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

Government of India
Ministry of Health & Family Welfare
Department of Health Research

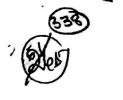
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WALK-IN-INTERVIEW FOR FINANCE MANAGER

Interested and eligible candidates are invited for walk-ininterview 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

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.

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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.