



THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

An Autonomous Institute under Ministry of Health & Family Welfare,
Government of India

Baba Gangnath Marg, Munirka, New Delhi-110067

VACANCY NOTICE

Advt. No.B.12028/3/2022-Admn.II

Dated the 27th March, 2023

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 Programme in the country through Education & Training, Research & Evaluation, specialized services, consultancy and advisory service.

The “National Technical Advisory Group on Immunization” (NTAGI Secretariat) Project was established in 2013, to provide techno-managerial support to the NTAGI, STSC and its working groups. The NTAGI Secretariat has been functioning in NIHFW since May, 2017 by Ministry of Health and Family Welfare (MoHFW). The following posts need to be filled on contractual basis in NTAGI Secretariat. The duration of the appointment will be initially for a period of **one year** and will be extended after one year subject to satisfactory performance up to maximum of 3(three) years.

S.No.	Name of the post	No. of Post	Consolidated monthly remuneration in Rs.
1.	Advisor-cum-Manager	1	Rs.1,90,000/- p.m.*
2.	Senior Research Scientist - Epidemiology	1	Rs.1,70,000/- p.m.*
3.	Research Scientist – Disease Modeling	1	Rs.1,50,000/- p.m.*
4.	Research Analyst	1	Rs.95,000/- p.m.*

***Remuneration may be increased maximum up to ten percent based on performance after successfully completing one year of work.**

1. **Name of the post:** **Advisor-cum-Manager**
No. of Post: **1 (One)**
Monthly remuneration: Rs.1,90,000/- per month
Essential Qualification:

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Medical University Degree, preferably with post graduate qualification in Public Health / Life Sciences with MD or Ph.D. or MPH

Experience: -

- 1) Minimum of 8-10 years of progressive responsible experience, with a minimum of 5 years of experience in research (preferably vaccine preventable disease related) and approximately 5-year experience at national level.
- 2) Experience in the field of vaccine research, evidence synthesis and analysis.
- 3) Publications in peer reviewed national and international journals.
- 4) Experience in managing partnerships involving multiple stakeholders (Government private sector, development partners, NGOs donors etc.).

Relevant Skills

- 1) Excellent academic record
- 2) Leadership qualities, including expertise in planning and strategy
- 3) Commitment to high quality and creative work Good writing and presentation skills
- 4) Proficient in using MS office applications

Job Responsibilities

- 1) Guide the evidence review and synthesis of relevant scientific literature and development of data-driven decision-support tools.
- 2) Lead preparation and implementation of Standard Operating Procedures (SOPs) and guidelines for evaluating and grading published literature.
- 3) Coordinate and follow up on technical support to be extended to the NTAGI.
- 4) Work closely with partners to assist in policy making.
- 5) Liaison internal: Program Co-chairs, Programme Director, Programme manager, Research and Administrative staff, Technical Experts, Heads of other Leads. External: Partner bodies.
- 6) Supervise and monitor the assignments and works of subordinate staff.
- 7) Any other tasks assigned.

Age limit: **Upto 64 years** (as on the last date of inviting of application)

2. **Name of the post:** Senior Research Scientist – Epidemiology
No. of Post: 1 (One)
Monthly remuneration: Rs.1,70,000/- per month
Essential Qualification:

Education: An advance degree (Masters or PhD) in Epidemiology / Public Health / Community Medicine or closely related field and must include quantitative components of epidemiology and statistics.

Experience: Minimum 5-7 years of experience of in interpreting of epidemiological data, strong quantitative, ability to distil insights from large amount of data and advanced proficiency with Excel and STATA / SPSS / Python / MATLAB / SAS. Preferably in the field of Immunization / Vaccines / Infectious Disease.

Proficiency in SQL and / or Python pertaining to data handling i.e. Pandas, NumPy would be ideal.

Note: The screening committee at its discretion may relax any of the conditions prescribed above in favor of a candidate of exceptional merit.

Job responsibilities:

- 1) Develop scientific papers to explain complex epidemiological concepts, drivers of trends over time and resulting public health implications.
- 2) Research assigned vaccine preventable diseases and their risk factors to estimate incidence / prevalence and develop defensible, evidence based – forecasts over a ten or twenty year period
- 3) Conduct research using data sources such as NFHS, SRS, ICMR registries, IDSP, DBT, MoHFW, survey data and proprietary real world datasets
- 4) Gather and conduct evidence review and synthesis of relevant scientific literature on pertinent immunization related issues as needed by NTAGI, STSC and working group
- 5) Effectively use SQL to analyze epidemiological datasets
- 6) Develop presentations for NTAGI, STSC and working group meetings
- 7) Maintain and update epidemiology forecasts for assigned vaccine preventable diseases
- 8) Conduct other research and programmatic work as needed within the unit
- 9) Supervise research staff on tasks related to epidemiology of vaccine preventable disease, development of data-drive decision tools, writing reports and papers and other related research work.
- 10) Under take any other tasks assigned by the Supervisor

Age limit: Up to 45 yrs. (as on the last date of inviting of application)

3. **Name of the post:** Research Scientist – Disease Modeling
No. of Post: 1 (One)
Monthly remuneration: Rs.1,50,000/- per month

Essential Qualification:

Education: An advanced degree (Masters or above) in Public Health / Community Medicine / Epidemiology / Applied Mathematics / Computational Biology or related field.

