

Terms of Reference (TORs) & other details for the Post of Consultant (Finance)
for RNTCP

1. **Position** : Consultant Finance
2. **Age Limit** : Upto 65 years
3. **Essential Qualification/ Requirements:** Post graduate degree in commerce with not less than 60% marks in aggregate and 5 years' experience in Finance Management or MBA with Financial Management and accounts as study subjects and 3 years' experience in Finance Management.
4. **Preferential Qualification:**
 - a) At least 2 years' experience in handling accounts either in government or in Private Sector
 - b) Working knowledge of computers
5. **Date of Walk in Interview:** 29.07.2016 (Friday) 10.30 AM.
6. **Job Specification/ Responsibilities :**
 - 1) To collect and analyze data required for financial planning.
 - 2) To work in close collaboration with the planning section of Central TB Division to evaluate the state/district annual action plans and budgetary provisions based on the historical data on finance management and justifications.
 - 3) Monitoring and evaluation of state/district level finance management and suggesting midterm corrections.
 - 4) To assist Central TB Division in updating and revising financial guideline of the program in line with the changes in national finance policies.
 - 5) Trend analysis and projection of financial requirements, financial forecast and aligning finance plan with national strategic plan.
 - 6) To align the program financial guidelines with the NRHM financial guidelines.
 - 7) To support the program procurement and supply chain management with necessary financial guidance.
 - 8) To assist Central TB Division in donor management.
 - 9) To work in close collaboration with the NRHM finance to achieve the financial objectives of the program.
 - 10) Co-ordinating with the finance personnel at SPMU/DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP
 - 11) Assist States in audit of accounts of RNTCP by the auditor appointed by the State/District Health Society
 - 12) To provide training to the State Program managers on financial planning and management.

- 13) Financial sanctions, release of funds to States/National institutes. Settlement of accounts against advances
- 14) Provide any information related with finance called from Bureau of planning.
- 15) Assistance in preparation of Annual action plan
- 16) Replies of various paras raised by C&AG (Reasons for Savings & Excess-Expenditure out of the allocated budget)
- 17) Estimation of cost of drugs and adjustment in the Govt. Accounts
- 18) Preparation of salary and Issue of Form No. 16A for the CTD contractual employees.
- 19) To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
- 20) Any other job assigned as per programme need.

Interested candidates may walk-in for interview on the dates indicated above, sharp at 10.30 A.M. in room No.522, C-Wing Nirman Bhawan, MoHFW, New Delhi along with bio-data and photo copies of the testimonials and original certificates for verification and NOC from employer, if employed. No TA/DA will be paid for the interview. It is reiterated that these are contractual positions only and no other benefits except monthly consolidated remuneration is admissible. The Govt. shall not be liable for any regularization of the contractual services.

**Additional Deputy Director General (TB)
Central TB Division**