

Terms of References- Finance Data Analyst (FDA):
Ministry of Health & Family Welfare
NHM Finance Division

Name of Division	NHM Finance Division (Financial Management Group)
Reporting to	Director/DS (NHM-Fin), US (NHM-Fin.) & Finance Controller
Name of Position	Finance Data Analyst
Number of Positions	One (01)
Location	MoHFW, New Delhi

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

1. Background

National Health Mission is the umbrella programme of the Ministry of Health & Family Welfare, GOI to provide holistic public health delivery system primarily in the rural areas. The manpower support in the shape of technical assistance purely on a contractual basis is required to assist in the implementation and monitoring of the financial management systems under NHM.

2. Objectives

Finance Data Analyst at the Central level monitors funds under NHM, 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.

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 NHM.
- ii. Compilation of funds released under NHM and its utilization by the States/UTs.
- iii. Compilation of status of implementation of 0:100 SLS for matching State Share on Kind & IM for all programmes covered under NHM 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.
- vi. Analysis of data and generation of financial MIS, Budget Head-wise, 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.
- vii. Provide information and data support regarding Parliament Questions/Committees, RTI, Public Grievance, VIP References, Budget Related Matters, CAG audits, etc. from time to time.
- viii. Suggest reviews and improvement in the finance/accounts/data processes in the States/UTs with reference to the trends noticed.

- ix. Conduct training & capacity building on overall data management in the States/UTs and participate in CRMs and other Review Teams under NHM.
- x. Regular updation of web content and Uploading of sanction orders on the website of the Ministry.
- xi. 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:

Essential Qualification:

M.Com / MBA (Finance)/CA/ICWA from a recognized University or Institute.

The applicant must have an experience of minimum 5 years in finance and accounts data management in social and private sector.

Desirable Qualification:

Experience in Development of accounting packages, system analysis, computer programming etc will be an added advantage. Experience in Data Analytical Tools/Accounting Tools/Softwares with proficiency in Data Analysis. Experience of working on Government PFMS Portal. Efficiency in MS-OFFICE(specially in Excel/Powerpoint).

6. Age Limit:

Upto 50 years on the last date of submitting application.

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 NHSRC rules for equivalent positions.

8. Consultancy period

Initially, contract will be upto 31st March 2027 but likely to be extended, subject to performance and requirement of the Division. The first three months will be on probation 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 in 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 **27-Oct-2026**.

Written test Condition: If the recruitment process includes a written test, a minimum qualifying mark will be 70%.