

Terms of Reference
Consultant-Finance (NPCB&VI)

National Health Systems Resource Centre (NHSRC), New Delhi on behalf of Ministry of Health & Family Welfare is seeking applications from qualified candidates for the above mentioned post purely on contractual basis.

Job Profile:-

- Examine and assess proposals from states/ Union Territories under National Programme for Control of Blindness and Visual Impairment (NPCB&VI).
- Prepare notes/agenda/presentation etc., for workshops/national review meetings/regional review meetings.
- Prepare accounts of NPCB&VI/ budgetary work like monitoring/settlements of Utilization Certificates/ financial reports.
- Assist in release of funds to states/UT's under NPCB&VI.
- Prepare expenditure statement.
- Prepare UCs to Pay and Accounts Office, MoHFW,
- Update and maintain performance data received from states UTs.
- Process release of funds/ sanction for all scheme related activities.
- Coordination with cash, PAO and principal Account Officer.
- Would assist officers in training and clarification on MIS.
- Monitor data received through Management Information System.
- Maintenance of periodical reports and returns.
- Any other work as and when assigned by senior officers.

Qualification

Essential:

- B. Com/ CA/ MBA/ M. Com or a graduate in commerce related field
- Practical knowledge of computer with expertise in MS Word, MS Excel, Tally etc.

Desirable:

Two year experience in government accounting

Age Limit

50 years or less on the last date of application

Consolidated Monthly Remuneration: ₹ 50,000/-

To Apply: Candidates are requested to download the application form attached with the TOR, which is uploaded on the NHSRC website and email the duly filled application form to npcbvi.recruitment@gmail.com only, by **21-Oct-2019**. Application submitted in other format will not be accepted. Please ensure to mention post applied for on the application form, without which the application form will not be accepted.