

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

Walk-in-Written Test & Interview

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 services. The MoHFW has funded project "Capacity Building of Human Resource under the National Tobacco Control Programme" for initially three months, likely to be extended upto one year.

Under the above project, the details are given below:

1. **Name of the post:** Research Associate / Training Officer - NTCP
No. of Post: 1 (One)
Salary: INR Rs.70,000/- p.m.

Qualification:

Essential: Post Graduate in Public Health or Social Sciences or Management or related field from a recognized institution/university

Or

MBBS/BDS candidates with 1- 2 years of working experience in the field of Tobacco Control

Desirable:

Exposure to organization trainings and development of training manuals / materials.

Knowledge and skills:

- Experience in tobacco control issues and knowledge about international/national tobacco control policies and health programs will be given preference.
- Exposure to participatory planning, development of training modules materials.
- Good Interpersonal and management skills with ability to work in a deadline-driven environment.
- Ability to work both independently and as part of a team
- Good command over MS-Office/internet
- Good communication skills in English and Hindi, both written and verbal.

Key Responsibilities and Duties:

- To coordinate with WHO, Ministry of Health & family Welfare and experts for organization training modules for the NTCP.
- To conduct training programs / workshops.
- To undertake any other tasks and responsibilities assigned by the NIHFW/Supervisor.

Age limit: upto 50 yrs.

Duration: Initially for 3 months, likely to be extended upto one year.

Date of Walk-in-Written Test & Interview:

Sl.No.	Post	Registration	Date and time of Written Test	Date and Time of Interview
1.	Research Associate / Training Officer - NTCP	On 29/5/2019 at 9.30 a.m. – 10.30 a.m.	On 29/5/2019 at 11.00 a.m.	On 29/5/2019 at 3.00 p.m.

Place of Duty: NIHFW, New Delhi

General Instructions:

1. Age will be calculated on the date of Test / Interview. No age relaxation is admissible on the contractual post.
2. Registration will be done on the basis of token system for the post where written test has been provided. Tokens will not be served after the closing of Registration time.
3. Interested candidates may appear for **Written Test (MCQ) followed by an Interview** which will be held on the above mentioned date and time in the **Computer Centre Lab. No..1, 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 . The candidates appearing for written test must bring along with all the **original certificates** for verification.
4. Candidates have to make their own arrangement for appearing in written test and interview and no TA / DA will be paid to them.
5. 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 certificate submitted at the time of registration will not be returned back to candidates.
7. Candidates must ensure that he/she fulfill the requisite qualifications, experience and age etc. on the date of Written Test and Personal Interaction.
8. **Without original certificates the candidates will not be considered for registration.**

DIRECTOR



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

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Name of the Nodal Agency/ Project:

To be signed across

1. Name of the post applied for : _____
2. Name of the candidate in full
(Capital letters) : _____ / _____
(In Hindi) _____
3. Father's/Mother's Name : _____
4. Address for correspondence : _____
With mobile phone and e-mail _____
5. Permanent Address : _____
: _____
6. Date of birth and present age
(on the date of Test) : _____
7. Whether belongs to 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 work / Experience:

Post held	Name of Deptt. / Organization	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: _____
(Please attached a sheet if space is insufficient)

12. List of enclosures (self- attested)

- a.
- b.
- c.

Signature of the applicant
Date: _____