

**Terms of Reference**  
**Junior 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 maintain the national accounts of NTEP
2. Release of funds to State Health societies.
3. Maintenance of year wise data on release of funds
4. Issue of sanction letters and preparation of bills.
5. Despatch of \demand drafts to the States.
6. Assistance in audit
7. Assistance in budget estimation
8. Reconciliation of accounts with PAO
9. Release of funds to various GMSDs.
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 NTEP by the auditor appointed by the State/District Health Society
12. To facilitate change management with respect to use of ICT & Nikshay tools for concerned data entry, validation & its use for public health action
13. Any other job assigned as per programme need

**Essential Qualification / Requirements**

1. Commerce graduate
2. Two years of experience in Maintenance of accounts on double entry system in a recognized Society or Institution

**Preferential Qualification/Skills**

Working knowledge of computers

**Reporting**

The overall In charge of Junior 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](mailto: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.