Experience: Minimum 3-5 years of experience in quantitative science and / or modeling, Stochastic modeling and/or disease modeling preferred (e.g., stochastic processes, compartmental models, or agent based models). Experience in statistical inference preferred (e.g. maximum likelihood, Bayesian statistics, and optimization). Strong data analysis skills are preferred. Proficiency in at least one scripting language (e.g. R or Python).

Publications: At least two articles in peer-reviewed journals.

Note: The screening committee at its discretion may relax any of the conditions prescribed above in favor of a candidate of exceptional merit.

Job responsibilities:

- Support the NTAGI work with disease modeling, risk analysis, and assessment of interventions
- Identify impactful problems in VPD control and elimination, and address them by applying existing models / methods or developing novel models / methods as needed
- Envision innovative framings of problems to simplify work and cut to essential issues.
- Work closely with internal team and external partners to understand the current policy and program questions
- Develop and maintain productive and engaging collaborations with internal and external strategic partners
- Clearly communicate sophisticated methods to diverse audiences
- Identify knowledge or data gaps in settings and propose solutions
- Address complex research questions in vaccine preventable disease transmission and mitigation
- Survey scientific literature and remain current on fast-moving research topics
- Design and execute an analytical plan with input from teammates
- Quickly prototype solutions to challenging problems through scripting or web-based platforms
- Lead / support manuscript preparation and publication
- Undertake any other tasks assigned by the Supervisor.

Age limit: Up to 40 yrs. (as on the last date of inviting of application)

4. **Name of the post:** Research Analyst
No. of Post: 1 (One)
Monthly remuneration: Rs.95,000/- per month

Essential Qualification:

Education: Master's degree in Public Health / Life Sciences / Health Economics

Experience:

- 1) Experience in immunization and vaccination programmes, policy and / or research, preferably experience of conducting evidence reviews.
- 2) Prior experience of co-ordination and facilitation of meeting / events involving internal and external stakeholders

Relevant Skills:

- 1) Comfortable with searching and reviewing literature.
- 2) Good communication skills, both written and verbal, and good presentation skills.
- 3) Proficiency in using MS Office applications
- 4) Ability to work as part of the team.

Job Responsibilities

- 1) Search, collate and review available scientific evidence on pertinent immunization related issues.
- 2) Assist in developing of data driven decision tools to strengthen informed policy making in the country.
- 3) Coordinate and follow up on technical and managerial support extended by the unit as NTAGI secretariat.
- 4) Assist in organizing NTAGI/STSC / working group meeting, workshops, and other related events.
- 5) Write reports minutes of various activities.
- 6) Assist in any other research and programmatic work needed with day to day functioning of the unit.
- 7) Any other task assigned by the Senior Advisor

Age limit: Up to 40 yrs. (as on the last date of inviting of application)

The applications should reach NIHFV latest by 28/04/2023 upto 5.00 p.m.

Duration:

Appointment will be initially for a period of one year and will be extended after one-year subject to satisfactory performance up to maximum of 3(three) years.

Mode of Selection: Through Interview.

Place of Duty: "National Technical Advisory Group on Immunization (NTAGI Secretariat), NIHFV, New Delhi.

General Instructions:

- Interested candidates may send their application in the prescribed format latest by **28/04/2023 upto 5.00 p.m.** to the Deputy Director (Admn.), The National Institute of Health & Family Welfare, Baba Gangnath Marg, Munirka, NewDelhi-110067.
- Candidates working in Central Govt./State Govt./Autonomous Bodies/Universities/PSUs are requested to apply through proper channel.
- Applications must be submitted in the attached format only.
- Applications must be duly supported by self-attested documents related to age, educational qualifications and experience etc.
- The candidates are required to submit their application with a subject "**Application for the post of "_____"**".
- Applications received in the format other than as attached and without supported documents will not be considered and shall be rejected summarily.
- The candidature of finally selected candidate's will be provisional and subject to verification of original documents.
- The NIHFV reserves the right to either fill up the posts, or not, without assigning any reason.
- The application and self-attested copies of certificates so submitted at the time of verification will not be returned to candidates.
- In case of selection of a retired employee and getting pension, his pay will be fixed as per the Govt. of India rules.
- Candidates must ensure that he/she fulfils the requisite essential qualifications, experience and age etc. on the date of submission of filled application form.
- Without original certificates, the candidates will not be considered for appointment. In all cases the decision of this Institute shall be treated as final.
- Canvassing of any form will render candidate as disqualified.

DIRECTOR (Addl. Charge)



**The National Institute of Health & Family Welfare
Baba Gangnath Marg, Munirka, New Delhi-110067**

Recent
Pass port
size colour
photo

“National Technical Advisory Group of Immunization (NTAGI Secretariat)”

1. Name of the position applied for : _____
2. Name of the candidate in full : _____(Hindi)
_____ (English)
3. Father’s Name : _____
4. (a) Address for correspondence : _____
(b) Mobile phone No. : _____
(c) Email address : _____
5. Permanent Address : _____
6. Date of birth and present age : _____
(As on date of interview)
7. Whether belongs to SC/ST/OBC : _____
/EWS/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	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. Enlist – List of publications, journals with indexing _____

12. Details of professional training attended: _____

13. Any other relevant information: _____

13. Please link the self-attested copies of certificates in support of your educational qualification, experience, Date of Birth, Caste etc.

14. List of enclosures
 (i) _____ (ii) _____ (iii) _____
 (iv) _____ (v) _____ (vi) _____

Date: _____

 Signature of the applicant
 Name: _____