

F. No.49/3/2025-ADMIN
भारत सरकार
Government of India
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development

Shastri Bhawan, New Delhi
Dated: 5th December, 2025

VACANCY CIRCULAR

Subject: Hiring of Junior Consultant and Young Professional in Cash 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 one Junior Consultant and one Young Professional to provide support for Cash Division in this Ministry, details of which are as under:

S/N	Name of Post	No. of Posts	Consolidated Remuneration	Terms of Reference
i.	Junior Consultant (Cash Division)	01	₹75,000/-	As per Annexure -I
ii.	Young Professional (Cash Division)	01	₹50,000/-	

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 experience. The applications may be addressed to the Under Secretary (Cash), Ministry of Women & Child Development, Room No.628A, 6th Floor, 'A' Wing, Shastri Bhawan, New Delhi 110001 (Tel No.011-23389531) and send by post or through email at pawannanda.dgca@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 on the **website of WCD**. 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.

Encl: as above.



(Subhash Chand)

Under Secretary to the Government of India
Tel. No.: 011-23382393

Terms of Reference for Hiring of Junior Consultant and Young Professional in Cash Division, Ministry of Women and Child Development

I. Position:

1 position of Young Professional

Job description:

1. The Work Relating to payment of Air Travel undertaken by Officers of this office to authorized agents. It involves verification of travel vouchers by concerned officers, obtaining sanctions before processing the bills, submitting it to PAO and maintenance of its record to keep check that no duplicate payments are made.
2. Reconciliation on monthly basis with authorised Air Travel Agencies.
3. Submission of Bills to PAO(Cabinet) in respect of travels bills and all miscellaneous bills relating to Hon'ble Minister (WCD) / Hon'ble Minister of State.
4. Processing of bills relating to Medical-Advance/final claims on the basis of sanction orders received from the Admin.
5. Processing of Various Miscellaneous bills/Gem Bills.
6. Processing of bills for Grants in Aid/State Advices etc. on the basis of sanction orders received from various Division of M/o WCD.
7. Processing of TA/LTC Bills.
8. Any other miscellaneous task assigned by the Senior Officers.

Age:

Up to 30 years

Academic qualifications:

Bachelor's Degree (Any stream)

Work Experience:

- i. Fresher with Bachelor's degree in relevant field/Subject
- ii. Person having experience in relevant field will be given priority.
- iii. Preference will be given for work experience in the relevant field in any Ministry/Department of Government of India.

Other Criteria:**1. Candidates should have:**

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

2. Late sitting and attending the office on Saturdays/Sundays during monthly/quarterly/yearly closing.**Duration and Type of Contract:**

The engagement shall be for an initial period from one(01) year upto three(03) years, subject to annual review. The tenure may be further extended for a period of one year at a time, subject to total maximum period of five(05) years.

Remuneration and Payment Terms:

The consolidated monthly remuneration of the Young Professional will be ₹50,000. TDS will be deducted as per the relevant rules. No other allowances would be reimbursed/paid.

II. Position:

1 post of Junior Consultant

Job description:

1. Preparation of salary and other related matters pertaining to surplus staff and the matters pertaining to maintenance of GPF records/CGEGIS/CGHS records, miscellaneous matters pertaining to employees on deputation to F.C.I
2. All residual work related to Cash Section in respect of FNB after closure of its four regional offices.
3. Preparation of GPF statement manually for the officers/employees posted at SPNIWCD/NCW/FCI on the basis of contribution received from concerned department and maintenance of its record in GPF ledger. Thereafter, updation of records on EIS through transfer entries by PAO (WCD), required if any.
4. Preparation of NPS Bill for transfer of NPS fund to NPS Trust Account on monthly basis.
5. Preparation of Pay Bills and Medical Bills relating to Hon'ble Minister (WCD) and Hon'ble Minister of state (WCD).
6. Deposit of various cheques in bank through challan in Government account and Maintenance of its records
7. Processing of adjustment bills in respect of official of WCD for Training/LTC advance etc. drawn and maintenance of its record.
8. Updation of Licence fee in e-sampada in respect of Officers and officials of the Ministry.
9. Dealing with the matters relating to UPS and shifting of NPS to UPS.
10. Maintenance of records of Online quarterly/yearly expenditure report and submission to **Department of expenditure through Manpower Management Information System (MMIS) portal.**
11. Reconciliation of Budget with PAO(WCD) and submission of reconciliation Statement on monthly basis.
12. Submission of report on Estimated strength of Establishment and provisions thereof to Budget Section for preparation of DDG.
13. Compilation of Data/Information related to TDS Deduction/GST.
14. Any other miscellaneous task assigned by the Senior Officers.

Age:

Junior Consultant: Up to 45 years

Academic qualifications:

Master's Degree or Bachelor Degree (preferably in the field of Commerce/Accounts)

Work Experience:

Junior Consultant: Person having Post Graduate Degree in relevant field with work experience of at least 3 years or person having Bachelor's Degree in relevant field/subject with work experience of at least 5 years. Preference will be given for work experience in the relevant field in any Ministry/Department of Government of India.

Other Criteria:

1. Candidates should have:

- i. Good working knowledge of technology- basic skills on the computer. Proficiency in MS – Office is a must.
- ii. Working Knowledge of PFMS/EIS/E-sampada/Protean-NSDL, MMIS.
- iii. Possess good communication and interpersonal skills.
- iv. Good analytical and writing skills

2. Late sitting and attending the office on Saturdays/Sundays during monthly/quarterly/yearly closing.

Duration and Type of Contract:

The engagement shall be for an initial period from one (01) year upto three(03) years, subject to annual review. The tenure may be further extended for a period of one year at a time, subject to total maximum period of five (05) years.

Remuneration and Payment terms:

The consolidated monthly remuneration of the Junior Consultant will be ₹75,000. TDS will be deducted as per the relevant rules. No other allowances would be reimbursed/paid.

Annexure- II**To F.No.49/3/2025-ADMIN dated 05.12.2025****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 [Attach copy of attested certificate]:

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 willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

(Signature)

Tel. No.:**E-mail:**