

**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
BABA GANG NATH 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. Ministry of Health and Family Welfare in collaboration with UNICEF is conducting "Coverage Evaluation Survey (CES) 2018 in 29 States and 7 UTs to get national and state level estimates of immunization coverage and other health indicators with focus on access / utilization of maternal and child care services". In order to ensure quality of field work, MoHFW has requested NIHFW to conduct the independent monitoring of the CES 2018 including trainings, HH listing and conduct of main survey. Under this CES 2018, the following posts needs to be filled up purely on contractual basis. The details are given below:

1. Name & No. of the post: Consultant (1 Post): (Duration: 3 months)

Qualification & Experience:

Essential: MD in CHA / PSM / Community Medicine or Ph.D. in Social Sciences / Statistics / Demography / Population Studies

Desirable:

- Minimum 5 years of **post-qualification experience** in conducting large scale survey at the national / international level.
- Experience in data management and programme monitoring, practical experience in survey design and proficiency in working on SPSS and MS office.
- Experience in data analysis (Quantitative and Qualitative) and reporting writing.

Job responsibilities:

- Provide technical support to the monitoring team.
- Coordinate monitoring related activities of survey between the field agency, UNICEF and monitoring team
- Coordinate with monitoring team and survey agency for undertaking monitoring visits for training of mapping listing and survey and main field survey.
- Provide management support including financial management as per the guidelines for planning and implementation of state level CES monitoring visits.
- Coordination with partner agencies and other stakeholder for meeting and visits.
- Monitoring of progress of implementation of the activities and support to monitoring team and necessary corrective action to be taken.
- To collect, compile and analyze CES monitoring data and provide feedback to senior officials at the NIHFW, UNICEF and MoHFW for time to time.
- Technical support for development of state and national level report and ensuring time line in bringing out the results.

Age limit: Upto 55 years
(as on date of Interview)

Remuneration: Rs.80,000 – 1,00,000/- p.m.

Place of Duty: NIHFW, New Delhi.

Date of Interview: **4/9/2018 (Tuesday) at 3.00 p.m.**

Reporting / Registration time: **4/9/2018 at 2.00 p.m. – 3.00 p.m. in Room No. 6, Administrative Block, NIHFW**

2. Name & No. of the post: **Project Assistant (1 post): Duration: (3 months)**

Qualification & Experience:

Essential:

- I. Graduate in any discipline from a recognized institution
- II. One year certificate course in computer application

Desirable:

- Minimum 5 years of **post-qualification experience** in any health related national level survey especially for planning, coordination and logistic managements.
- Experience of working with Government Health Sector / Organization.
- Proficiency in data entry and data management.
- Proficiency in computer applications particularly MS Office.
- Excellent writing and verbal communication skills in both English & Hindi.

Job responsibilities:

- Coordination with partner agencies and other stakeholders for meeting and visits.
- Coordinate travel plan and general logistics arrangements for the respective officer.
- Should have knowledge of TA/DA payment /Accounts / Govt. Rules and regulations Hiring / Purchase related procedures.
- Preparation of SoE/UC
- Drafting notes / official letters, handling routine correspondence.
- Data Entry and compiling of monitoring reports.
- Undertake any other tasks / activities as assigned by the Project Head. Delivery of all the above tasks in a time bound manner.

Age limit: Upto 40 yrs.
(as on date of Skill Test & Written Test)

Consolidated remuneration: Rs.40,000/- p.m.

Place of Duty: NIHFW, New Delhi

Date of Skill Test & Written Test: **4/9/2018 (Tuesday) at 11.00 a.m.**

**Reporting / Registration time: 4/9/2018 at 9.30 a.m. to 10.30 a.m. in Room No.6,
Administrative Block, NIHFV**

General Instructions:

1. Age will be calculated on the date of Test / Interview. No age relaxation is admissible on these contractual posts.
2. Registration will be done on the basis of token system for the posts where Skill / Written test has been provided. Tokens will not be served after the closing of Registration time.
3. Interested candidates for position of **Sl.No. 1** may appear for **Walk in Interview** which will be held on the above mentioned date and time in the Deputy Director (Admn.)'s Office, 1st Floor, Administrative Block, NIHFV, 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. Interested candidates for position of **Sl.No. 2** may appear for **Walk in Skill Test & Written Test** which will be held on the above mentioned date and time in the Computer Lab.1, 1st Floor, Academic Block, NIHFV, 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.
5. Candidates have to make their own arrangement for appearing in interview and no TA / DA will be paid to them.
6. NIHFV reserves the right to either fill up the post, or not without assigning any reason.
7. 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.
8. Candidates must ensure that he/she fulfill the requisite qualifications, experience and age etc. on the date of Interview / Skill Test / Written Test.
9. **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 Project:

To be signed across

1. Name of the post applied for : _____
2. Name of the candidate in full : _____
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 : _____
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: _____

12. List of enclosures (self attested)

- a.
- b.
- c.

Signature of the applicant
Date: _____