

**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
BABA GANG NATH MARG, MUNIRKA, NEW DELHI-110067**

WALK-IN-SKILL TEST/ 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 service. This Institute has been identified as Nodal Agency / awarded different projects to fill the following posts purely on contractual basis. The contract may be renewed based on requirement and performance during the period. The details are given below:

1. Name & No. of the post: Data Entry Operator (1 post): Duration: 1 year

Qualification & Experience:

Graduate (UGC recognized university) with 50% marks & Computer Diploma

Experience:

3 years in data entry

Job responsibilities:

Searching online for keywords maintain the source list with action taken updating Defaulter Database

Age limit: Upto 30 yrs.
(as on date of Skill Test & Written Test)

Consolidated remuneration: Rs.20,000/- p.m.

Place of Duty: NIHFW, New Delhi

Date of Skill Test & Written Test: 29/5/2018 at 11.00 a.m.

Reporting/ Registration time: 9.30 a.m. to 10.30 a.m. on 29/5/2018

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

Qualification & Experience:

Graduate with Diploma in Computer application / BCA

Experience:

Working experience in Government setup / Office setup

Desirable: Shorthand speed of 100 w.p.m.

Job responsibilities:

Assist in office secretariat works of typing, coordination with other jobs assigned from time to time.

Age limit: Upto 35 yrs.
(as on date of Skill Test & Written Test)

Consolidated remuneration: Rs.25,000/- p.m.

Place of Duty: NIHFW, New Delhi

Date of Skill Test & Written Test: 29/5/2018 at 11.00 a.m.

Reporting / Registration time: 9.30 a.m. to 10.30 a.m. on 29/5/2018

3. Name & No. of the post: Part- time Veterinarian (1 post): Duration (Initially for 3 months)**Qualification & Experience:**

B.V.Sc.

3 years of experience of maintaining experimental Laboratory Animals, including primates

Job responsibilities:

Up keeping of Animal House Lab, animals including primates

Age limit (as on date of Interview): Not exceeding 62 yrs.

Consolidated remuneration: Rs.2000/- per day

Place of Duty: NIHFW, New Delhi

Date of Interview: 30/5/2018 at 11.00 a.m.

Reporting / Registration time: 9.30 a.m. to 10.30 a.m. on 30/5/2018

4. Name & No. of the post: Internet Monitoring Expert (1 post): Duration: (1 year)**Qualification & Experience:**

BE/B.Tech (IT / Computer Science Engg.) from UGC recognized university

Experience:

- At least 2-3 years in Social Media Marketing, Content Strategy and experience in Search Engine Marketing (SEM) and Search Engine Optimization (SEO)
- Experience working with popular keyword tools (Google, Word Tracker, Keyword Discovery etc.)
- Experience in Search Engine techniques
- Experience in web scripting like JavaScript / HTML
- Experience with website analysis using a variety of analytics tools including Google Analytics as well as internal reporting tool

Job responsibilities:

- Maintain Communication with SEPs & ISPs
- Action taken and Legal Aspects.

Age limit: Upto 35 yrs.
(as on date of Skill Test & Interview)

Consolidated remuneration: Rs.60,000/- p.m.

Place of Duty: NIHFW, New Delhi

Date of Skill Test & Interview: 31/5/2018 at 11.00 a.m.

Reporting / Registration time: 9.30 a.m. to 10.30 a.m. on 31/5/2018

5. Name & No. of the post: Sr. Consultant (Medical) (1 Post): Duration: 1 year

Qualification & Experience:

Essential: MBBS and MD in "Capacity Building on Public Health Emergency Management & Hospital Preparedness" project.

Experience:

6 years post MD experience of Teaching / Training / Research

Desirable- Experience of working in the field of Public Health emergencies

Job responsibilities:

- Over all monitoring and evaluation of the trainings in different States.
- Comprehensive Training Plans, trainings report and preparing action point for performance improvement among partner institution.
- Taking sessions during the training at NIHFW and at partner institution.
- Undertake field visits to partner institution of India in respect of all training related tasks and issues.
- Assist in development of standard protocols in training, monitoring the quality assurance checklist for trainings, infrastructure and service delivery at the health facilities.
- Analyze best practices in Training and Trainings Database Management prevailing in the country and world.
- Submitting a technical report with suggested action points for performance improvements as and when directed by Nodal Officer.
- Supervision of the team and working under guidance of Nodal Officer.
- Undertake any other activity assigned by the Supervisor / Reporting Officer.

