



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

**Walk-in-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 awarded various projects and programme. One Consultant on contractual basis may be recruited for RTI third party audit purpose. Appointment will be initially for a period of six months. The following post need to be filled up:-

Sl.No.	Name of the Post	Name of the Project / Programme	No. of post	Remuneration in Rs. Per month
1.	Consultant (RTI)	Transparency Audit	1	60,000/-

**1. Name of the Post:** Consultant (RTI)  
**No. of the Post:** 1 (One)  
**Salary:** Rs.60,000/- per month

**Qualification and Experience: Essential:** Graduate preferably from IT

3 years for working of RTI matters in any Government Organizations and IT experience preferably related to websites.

**Job Responsibilities:**

- Conducting training on Transparency Audit.
- Preparing of transparency audit report.
- Updating the website of NIHFW as per third party audit on suo-motu disclosure under Section –4 of RTI Act, 2005.
- Assistance to the transparency audit, Chairman.
- Coordination with the transparency audit team and other concerned.
- Co-ordinate with the MoHFW, Chairman of the transparency audit and I/c Computer Centre etc.
- Any other work as assigned by the Chairman of Transparency Audit Committee from time to time.

**Age Limit:** Upper limit 62 years (as on date of interview)

**Date of Walk-in-Interview:** 12/5/2021 at 11.00 A.M.

**Reporting / Registration time:** 12/5/2021 between 9.30 A.M. to 10.30 A.M.

**Duration:** Appointment will be initially for a period of six months.

**Place of Duty:** NIHFW, Munirka, New Delhi.

**General Instructions:**

1. Registration will be done on the basis of token system for the post. Tokens will not be served after the closing of Registration time (as indicated in the column 7 of this advertisement).
2. Interested and eligible candidates for position of **Consultant (RTI)** may appear for **Walk in Interview** which will be held on the above mentioned date and time and to report in the 1<sup>st</sup> Floor Computer Centre, 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.
3. Candidates will have to make their own arrangement for appearing in interview and no TA / DA will be paid to them.
4. The NIHFW reserves the right to either fill up the post, or not, without assigning any reason.
5. The candidates reporting after registration time will not be entertained. The application and self-attested copies of certificates submitted at the time of registration will not be returned to candidates.
6. Candidates must ensure that he/she fulfills the requisite essential qualifications, experience and age etc. on the date of Interview.
7. Without original certificates, the candidates will not be considered for registration.
8. Canvassing of any form will render candidate as disqualified.

**DIRECTOR**



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Name of the Project/ Programme: \_\_\_\_\_

1. Name of the post applied for : \_\_\_\_\_
2. Name of the candidate in full : \_\_\_\_\_(Hindi)  
: \_\_\_\_\_(English)
3. Father's Name : \_\_\_\_\_
4. (a) Address for correspondence : \_\_\_\_\_  
(b) Mobile phone No. : \_\_\_\_\_  
(c) Email address: : \_\_\_\_\_
5. Permanent Address : \_\_\_\_\_
6. Date of birth and present age : \_\_\_\_\_  
(as on date of interview)
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:

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. Please link the self-attested copies of certificates in support of your educational qualification, experience, Date of Birth, Caste etc.

13. List of enclosures

- (i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_  
 (iv) \_\_\_\_\_ (v) \_\_\_\_\_ (vi) \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the applicant  
 Name: \_\_\_\_\_