

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

National Institute of Health and Family Welfare, an Autonomous organization funded by the Ministry of Health and Family Welfare Government of India, acts as an 'apex technical Institute' 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 appointed by MOHFW, as a Nodal Agency for coordination of all training activities in the country under the National Rural Health Mission – Reproductive and Child Health Programmes – II. The project is approved till 31-03-2017. Under the above period NIHFW has vacancies for the following positions of contractual staff.

Walk-in-Interview

| Sl. No. | Name of the position | Qualification | Experience | No. of vacancies | Emolument (Consolidated) |
|---------|----------------------------|---|--|------------------|--------------------------|
| 1. | Sr. Consultant (Medical) | Essential: MBBS Desirable: MD or MPH | Experience of 2 yrs. is desirable | 2 | Rs.70,000 – 90,000 |
| 2. | Sr. Consultant (Technical) | Essential: Bachelor's Degree with MPH / PG in Health care Management or equivalent from recognized Institute / University | Experience of 2 yrs. is desirable | 2 | Rs.70,000 – 90,000 |
| 3. | Jr. Consultant | Essential: Post Graduate Degree / Diploma in Public Health or Post Graduate Degree / Diploma in Hospital & Health Management or M.Sc. Nursing or M.Sc. in Physiotherapy or Bachelors in Dental Sciences | Experience of 2 yrs. in health sector is desirable | 9 | Rs.45,000-60,000 |
| 4. | Jr.Consultant – Finance | CA / M.Com/PGDM (Finance) or equivalent from reputed Institute / University | Experience of 2 yrs. is desirable | 1 | Rs.45,000-60,000 |

| Sl. No. | Name of the position | Qualification | Experience | No. of vacancies | Emolument (Consolidated) |
|---------|----------------------|--|---|------------------|--------------------------|
| 5. | Jr. Consultant (MIS) | Essential: Master in Statistics / Demography / Population Sciences from a recognized Institute. | Relevant experience of 2 yrs. is desirable. | 1 | Rs.45,000-60,000 |
| 6. | Accountant | Essential: B.Com, BBA(Finance / Accounts) knowledge of Tally Desirable: Knowledge of Accountancy and Statistics | Relevant experience of 2 yrs. is desirable | 1 | Rs.25,000-35,000 |
| 7. | Technical Assistant | Essential: Graduate with one (1) year Diploma in Computer Application / BCA, Typing speed 40 w.p.m.(English) Desirable: Short hand speed 80 w.p.m. (English), Knowledge of hindi typing | Relevant experience of 2 yrs. is desirable | 1 | Rs.25,000-35,000 |

NOTE: Applicant appearing for the interview would have to make their own travel and boarding / lodging expenses.

Age limit: Maximum 40 years. Relaxable by 5 yrs. in case of SC/ST and 3 yrs. for OBC. .

Duration: Period of contract will be upto 31st March, 2017. However, the performance shall be reviewed on quarterly basis and if not found satisfactory, contract will be terminated giving one month notice.

Place of Duty: NIHFW, New Delhi. The work will require extensive traveling to various States/ districts of India.

Date of Walk-in-Interview

| Sl. No. | Name of the posts for walk-in-interview | Registration Time | Screening Test | Date & time of walk-in-Interview |
|---------|---|-------------------------|----------------------|-------------------------------------|
| 1. | Sr. Consultant (Medical) | 9.00 a.m. to 10.30 a.m. | * | 25-05-2016 at 11.00 a.m. onwards |
| 2. | Sr. Consultant (Technical) | 9.00 a.m. to 10.30 a.m. | * | 25-05-2016 at 11.00 am. onwards |
| 3. | Jr. Consultant (Finance) | 9.00 a.m. to 10.30 a.m. | * | 25-05-2016 at 11.00 a.m. onwards |
| 4. | Jr. Consultant (MIS) | 9.00 a.m. to 10.30 a.m. | * | 25-05-2016 at 11.00 a.m. onwards |
| 5. | Accountant | 9.00 a.m. to 10.30 a.m. | 11.00 a.m.** onwards | 27-05-2016 at 2.00 p.m. *** onwards |
| 6. | Technical Assistant | 9.00 a.m. to 10.30 a.m. | 11.00 a.m.** onwards | 27-05-2016 at 2.00 p.m. *** onwards |
| 7. | Jr. Consultant | 9.00 a.m. to 10.30 a.m. | 11.00 a.m.** onwards | 28-05-2016 at 2.00 p.m. *** onwards |

