

Job Description

Position: Officer on Special Duty (OSD) - Public Finance Management (PFM)

Location: Chennai

About the Finance Department

The Finance Department of Tamil Nadu is committed to strengthening fiscal governance, optimizing public expenditure, and ensuring transparency and accountability in financial management. As part of its efforts, the department seeks to recruit a highly skilled professional to take on the role of Officer on Special Duty (OSD) - Public Finance Management (PFM) on a contractual basis.

Position Summary

We are seeking a dynamic and experienced professional for the role of OSD (PFM). This position plays a key role in optimizing expenditure management, streamlining budgeting processes, and strengthening fiscal discipline across government departments. The role requires expertise in public finance, budgeting, and policy formulation, ensuring effective financial governance. The contract is for 3 years, extendable based on performance.

This role will report to the **Deputy Secretary Budget** and requires active collaboration with key stakeholders, including government agencies, financial institutions, and technology teams.

Role and Responsibilities

1. Process Simplification and Financial Efficiency

- Lead process re-engineering efforts to reduce excessive file movement within the Finance Department.
- Review and amend government circulation procedures for enhanced process efficiency.
- Scrutinize the delegation of powers within the government to ensure clarity in financial decision-making.
- Develop standardized formats for financial file processing and approvals.
- Introduce reforms to define the validity period of government orders (GOs).
- Establish centralized payment mechanisms for utility charges and statutory levies (electricity, telephone, property tax, etc.).

2. Budget Publications and Fiscal Transparency

- Oversee the introduction of new budget publications, such as Gender Budget and Climate Budget.
- Lead the revision and improvement of existing budget documents, including Budget Memorandums and financial appendices.
- Ensure clarity in financial reporting by refining Heads of Account **descriptions and nomenclature.**

3. Budget Execution and Expenditure Control

- Define and document the treatment of different ASL types and their classification by the Assembly.
- Establish standardized expenditure categories and define **competent** authorities for financial approvals.
- Clarify the distinction between Capital and Revenue **Expenditure** and refine criteria for Grants for Capital **Assets** vs. **Specific** Schemes.
- Develop new Head of Account structures for accurate reporting of grants, subsidies, and schemes.
- Oversee the introduction of new **object** heads to classify beneficiaries by category (e.g., Farmers, Women, Fishermen, etc.).
- Supervise the removal of obsolete expenditure heads and restructuring of accounts prone to audit objections.
- Analyze recurring Additional Sanction Lists (ASLs) and recommend improved budget allocations to minimize supplementary demands.

4. Data Management **and Fiscal** Reporting

- Drive the development of an Asset Management Software for improved budget tracking.
- Develop **section-wise financial reporting formats** to aid the DS (B) **and the Finance** Secretary in decision-making.
- Strengthen expenditure **tracking** mechanisms to improve transparency and accountability.

5. Stakeholder Engagement and **Policy** Advisory

- Collaborate with government agencies, financial institutions, and external policy experts to drive budgetary reforms.
- Provide **training and** capacity-building for government officials on public financial management best practices.
- Support IT teams in the development of digital tools for real-time financial monitoring and analysis.

Education

- A candidate must hold a Graduate degree of any of the Universities incorporated by an Act of the central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under Section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification.

Experience & Expertise

- Minimum 4 years of relevant experience within or with the government, related to monitoring of public finance.
- Proven expertise in fiscal policy development, revenue administration, and budgetary control mechanisms.
- Strong knowledge of financial modelling, budget analysis, and expenditure tracking systems.
- Experience in policy advisory, process optimization, and stakeholder engagement.
- Familiarity with government financial procedures, regulatory frameworks, and fiscal governance.

Personal Characteristics and Desired Qualities

- Strong leadership and strategic thinking abilities.
- High analytical and problem-solving skills with attention to detail.
- Ability to collaborate effectively with multiple stakeholders across government and financial institutions.
- Excellent communication, presentation, and report-writing skills.
- Commitment to public service, transparency, and financial accountability.

Location and Compensation

Location: Chennai, Tamil Nadu.

Contract Type: 3 years (extendable based on performance).

Compensation: Competitive salary package aligned with government/ allied sector pay scales, based on qualifications and experience.

This is an exciting opportunity to play a key role in shaping **financial** governance reforms and enhancing efficiency, **accountability, and** effectiveness in public finance management in Tamil Nadu.

APPLICATION FORM FOR POST OF OFFICER ON SPECIAL DUTY - PFM

Affix recent
passport size
photograph which
should be signed
across

I. APPLICATION DETAILS

1.	POSITION APPLIED FOR	:	
2.	EXPECTED REMUNERATION	:	<i>(Mention expected consolidated monthly remuneration in Indian Rupees)</i>
3.	CURRENTLY EMPLOYED	:	<i>Indicate Yes/ No _____</i>
4.	NOTICE PERIOD FOR JOINING	:	<i>(Mention notice period in months)</i>

II. APPLICANT DETAILS

1.	NAME OF THE APPLICANT	:																							
2.	FATHER/ HUSBAND'S NAME	:																							
3.	DATE OF BIRTH	:	<i>MM/DD/YYYY</i>																						
4.	NATIONALITY	:																							
5.	GENDER	:																							
6.	Mobile No	:																							
7.	Email id	:																							
8.	PAN NO	:																							
9.	PERMANENT ADDRESS	:	<i>(Mention Full address with State & Pin code)</i>																						
10.	PRESENT ADDRESS	:	<i>(Mention Full address with State & Pin code)</i>																						
11.	EDUCATIONAL QUALIFICATION	:	<table border="1"> <thead> <tr> <th rowspan="2">Board /University/ Institution</th> <th rowspan="2">COURSE/ SPECIALISATION</th> <th colspan="2">Month & Year</th> <th rowspan="2">% Marks obtained/ CGPA</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Board /University/ Institution	COURSE/ SPECIALISATION	Month & Year		% Marks obtained/ CGPA	From	To															
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				From	To																				

			<i>(Mention in the order of recency)</i>				
12.	MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS	:					
13.	OTHER TRAINING	:					
14.	COUNTRIES OF WORK EXPERIENCE	:					
15.	LANGUAGES KNOWN	:	Language	Speaking	Reading	Writing	

III. EMPLOYMENT RECORD (in the order of recency)

Name of Employer	Designation*	Period of Service		Length of relevant service as on 31.01.25	
		From	To	Years	Months
Total Experience (In Years and Months)				Years	Months
Total Experience in the relevant area (as per Advertisement in Years and Months)				Years	Months

* Please provide separately description of activities performed for each of the

previous employment mentioning roles & responsibilities, achievements, highlights etc.

SIGNATURE