

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi – 110067
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Fax: 91-11-26101623, website: www.nihfw.org

VACANCY NOTICE

The National Institute of Health and Family Welfare, an autonomous Institute funded by the Ministry of Health and Family Welfare, is an apex technical Institute for promoting health and family welfare programmes in the country through Education and Training, Research and Evaluation, Consultancy, Advisory and Specialized Services.

Applications are invited by the Director from the eligible citizens of India for the following posts:

Sl. No.	Name of the post	No. of posts	Pay Matrix	Reservation
1.	Stenographer Gr.-III	05	Level-4	OBC-02 SC-01 ST-01 UR-01
2.	Lower Division Clerk	07	Level-2	UR-03 SC-01 OBC-03

For details, please visit Institute's website: www.nihfw.org. Complete applications should reach "Deputy Director (Admn.), NIHFW" at the above address on or before **February 28, 2018 (5:30 P.M.)**

Director

Advt. No.A.12028/2/2016-Admn.II
THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi - 110067

VACANCY NOTICE

This autonomous Institute, funded by Ministry of Health and Family Welfare, is an apex technical Institute for promoting Health and Family Welfare Programmes in the country through Education and Training, Research and Evaluation, Consultancy, Advisory and specialized services:

Applications are invited for the following posts on regular basis:

Sl. No.	Name of the post and Pay structure	No. of posts	Age	Reservation	Educational and other qualifications
1.	Stenographer Gr.-III Level-4	05	18-30 years	OBC-02 SC-01 ST-01 UR-01	Essential: i. Matric or its equivalent. ii. Speed in shorthand 80 w.p.m. iii. Speed in typewriting 40 w.p.m.
2.	Lower Division Clerk Level-2	07	18-25 years	UR-03 SC-01 OBC-03	Essential: i. Matriculation or its equivalent from a recognized board. ii. Typing speed of 30 w.p.m.

GENERAL:

1. Interested and eligible candidates may download the form available on NIHFW's website www.nihfw.org and submit the same duly filled in alongwith the application fee and all necessary documents.
2. The crucial date for determining age will be 1/7/2017. Age relaxation for direct recruitment to the candidates belonging to SC/ST/OBC/Physically Handicapped and Ex-Servicemen etc. shall be in accordance with the rules, orders and notifications issued from time to time by the Government of India. The age limit prescribed for direct recruits may not apply to departmental candidates competing as direct recruits.
3. The Candidates working in Govt./Semi Govt. /PSU/Autonomous Bodies must apply through proper channel.
4. Mere fulfilling the essential qualifications does not entitle a candidate to be called for written examination/skill test.
5. Late applications/incomplete applications/interim enquiries will not be entertained.
6. Canvassing in any form by or on behalf of any candidate will disqualify the candidate.

7. No correspondence will be entertained from the applicant either before or after the selection. The decision of the Institute would be final.
8. NIHFW reserves the right to either fill up all the posts, or some of the posts or none of them without assigning any reason. The number of vacancies shown in this Advertisement may vary depending upon the resultant vacancies which may occur due to retirement etc.
9. The Institute at its discretion may conduct written examination/skill test for all/any of the above posts to select the candidates on the basis of merit. The decision of the Director, NIHFW shall be final in this regard.
10. In routine job the employees are required to work/carry out day to day job on Computers therefore, preference will be given to candidates having operational knowledge of Computer.
11. NIHFW will not be responsible for any postal delay/loss in transit in submission of application within specified time. Application forwarded through any other means including by FAX or e-mail will not be entertained.
12. The candidates appointed will be governed by new Contributory Pension Scheme effective from 01.01.2004.

HOW TO APPLY:

1. Interested and eligible candidates may apply for the posts in prescribed application form (**Annexure-I**). The application must be accompanied by the prescribed fee of Rs.200/- (Rupees two hundred only) by a crossed Indian Postal Order/Demand Draft in favour of "Director, The National Institute of Health and Family Welfare, New Delhi" payable at New Delhi.
2. No application fee for Scheduled Caste, Scheduled Tribe, Physically Handicapped, female candidates and Departmental candidates. Fee once paid will not be re-funded in any case. The caste certificate in prescribed format should be attached with application form failing which the same will be rejected out rightly. The caste certificate in r/o OBC candidates should be in the form attached as **Annexure-II**.
3. Complete applications along-with duly attested copies of educational qualifications, proof of belonging to SC/ST/OBC/Physical Handicapped and experience certificates should reach Deputy Director (Admn.), The National Institute of Health and Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi – 110067 on or before February 28, 2018. Alternatively, the application may be dropped in the drop box kept at the Gate No.1 of the Institute. The envelope should be superscribed as "Application for the post of (Pl. write name of the post)".
4. Please note that only one application form should be used for one post. Application forms found more than one post applied for or for the posts other than advertised through this Advertisement, will be rejected out rightly.