Consolidated remuneration: Rs.1,20,000/- p.m.

Place of Duty:

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

Date of Interview: 01/06/2018 at 3.30 p.m.

Reporting / Registration time: 2.00 p.m. to 3.00 p.m. on 01/06/2018

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 positions of **SI.No.1 & 2** may appear for **Walk in Skill Test and Written Test** which will be held on the above mentioned date and time in the Teaching 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 and **original certificates** for verification.
4. Interested candidates for positions of **SI.No.3** may appear for **Walk in Interview** which will be held on the above mentioned date and time in the Video Conferencing Room, 1st Floor, 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 and **original certificates** for verification.
5. Interested candidates for positions of **SI.No.4** may appear for **Skill Test & Interview** which will be held on the above mentioned date and time in the Video Conferencing Room, 1st Floor, 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 and **original certificates** for verification.
6. Interested candidates for positions of **SI.No. 5** may appear for a **Walk-in-Interview** on the above mentioned date and time in the Video Conferencing Room, 1st Floor, 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 and **original certificates** for verification.
7. Candidates have to make their own arrangement for appearing in interview and no TA / DA will be paid to them.
8. NIHFW reserves the right to either fill up the post, or not without assigning any reason.
9. 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.
10. Candidates must ensure that he/she fulfill the requisite qualifications, experience and age etc. on the date of Interview / Skill Test / Written Test.
11. **Without original certificates the candidates will not be considered for registration.**

DIRECTOR

**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
BABA GANG NATH MARG, MUNIRKA, NEW DELHI-110067**

WALK-IN-WRITTEN TEST & PERSONAL INTERACTION

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 identified as awarded project entitled "Impact of Behavioural Intervention Package on the health status of married abused pregnant women attending antenatal clinic of LN Hospital, New Delhi – A randomized controlled trial" to fill the following posts purely on contractual basis. The duration of the appointment will be initially for **one year**. The contract may be renewed based on requirement and performance during the period. The details are given below:

1. Name & No. of the post: Research Associate – 2 posts

Qualification & Experience:

Position 1: Essential:

M.D. in Psychiatry / Ph.D in (Clinical) Psychology

5 years of work experiences in counseling and women related issues in hospital set up

Position-2: Essential:

M.D. Gynecology / Ph.D. Public Health / Ph.D. Social Sciences

5 years of work experiences in women related issues in hospital setup

Only Women candidates can apply

Desirable:

Work experiences in project area specifically in gender violence would be added advantage of selection.

Job responsibilities:

Administration of tools and intervention package analysis of responses before and after, analysis and interpretation of data, report writing and administrative work.

Age limit: Upto 45 yrs.
(as on date of Test / Personal Interaction)

Consolidated remuneration: Rs.36,000/- p.m.

Place of Duty: NIHFW, New Delhi

Date of Written Test & Personal Interaction: 04/06/2018 at 11.00 a.m.

Registration time: 9.30 a.m. to 10.30 a.m. on 04/06/2018

2. Name & No. of the post: Project Technical Officer (PTO) - 2 posts

Qualification & Experience:

Position-1: Essential:

Post graduation degree in Yoga, Naturopathy including nutrition etc.

2 years working experiences in applying Yoga in clinical setup / hospital setup in women related issues.

Only Women candidates can apply

Position-2: Essential:

Post graduation in Public Health / Nursing / Social Sciences background with minimum qualification.

2 years working experiences in women related issues in hospital setup. He/She should be well versed with statistics.

Experience:

Work experiences in project area specifically in gender violence would be an added advantage of selection.

Job responsibilities:

Administration of tools and intervention package, analysis of responses before and after, analysis and interpretation of data, support in report writing and administrative work.

Age limit: Upto 45 yrs.
(as on date of Test / Personal Interaction)

Consolidated remuneration: Rs.32,000/- p.m.

Place of Duty: NIHFW, New Delhi

Date of Written Test & Personal Interaction: 04/06/2018 at 11.00 a.m.

Registration time: 9.30 a.m. to 10.30 a.m. on 04/06/2018

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 positions of **Sl.No.1 & 2** may appear for **Written Test and Personal Interaction** which will be held on the above mentioned date and time in the **Teaching Block, NIHF**, 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. Candidates have to make their own arrangement for appearing in interview and no TA / DA will be paid to them.
5. NIHF 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**

**Recent
colour
Pass port
size
photograph**

Name of the Nodal Agency/ 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: _____