

**Terms of Reference
Consultant (Accounts) (CTD)**

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

Responsibilities:

1. To handle all accounting and financial matters pertaining to Revised National Tuberculosis Control programme.
2. Release of funds to the Institutes and NGP for study/survey
3. Monitoring and compilation of SOE and UCs in respect of funds released to NGOs and Institutes for Study/survey
4. Release of funds to various GMSDs and monitoring the expenditure incurred by GMSDs for transportation charges.
5. Assistance in annual audit by DGACR
6. Co-ordinating with the finance personnel at SPMU/DPMU with a view to ensure submission of consolidated financial reports like FMR, SFP
7. Assist States in audit of accounts of NTEP by the auditor appointed by the State/District Health Society
8. Deposit the unspent amount in Govt. treasury in r/of funds released to the institutes.
9. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
10. Any other relevant job as and when assigned by the CTD

Essential Qualification / Requirements

Post Graduate in Commerce

Preferential Qualification/Skills

5 years' experience in Finance

Reporting

The overall In charge of Consultant (Accounts) would be the ADDG-TB.

Age

Upto 65 years and ready to travel extensively

Remuneration

Remuneration Range: Between Rs. 60,000/- to Rs. 90,000/- per month

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 recruitments.ctb@gmail.com only by **22-Jul-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.