Director

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

FORM OF APPLICATION

<p>APPLICATION SHOULD BE ACCOMPANIED BY A CROSSED INDIAN POSTAL ORDER/DEMAND DRAFT OF Rs.200/- (RUPEES TWO HUNDRED) PAYABLE AT NEW DELHI AS APPLICATION FEE. NO FEE FOR SC/ST/PH/FEMALE CANDIDATE/DEPARTMENTAL CANDIDATES.</p> <p>Give details of the Indian Postal Order/Demand Draft below:</p> <p>1. Name of the Post Office/Bank _____</p> <p>2. No. and Date _____</p> <p>3. Amount _____</p>	<p>AFFIX A RECENT PASSPORT SIZE PHOTOGRAPH</p>
<p>Note: 1. Application should be sent only in the prescribed format supported by attested copies of testimonials. 2. Fill up all the columns except those, which are not applicable.</p>	

1. (a) Post applied for: _____
(b) Date of advertisement: _____ (c) Item No. _____
2. Name in full _____
(In Block Letters) First Middle Last
3. Father's/Husband's Name: _____
(In Block Letters)
4. (a) Date of Birth (in figure): _____
(b) Age as on 1/7/2017: _____ Years _____ Months _____ days
(c) Whether claim for age relaxation: (Yes/No): _____
5. (a) Social Category: _____
(SC/ST/OBC/PH/GEN/Ex-Serviceman-Please attach attested photocopy of the certificate)/ or UR
(b) (i) If physically Handicapped (Nature of Disability) (VH/OH/HH): _____
(ii) Whether Ex-serviceman: _____ Date of Retirement _____
(Please attach attested photocopy of the certificate)
6. Gender (Male/Female/Other) : _____
7. Marital Status: Married/Unmarried/Divorcee etc. (Strike out whichever is not applicable)
8. (a) Telephone No.(with STD Code): _____ (b) Mobile No. _____
(c) Email ID: _____
9. Nationality : _____
10. Religion : _____

11. Address for Correspondence: _____

Pin Code: _____

12. Permanent Address: _____

Pin Code: _____

13. Particulars of all examination passed and degree and technical qualifications obtained commencing from School Board or equivalent examination:
 (Please attach separate sheet, if required)

Examination/Degree	University/Board	Year of Passing	% age of marks/ Division	Subjects

14. Experience: (Please attach attested copies of the experience certificate) (please start with the latest).
 (Please attach separate sheet, if required).

Name of employer	Post held	Period		Pay Scale/Pay Band & Grade Pay with Basic Pay	Nature of work / duties
		From	To		

15. Name of the employment exchange and registration no. if any: _____

16. Stenography/Typing Speed, where applicable: English _____ w.p.m. Hindi _____ w.p.m.

17. Working knowledge of computer: (Yes/No): _____

18. Are you departmental candidate? (Yes/No): _____

If 'yes' give details: _____

19. Are you applying through proper channel (Yes/No): _____

If 'yes' is this your advance copy? (Yes/No): _____

DECLARATION

I hereby declare that I am a citizen of India and all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I have never been convicted by any court of law and no criminal case is pending against me in any court of law in the country. My certificates can be got verified at any time from the issuing authority. In the event of any information being found false/incorrect or ineligibility being detected before or after the written test/skill test, my candidature will stand automatically cancelled.

Place:

(Signature of the candidate)

Date:

Name: _____

Certificate by Head of Department/Organization

(Applicable only to those candidates who are working in Govt./Semi. Govt./PSU/Autonomous Bodies and who are required to apply through proper channel).

1. Certified that Shri/Smt./Km. _____ is an employee of this deptt/office/organization. I have no objection to his/her application being considered for the post.
2. Certified that particulars of the officer/employee have been verified and found to be correct.
3. It is certified that no disciplinary proceedings are either pending and/or contemplated against the officer/employee. Integrity of the officer/employee is also certified.
4. Certified also that he/she submitted his/her application to the department/ office /institute /organization on _____ for onward transmission to the NIHFV.

Date:

Signature of Head of Department
(with stamp)

Place:

Designation _____
(Ministry/Office stamp)

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF
INDIA**

This is to certify that Shri/Smt./Kumari _____ son/ daughter of
_____ of _____ village/town
_____ in _____ District/Division
_____ in the State/Union Territory
_____ belongs to the _____ community
which is recognised as a backward class under the Government of India, Ministry of
Social Justice and Empowerment's Resolution No.
_____ dated
_____* Shri/Smt./Kumari _____ and/or his/her
family ordinarily reside(s) in the _____
District/Division of the _____ State/Union Territory. This is also
to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in
Column 3 of the Schedule to the Government of India. Department of Personnel & Training
O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*-The authority issuing the certificate may have to mention the details of Resolution of
Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the
Representation of the People Act, 1950.

