

**Ministry of Health & Family Welfare  
NHM Finance 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.

Name of Division	NHM Finance Division
Reporting to	Director/DS (NHM-Fin), US (NHM-Fin.) & Finance Controller
Name of Position	<b>Finance Data Analyst</b>
Number of Positions	One
Location	MoHFW, New Delhi

**Terms of References (ToRs) for the post of Finance Data Analyst (FDA):**

**1. Background**

The PM-ABHIM is a Centrally Sponsored Scheme with some Central Sector Components, for implementation of the Atmanirbhar Bharat Package for health sector as announced by Hon'ble Finance Minister in May 2020. The objective of the scheme is to fill critical gaps in health infrastructure, surveillance and health research – spanning both the urban and rural areas and to strengthen the Public Health Infrastructure effectively and to manage and respond any future pandemics and outbreaks.

**2. Objective**

Finance Data Analyst at the Central level monitors data entry, release of funds, expenditure, FMRs, SFPs, unspent balances, Statutory Audit, Concurrent Audit, Utilization Certificates, conduct financial review visits and action taken by the States under PM-ABHIM scheme.

**3. Scope of Work**

**Key Responsibilities:**

- i. Consolidation and custodian of data received from States/UTs related to financial management of Central Grants released under PM-ABHIM.
- ii. Compilation of pool/programme-wise funds released under PM-ABHIM and its utilization by the States/UTs.
- iii. Compilation of matching State share for all programmes covered under PM-ABHIM at the Central level.

- iv. Custodian of FMRs and SFPs received from States/UTs including its compilation and reporting.
- v. Create a sound technical data base after verifying and freezing the data obtained from the States, FMG and other grantee institutions, if necessary by undertaking field verifications.
- vi. To maintain data related to delay status of Central Grants and corresponding State share from the State Treasury to Single Nodal Agency (SNA).
- vii. Analysis of data and generation of financial MIS Activity-wise, Division-wise, State-wise, Quarter and Year-wise and generation of Comparative Statements with reference to percentage of Allocation, Release and Expenditure on the basis of the data received by the State-wise FMG teams.
- viii. Provide information and data support regarding Parliament Questions/Committees, RTI, VIP References, Budget Related Matters, CAG audits, etc. from time to time.
- ix. Suggest reviews and improvement in the finance/accounts/data processes in the States/UTs with reference to the trends noticed.
- x. Conduct training & capacity building on overall data management in the States/UTs and participate in CRMs and other Review Teams under PM-ABHIM.
- xi. Regular updation of web content and Uploading of sanction orders on the website of the Ministry.
- xii. Monitoring of all financial data related to PM-ABHIM.
- xiii. Any other work assigned from time to time.

#### **4. Output**

Timely action on all tasks and responsibilities and provide work support to Director / DS (NHM-Finance), US (NHM Finance), Finance Controller(s) and the Finance Analyst(s).

#### **5. Qualification & Age Limit:**

B. Com (Hons) / M. Com / MBA (Finance) / CA / CS from a recognized University or Institute. The applicant should be upto 45 years on the last date of submitting application.

#### **6. Experience:**

The applicant must have an experience of at least 3 years in finance and accounts data management in social and private sector. Knowledge of computerized accounting packages and other related software's preferably Tally, MS Office, MS Word and MS Power Point would be desirable.

## **7. Travel and subsistence**

The Consultant should be ready to travel extensively to State/District/Block/village levels. While travelling, the Consultant will receive a fixed per diem allowance for boarding/lodging expenses as per the government rules for equivalent positions.

## **8. Consultancy period**

Initially, contract will be upto 31 March 2024 but likely to be extended, subject to performance and requirement of the Division. The first three months will be on a trial basis. Subject to satisfactory performance, the consultancy will continue for the full one year and the contract may further be renewed purely at the discretion of the MoHFW, GOI. The consultancy can, however, be terminated by either party by giving a notice of one month in writing.

## **9. Remuneration**

The consultant will be paid a consolidated monthly remuneration in the fee range of Rs. 60,000/- to Rs.1,20,000/- on the basis of qualifications and experience.

The Consultant shall not be entitled to any other benefits such as subsidy, compensation or pension, except as expressly provided in the consultancy agreement. The Consultant shall not be exempt from taxation and shall not be entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received. Consultants recent CV and evidence of last consultancy payment received should be attached.

### **How to Apply:**

Candidates are requested to fill the online application correctly which is available on the NHSRC website (<http://nhsrcindia.org>). Applications will be accepted in the prescribed online application format only. The last date for receiving applications is **23-May-2023**.