

F.No. ADMN-49/4/2020-ADMIN  
Government of India  
Ministry of Women & Child Development  
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Shastri Bhawan, New Delhi - 1

Dated: 20<sup>th</sup> March, 2023

**VACANCY CIRCULAR**

**Subject: Hiring of Senior Consultants and Young Professional in Finance Division, Ministry of Women and Child Development.**

The Ministry of Women and Child Development is the Nodal Ministry of Government of India for the advancement of women and children in the country. The Ministry formulates plans, policies and programmes; enacts/ amends legislation, guides and coordinates the efforts of both governmental and non-governmental organisations working in the field of women and child development. Besides, playing its nodal role, the Ministry implements certain innovative programmes for women and children. These programmes cover welfare and support services, training for employment and income generation, awareness generation and gender sensitization. These programmes play a supplementary and complementary role to the other general developmental programmes in the sectors of health, education, rural development etc. All these efforts are directed to ensure that women are empowered both economically and socially and thus become equal partners in national development along with men.

2. In this context, this Ministry seeks to hire two Senior Consultants and one Young Professional to provide support for Finance Division in this Ministry, details of which are as under:

S/N	Name of Post	No. of Posts	Consolidated Remuneration	Terms of Reference
i.	Senior Consultant (IFD)	01	₹80,000/-	Annexure-I
ii.	Senior Consultant (Budget)	01	₹80,000/-	
iii.	Young Professional (IFD)	01	₹40,000/-	

3. Applications from eligible candidates for the aforesaid positions are invited in the enclosed Proforma (**Annexure-II**) along with copies of the certificates/documents of essential qualifications and experiences. The applications may be addressed to the Under Secretary (IFD and Budget), Ministry of Women & Child Development, Room No.310, 3<sup>rd</sup> Floor, 'A' Wing, Shastri Bhawan, New Delhi 110001 (Tel No.011-23382743) and send by post or through email at '[rajnish.jha@nic.in](mailto:rajnish.jha@nic.in)'.

4. Duly filled up application form along with all relevant documents/certificates may be submitted on or before 15 days from the date of publication of advertisement in the Employment News Applications received incomplete or after the due date will not be considered. Only shortlisted candidates will be intimated and called for an interview. The MWCD reserves the right to reject any or all applications without assigning any reason.

  
(Sudesh Kumar)

Under Secretary to the Government of India  
Tel. No.: 011-23382747

**Annexure-I**  
**To F.No.ADMN-49/4/2020-ADMIN dated 20.03.2023**

Terms of Reference for Hiring of Senior Consultants and Young Professional in Finance  
Division, Ministry of Women and Child Development

**Position:** 1 post of Senior Consultant (IFD)

**Job description:**

- i. Examination of financial proposals received in Integrated Financial Division (IFD) of Ministry under various Schemes of the Ministry involving the release of grants.
- ii. Examination of miscellaneous proposals having financial bearing e.g. organisation of meeting/ seminar conferences etc.
- iii. Processing of proposals for EFC and SFC for continuation and initiation of Plan Schemes.
- iv. Examination of establishment proposals e.g. creation of posts, engagement of consultants, manpower, etc.
- v. Any other miscellaneous proposal seeking advice/ concurrence of IFD.

**Age:**

Senior Consultant: Up to 55 years

**Academic qualifications:**

Master's Degree (preferably in Accounts/ Finance/Economics)

**Work Experience:**

Senior Consultant: more than 7 years

**Other Criteria:**

Candidates should have:

- i. Good working knowledge of technology-based skills on the computer. Proficiency in MS – Office is a must.
- ii. Possess good communication and interpersonal skills.
- iii. Good analytical and writing skills
- iv. Experience of working in IFD/Finance Division of Gol Ministries/Departments will be given preference.

**Duration and Type of Contract:**

The position of Senior Consultant is purely on contractual basis initially for a period of one year. Further extension will be subject to performance appraisal.

**Remuneration and Payment terms:**

The consolidated monthly remuneration of the Senior Consultant will be ₹80,000. TDS will be deducted as per the relevant rules. No other allowances would be reimbursed/paid.

**Position:**

1 post of Sr. Consultant (Budget)

**Job description:**

- i. Compilation and preparation of Ministry's Budget and Notes on Demand for Grants;
- ii. Preparation & Printing of DDG;
- iii. Appropriation and Re-appropriation of Funds;
- iv. Coordination and Monitoring of furnishing of ATNs and Audit Paras, PAC/Estimate Committee, etc.;
- v. Handling Budget related Parliament Questions and supply of information on Budget matters in respect of various schemes;
- vi. Processing of Supplementary proposals for Ministry of Finance, Preparation of saving notes etc.

**Age:**

Senior Consultant: Up to 55 years

**Academic qualifications:**

Master's Degree (preferably in Accounts/ Finance/Economics)

**Work Experience:**

Senior Consultant: more than 7 years

**Other Criteria:**

Candidates should have:

- i. Good working knowledge of technology-based skills on the computer. Proficiency in MS – Office is a must.
- ii. Possess good communication and interpersonal skills.
- iii. Good analytical and writing skills
- iv. Experience of working in Budget Division of GoI Ministries/Departments will be given preference.

**Duration and Type of Contract:**

The position of Senior Consultant is purely on contractual basis initially for a period of one year. Further extension will be subject to performance appraisal.

**Remuneration and Payment terms:**

The consolidated monthly remuneration of the Senior Consultant will be ₹80,000. TDS will be deducted as per the relevant rules. No other allowances would be reimbursed/paid.

**Position:**

1 post of Young Professional (IFD)

**Job description:**

- i. Examination of financial proposals under various Schemes of the Ministry involving the release of grants.
- ii. Examination of expenditure proposals for Autonomous Bodies of the Ministry.
- iii. Compilation of data/ information.
- iv. Any other miscellaneous task assigned by the Senior officers.

**Age:**

Up to 28 years

**Academic qualifications:**

Bachelor's Degree (preferably in Accounts/ Finance/Economics)

**Work Experience:**

At least 1 year in relevant field

**Other Criteria:**

Candidates should have:

- i. Good working knowledge of technology- based skills on the computer. Proficiency in MS – Office particularly in Word, Excel and Power Point is a must.
- ii. Candidate should possess good communication and interpersonal skills.
- iii. Good analytical and writing skills.

**Duration and Type of Contract:**

The position of Young Professional is purely on contractual basis initially for a period of one year. Further extension will be subject to performance appraisal.

**Remuneration and Payment terms:**

The consolidated monthly remuneration of the Young Professional will be ₹40,000. TDS will be deducted as per the relevant rules. No other allowances would be reimbursed/paid.

## Templates for Curriculum Vitae (CV)

Name of the Position:

Name of the Applicant:

Father's/Mother's Name:

Communication Address:

Mobile No.

E-mail Address:

Date of Birth:

Educations [from graduation to professional qualification]:

S/N	Level of Exam	Board/ Institution/ University	Year of passing	% marks/ CGPA	Remarks

Work experience/Employment Record [Starting from present position, list in reverse order every employment held since graduation]:

S/N	Duration	Employer	Position(s) held	Responsibilities held

Languages [For each language indicate proficiency: good, fair or poor in speaking, reading and writing]:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

(Signature)