview for the post of Finance Manager, purely on contractual basis. The details of eligibility conditions, age, remuneration, terms and conditions etc. can be downloaded from the website: <http://www.dhr.gov.in>.

## TERMS OF REFERENCE

The detailed terms of reference, including the eligibility criteria, duties and responsibilities is as follows:

### Finance Manager:

#### Essential Qualification:

MBA- Finance/ICWA/ CA/M.Com from recognized institute with minimum 3 years' experience of working in Health sector at national level in accounts. Knowledge of Tally accounting package, MS Office, MS Word, MS Power Point and MS Excel would be desirable.

Or

Retired Officers of the rank of Section Officer/Under Secretary/Deputy Secretary/Director in the Government of India. (Age: Not exceeding 65 years as on the last date of receipt of application). 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 desirable.

Fixed Remuneration - Rs.30,000 - Rs.45,000  
Place of Duty - Delhi

Period of contract - 11 months

#### Responsibilities:

1. Maintaining the accounts of the schemes of DHR.
2. Coordinate with concerned organisations/institutes for expenditure and proper maintenance of accounting procedures.
3. Liason with banks to ensure proper flow of funds to the grantee institutions.
4. Maintaining the database of updated UCs status and periodical follow up.
5. To examine the Audit reports submitted by the concerned organisations.
6. To ensure timely submission of Utilization Certificate (UCs) from the concerned organizations and its settlement.
7. Coordination & reconciliation with budget section & PAO.
8. Monitor expenditure and assess the balance/ requirement of funds in the scheme.
9. To keep the all records related to the funding of the schemes.
10. To assist the Programme Manager in planning & budgeting for different components for the Scheme.
11. Shall prepare BE/RE and plan for requirement of funds during the year and report to the Project Manager.
12. To prepare bills for TA, DA and Honorarium for TEC members, personnel engaged for the schemes and ensuring their release.
13. To prepare bills for release of stipend and final settlements for all fellowship programmes and ensuring their release.
14. To prepare salary bills for all DHR contractual employees.
15. Any other work assigned by JS (Admin) from time to time.