



**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
**Baba Gangnath Marg, Munirka, New Delhi– 110067**

**Walk-in-Interview / Skill Test & Written Test**

The National Institute of Health and Family Welfare (NIHFW) is an Autonomous / Apex Technical Institute funded by the Ministry of Health and Family Welfare for promoting Health and Family Welfare Programmes in the country through Education & Training, Research & Evaluation, specialized services, consultancy and advisory service. This Institute has been awarded various projects and programme i.e. entitled Rapid Appraisal of Strengthening of Food Testing System including Mobile Testing Labs (SOFTTEL) in the country, Evaluation of Strengthening State Drug Regulatory System, Evaluation of National Organ Transplant Programme and Training Programme to impart Training to the Training Institute on Public Authority Module and Transparency Audit Module. Appointment will be initially for a period upto 31/3/2020. The following posts need to be filled up:-

Sl.No.	Name of the Post	Name of the Project	No. of positions	Salary range in Rs. Per month
1.	Consultant (RTI)	Transparency Audit	1	60,000/-
2.	Consultant	Above mentioned projects	3	80,000/-
3.	Office Assistant	Various projects being implemented by the Institute from time to time	4*	20,000/- to 25,000/-

\*may vary depending the Institutes; requirement from time to time

**1. Name of the Post:** Consultant (RTI)  
**No. of the Post:** 1 (One)  
**Salary:** Rs.60,000/- per month

**Qualification and Experience: Essential:** Graduate

Well with versed in Computer Application and System Operations and having exposure in dealing RTI matters – Retired Government Servant at the level of Deputy Secretary / Under Secretary may be preferred

**Job Responsibilities:**

- Conducting training on Transparency Audit.
- Preparing of transparency audit report.
- Updating the website of NIHFW as per third party audit on suo-motu disclosure under Section –4 of RTI Act, 2005.
- Assistance to the transparency audit, Chairman.
- Coordination with the transparency audit team and other concerned.

- Co-ordinate with the MoHFW, Chairman of the transparency audit and I/c Computer Centre etc.
- Any other work as assigned by the Chairman of Transparency Audit Committee from time to time.

**Age Limit:** Upper limit 62 years (as on date of interview)

**Date of Interview:** 14/1/2020 at 2.30 p.m.

**Reporting / Registration time:** On 14/1/2020 between 12.00 noon to 1.00 p.m.

**2. Name of the Post:** **Consultant**

**No. of the Post:** 3 (Three)

**Salary:** Rs.80,000/- per month (max.) subject to qualification and experience

**Qualification: Essential:**

- PhD in Social Sciences /Demography/Population Studies, MD in CHA/PSM/Community Medicine from a recognised Institution.
- Good proven scientific writing skills in English.

**Desirable**

- Combine the evaluation material / literature collected from various states.
- One years' experience in conducting and managing large scale survey in health sector at the national/ international levels;
- Proven experience in data processing, analysis and report writing in evaluation research; proficiency in working on SPSS, Excel, MS Office;
- Skills for analysing quantitative and qualitative data;
- Published health related research work in accredited journals

**Role and Responsibilities:**

The selected candidate will be responsible to:

- Coordinate with the Ministry of Health and Family Welfare as per instructions of Principal Investigator for carrying out the evaluation surveys.
- Provide technical support to the Principal Investigator and Evaluation team at NIHFW.
- Oversee expenditure for the evaluation visits under the project as per the budget provisions; coordinate with the internal administration of the NIHFW and also with Ministry of Health & Family Welfare for release of next trench of budget. Monitor reimbursement of TA and per-diem to evaluation teams and to support accounts staff as per their needs.
- Coordination with the State coordinators for the visit of evaluation team members and facilitate the data collection plan.
- Visit the sites for data collection as per requirements.
- Monitoring of progress of evaluation activities as planned (timeline), and to provide technical support for the scrutiny of data, data tabulation, quantitative as well as qualitative data analysis by the respective team members, preparation of report as per the standard formats.

- Finalize the structure of the Project Report. Fine tune reports prepared by the team and prepare consolidated Project Report after compiling all reports within the stipulated time lines as approved in the Evaluation Proposal.
- Any other work assigned by the Principal Investigator of the Project.

**Age limit:** Upto 50 years. (as on date of interview)

**Date of Interview:** 14/1/2020 at 3.30 p.m.

**Reporting / Registration time:** On 14/1/2020 between 12.00 noon to 1.00 p.m.

**3. Name of the Post:** Office Assistant  
**No. of the Post:** 4 (Four)  
**Salary Range:** Rs.20,000/- to Rs.25,000/- per month

**Qualifications: Essential:**

Graduation from a recognized university

**Desirable:**

2 years of experience in Govt. Bodies / PSU, MS office (Word/Excel/PowerPoint) and minimum typing speed of 30 wpm (English) & 25 wpm (Hindi)

**Key Responsibilities:**

Responsible for all day to day activities related to office management and noting / drafting, submission of files.

**Age Limit:** Upper limit 40 years

**Date of Skill & Written Test:** 14/1/2020 at 11.00 a.m.

**Reporting / Registration time:** On 14/1/2020 between 9.30 a.m. to 10.30 a.m.

**NOTE:**

The need is immediate and candidates who can join at short notice may only apply.

**Duration:** Appointment will be initially for a period upto 31/3/2020.

**Place of Duty:** NIHFW, Munirka, New Delhi.

**General Instructions:**

1. Registration will be done on the basis of token system for these posts. Tokens will not be served after the closing of Registration time (as indicated in the column 7 of this advertisement).
2. Interested and eligible candidates for positions of **Sl.No.1 & 2** may appear for **Walk in Interview** which will be held on the above mentioned date and time and to report in the 1<sup>st</sup> Floor Computer Centre, Academic Block, NIHFW, New Delhi along with detailed CV as per performa enclosed and self-attested copies of age proof, photo ID proof, qualifications and experience certificates and **original certificates** for verification.

3. Interested and eligible candidates for positions of **Sl.No.3** may appear for **Walk in Skill & Written Test** which will be held on the above mentioned date and time and to report in the 1<sup>st</sup> Floor Computer Centre, Academic Block, NIHFW, New Delhi along with detailed CV as per performa enclosed and self-attested copies of age proof, photo ID proof, qualifications and experience certificates and **original certificates** for verification.
4. Candidates will have to make their own arrangement for appearing in interview and no TA / DA will be paid to them.
5. The NIHFW reserves the right to either fill up the post, or not, without assigning any reason.
6. The candidates reporting after registration time will not be entertained. The application and self-attested copies of certificates submitted at the time of registration will not be returned to candidates.
7. Candidates must ensure that he/she fulfills the requisite essential qualifications, experience and age etc. on the date of Interview.
8. Without original certificates, the candidates will not be considered for registration.
9. In case a candidate applies for more than one post, separate application forms to be submitted for each post.
10. Canvassing of any form will render candidate as disqualified.

**DIRECTOR**

निःसंतानता संबंधी निःशुल्क परामर्श के लिए संस्थान के क्लिनिक में प्रथम पंजीकरण हेतु संपर्क करें।  
(कार्यदिवस : सोमवार और बृहस्पतिवार सुबह 9. 00 से 12. 00 बजे )