



**THE NATIONAL INSTITUTE OF HEALTH
& FAMILY WELFARE**
Baba Gang Nath Marg, Munirka, New Delhi-110067

WALK-IN-RECRUITMENT

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 a project entitled "National Technical Group of Advisory on Immunization" by Ministry of Health & Family Welfare. The following posts need to be filled up.

Post Code	Name of the post	No. of Post/s	Salary in ₹Rs.	Date of Written Test
1.	Administrative Assistant	1	45,000/-	27-03-2017 (Written test)
2.	Multi-Task Staff	1	18,000/-	27-03-2017 (Written test)

The details are available on Institute's website : www.nihfw.org

DIRECTOR



**THE NATIONAL INSTITUTE OF HEALTH
& FAMILY WELFARE**
Baba Gang Nath Marg, Munirka, New Delhi-110067

No. B.12028/5/2016-Admn.I (NTAGI)
WALK-IN-RECRUITMENT

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1.	Administrative Assistant	1	45,000/- p.m.	27-03-2017 (Written test)
2.	Multi-Task Staff	1	18,000/-p.m.	27-03-2017 (Written test)

The details are given below:

1. **Name of the post:** Administrative Assistant
No. of Post: 1 (One)
Salary: Rs. 45,000/- per month

Qualification: Essential:

Graduate in Arts / Economics / Finance /Commerce / Management with preferably post-graduation in business administration.

Experience:

4-7 years of post qualification of experience in office administration & project administration and similar responsibility in national level NGO / private organization

Job Responsibilities

- Administration and logistic: Organize workshops and meetings: coordinate domestic/ international travel accommodation, local transportation for office staff / visitors / government officials, manage routine administration function: ensure record keeping of project documentation: keep track of office supplies.
- Human resource management: Assist in preparing job description of various positions: screen and shortlist resumes and coordinate interview, process documents for appointment of new staff; maintain database of staff.
- Procurements: invite quotations and negotiate rates with vendors and service providers; process purchase orders with necessary approvals; follow up on purchase order & ensure timely deliveries.
- Finance: Manage petty cash and raise statement of expenditure on monthly basis, review travel claims and submit to finance, maintain employee's data for finance, process claims/vendor payment, scrutinize & verify bills and backup papers related to payment request, keep record of payment due and made from finance department, process invoices, assist in preparation of budgets of grants proposal and statement of expenditure of various projects.

Age limit: Upto 40 years

2. Name of the post: **Multi-Task Staff**

No. of Post: 1 (One)

Salary: Rs. 18,000/- per month

Qualification: Essential:

12th Pass and Computer knowledge desirable.

Experience: Working in office set up with knowledge of photocopying / diary / dispatch

Job Responsibilities

- Diary / dispatch, file movement and any task assigned by supervisor

Age limit: **Upto** 30 years

Date of Walk-in-Interview:

Date	Post	Registration *	Time of Written test
27-03-2017	Administrative Assistant	9.30 AM to 10:30 A.M.	11.00 A.M . onward
27-03-2017	Multi Task Staff	9.30 AM to 10.30 A.M.	11.00 A.M. onward

*** There will be no registration beyond 10.30 A.M.**

Duration: Appointment will be initially for a period of one year, extendable further based upon performance and subject to project continuation.

Place of Duty: NIHFW, New Delhi

Interested candidates may appear for a written test on the above date and time in the Office of the Dy. Director (Admn.), NIHFW, New Delhi alongwith detailed CV as per proforma enclosed and attested copies of age proof, qualifications and experience certificates, if any and original certificates for verification.

Note: The candidates reporting after registration time will not be entertained. The application and certificate submitted at the time of registration will not be returned back to candidates.

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**Pass port
size
photograph**

Name of the Project: National Technical Advisory Group on Immunization (NTAGI)
Secretariat at NIHFV

1. Name of the post applied for : _____
2. Name of the candidate in full : _____
3. Father's Name : _____
4. Address for correspondence : _____
With mobile phone and e-mail _____
5. Permanent Address : _____
: _____
6. Date of birth and present age : _____
7. Whether belongs to General/
SC/ST/OBC/ Minority / PWD : _____
(Please specify)
8. Educational Qualifications :

Sr. No.	Qualification	Board / University	Year of passing	Max. Marks	Marks obtained	Percentage (%)

9. Details of employment:

Post held	Name of Deptt. / Organisation	Salary drawing / drawn	From	To	Nature of duties performed

10. In case of Pensioner:

Name of the Organization with full address	Post held	Scale of Pay / PB with Grade Pay	Amount of Basic Pension	Remarks

11. Any other relevant information: _____

Signature of the applicant
Date: _____