*** Screening test not required.**

**** If required/** If Screening test not required, then the interview will be held at 11.00 a.m.**

Interested candidates may appear for a Walk-in-Interview which may precede a screening test, if required, on the above date and time in NIHFW, New Delhi alongwith detailed CV as per proforma enclosed (Annexure-II). Please bring self attested copies of age proof, qualifications and an experience Certificates and original certificates for verification. Candidates working in Govt./Semi-Govt. organizations must produce NOC of their employer.

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

DIRECTOR

Job Description of posts in RCH-II/NHM project

1. Sr. Consultant - Medical

2. Sr. Consultant -Technical

1. Review and analyze Program Implementation Plan (PIPs) of states, Comprehensive Training Plans, training reports and preparing action point for performance improvement in respect of allotted state/s/
2. Work extensively for establishment of TMIS (Training Management Information System) in allotted states and scaling up of establishment of TMIS all over India by 2018, coordinate with all the states' HFW departments SIHFWs/CTIs and other stake-holders for the same.
3. Work toward infrastructure analysis and strengthening of training institutions in country. Analysis and improvement of infrastructure plan of allotted states/s.
4. Undertake visits to SIHFWs/CTIs and states/UTs of India in respect of all training related tasks & issues, other training institutions in State and HFW departments of states to monitor and review implementation of Comprehensive Training Plan, training (especially skilled trainings), program performance and submitting a technical report to the district, states and MoHFW-GOI(through nodal officer) with suggested action points for performance improvements as and when directed by nodal officer-RCH-II/NHM Trainings.
5. Ensure implementation and establishment of revised RCH Training Financial Norms in allotted states
6. Work toward establishment of IQAC (Internal Quality Assurance Cell) in NIHFW and each SIHFW/CTI
7. Support nodal officer for e-learning modular trainings and examinations of candidates in respective allotted state/s
8. Coordination with CTIs/SIHFWs, FWTRCS, DTCs etc of allotted state/s for their needs and ensure their smooth functioning
9. Coordinate and interact with training division of MoHFW through nodal officer regarding PIP/CTP of different training & ensuring the update of trainings database in TMIS.
10. Assist in development of standard protocols in training, monitoring the quality assurance checklist for trainings, infrastructure and service delivery at the health facilities.
11. Analyze best practices in Training and Trainings Database Management prevailing in the country and world.
12. Consultant will focus on holistic approach for monitoring & evaluation tasks in respect to trainings, nursing issues, AHS issues, & ME issues during visits to states/districts.

13. Undertake any other training related activity assigned by the Supervisor/Reporting Officer.

3. Jr. Consultant-Finance

1. To monitor the finance related activities of CTIs within the prescribed time-frame such as fund release for infrastructure, capital expenditure (for currently), obtaining the SOEs, Annual Audit Reports and Utilization Certificates as per guidelines from MOHFW
2. To be responsible to Sr. Consultant (Technical), Nodal officer and Director (NIHFW) for funds utilized in NIHFW both for procurement & payment in training courses and also furnish the statements of finance as required to Sr. Consultant (Technical) to be submitted to the Director, NIHFW and MOHFW
3. To be responsible for preparation of the monthly reports of disbursement of funds and expenditure done by RCH Unit, NIHFW and by all CTIs & collaborating training institutes and submit them to Sr. Consultant (Technical)
4. To assist the auditors for auditing accounts of RCH project funds.
5. To attend review meetings taken by Sr. Consultant (Technical), ANO, Nodal officer and Director, NIHFW
6. To supervise the Technical Assistants/Accountants for maintenance of financial matters relating to the institutes and state CTIs & other collaborative institutes
7. To undertake any other work given by Sr. Consultant (Technical), ANO, Nodal Officer and Director (NIHFW) regarding financial management.

