

**Terms of Reference**  
**Budget & Finance Officer (Leprosy Division)**

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:**

- (i) All Accounts Matters in Central Leprosy Division.
- (ii) Preparation of yearly budget proposal.
- (iii) Submission of release of Grant – in – aid to all States/UTs.
- (iv) Monitoring day to day expenditure and maintain up to date information.
- (v) Issuing of Utilization Certificates to PAO, Dte. GHS.
- (vi) To assist review of expenditure statements submitted by States/UTs.
- (vii) To assist reviewing audited account submitted by States/UTs.
- (viii) Assist the Audit parties in smoothly conducting the periodic Audit and preparing replies of all the audited paras.

**Qualification & Experience**

**Qualification:** Graduate

**Experience:** 5 years experience in the field of Budgeting and Accounting/ Expenditure Control in Govt. Departments/ Ministries.  
Knowledge of Computer and Internet usage.

**Age Limit:** Upto 65 Years.

**Remuneration:** Rs. 40,000/- per month (Consolidated)

**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 [leprosy.mohfw@gmail.com](mailto:leprosy.mohfw@gmail.com) only, by **24-Jun-2020**. 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.