4. Jr. Consultant (MIS)

1. Collection and compilation of data from states/UTs
2. Preparation of periodical reports (monthly, quarterly & yearly)
3. To assist in technical appraisal of training institutions
4. To scrutinize Training Plans (state-wise & institutional-wise)
5. To undertake monitoring visits to assess the implementation of training action plans and programme performance
6. To submit technical report on quality of training and programme performance based on field visit reviews to the ANO, NO and Director, (NIHFW)
7. To develop format for data collection from the training institutes/states as & when necessary
8. To attend review meeting taken by Sr. Consultant (Technical), RCH unit; Nodal officer NIHFW and Director, NIHFW

9. To undertake any other relevant work in RCH assigned by Sr. Consultant (Technical), ANO, Nodal officer, Director, NIFHW or MOHFW from time to time

5. Accountant

1. To be responsible for processing of activities for disbursement of funds to CTIs and other collaborating training institutes
2. To assist consultant finance in maintenance of accounts, preparation of log books, clearance of bills, audit process and maintenance of UCs form collaborating CTIs in states & UTs etc
3. To be responsible for scrutinizing of statement of Expenditure (SOE) received from CTIs
4. To prepare monthly reports regarding disbursement of funds and expenditure statements to be submitted to the concerned consultant for submission to higher authorities and all other work dealing with MOHFW
5. To review the financial progress of various training programmes
6. To undertake monitoring visits to the CTIs as and when necessary
7. To undertake any other work given by Sr. Consultant (Finance), NAO Nodal Officer, and Director NIHFW regarding financial matters.

6. Technical Assistant

1. To be responsible for all routine work, computer related work and Secretarial assistance including file work in the RCH unit of NIHFW
2. To assist in maintenance of files and registers ,keeping record of mails, typing of letters, keeping record of leaves of employees and other technical details of RCH unit of NIHFW
3. To carry out any other relevant work of CH unit assigned by superior officers

7. Jr. Consultant

1. To assist the nodal officer, NIHFW and Director, NIHFW through Sr. Consultants in Management and other administrative functions of RCH project staff of NIHFW; identification and evaluation of collaborating training institutions and liaison with the state and district training coordinators.
2. Review and analyze Program Implementation Plan (PIPs) of stated, Comprehensive Training Plans, trainings reports and preparing action points for performance improvement in respect of allotted state/s
3. Work extensively for establishment of TMIS (Training Management Information System) in allotted states and scaling up of establishment of

TMIS all over India by 2018, coordinate with all the states HFWD departments SIHFWs./CTI s and other stake holders for the same

4. Work toward infrastructure analysis and strengthening of training institutions in county analysis and improvement of infrastructure plan of allotted state/s
5. To assist in organizing regional workshops, core group and expert committee meetings
6. To assist in procurement of various items under NHM/RCH project
7. To liaise with the official of MOHFW
8. To provide technical inputs to the core group in the preparation of management component of RCH training modules
9. To undertake state visits to appraise the collaborative training and other institutions along with technical consultants regarding preparation of annual plans, monitoring and supervision of training activities and programme performance
10. Ensure implementation and establishment of revised RCH Training Financial Norms in allotted state/s
11. Work toward establishment of IQAC(Internal Quality Assurance Cell) in NIHFW and each SIHFW/CTI
12. Support nodal office for e-learning modular training and examinations of candidates in respective allotted state/s
13. To submit technical reports on quality of training and programme performance based on field visit review to ANO, NO and Director (NIHFW)
14. To carry out any other relevant work in RCH assigned by Sr. Consultant, RCH unit, NIHFW, Nodal Officer, NIFHW and / or Director, NIHFW
15. Consultant will focus on holistic approach for monitoring & evaluation tasks in respect to training nursing issues, AHS issues & ME issues during their visits to states/district

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Pass port
size photo

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 SC/ST/OBC : _____
(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 Organization / Deptt. | From | To | Salary drawn | Nature of duties performed |
|-----------|-------------------------------|------|----|--------------|----------------------------|
| | | | | | |

10. Any other relevant information: _____

Signature of the applicant
Dated: _____