



**No.12023/1/2020-Admn.I**  
**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
**BABA GANG NATH MARG, MUNIRKA, NEW DELHI-110067**

**Vacancy Notice – 01/2020**

The NIHFV is 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 from the Citizens of India for the following post likely to fall vacant soon on deputation basis:

**1. Dy. Director (Admn.): One post (on deputation basis)**

**Pay Structure:** PB-3 Rs.15600-39100+Grade Pay Rs. 7600 (pre-revised) / Pay Level-12 (revised)

**Age limit:** Not exceeding 56 years

**Method of Recruitment:** By deputation of an officer with 3 years' experience in Administration, Budgeting, Financial and Personnel Management as Under Secretary of the Central Govt. or equivalent post in the pay structure of (pre-revised) PB-3 (Rs.15600-39100) and Grade Pay of Rs.6600/- Pay Level-11 (as per 7<sup>th</sup> CPC) in an Institution / Organization of repute.

**How to apply:**

1. Applications may be sent through proper channel in the proforma given in Annexure alongwith the complete and upto-date bio-data.
2. Mere fulfilling the essential qualifications does not entitle a candidate to be called for interview and NIHFV reserves the right, not to fill up the post, without assigning any reason.
3. Advance copy of application will not be considered, until, application along with Cadre Clearance, Vigilance Clearance, APARs for last 5 years, Integrity Certificate and Certificate from HoD are not received from his/her Department/Organisation.
4. Completed applications along with attested copies of confidential reports (i.e.APARs for last 5 years) and vigilance clearance should reach the Director, The National Institute of Health & Family Welfare, Baba Gangnath Marg, Munirka, New Delhi-110067, latest by **24.09.2020**. Candidates working in Govt./Semi Govt. organizations must apply through Proper Channel. Applications received after the last date or otherwise found incomplete will not be considered.



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**APPLICATION FOR THE POST OF DEPUTY DIRECTOR (ADMN.)  
ON DEPUTATION IN N.I.H.F.W.**

1. Name :
2. Date of Birth :  
Age (as on 24.09.2020) \_\_\_\_\_
3. Date of retirement under Central Govt. Rules :
4. Qualifications :
5. Present post held, date from which held, scale of pay/pay level and pay drawn :
6. Details of experience  
(Please attach a separate sheet, duly signed, if necessary)

Name of the employer	Name of the Post	From	To	Pay Scale/ Pay Structure	Whether Ad-hoc/ Regular/ on Deputation	Duties in Brief

7. Whether belongs to SC/ST :
8. Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_
9. Telephone (Office) :  
(Residence) :
10. Remarks/Additional Information:

**Dated:** \_\_\_\_\_ **Signature of the candidate**

**Certificate by Head of Department**

1. Certified that the particulars of the officer have been verified and found to be correct.
2. It is certified that no disciplinary proceedings are either pending and / or contemplated against the officer. Integrity of the officer is also certified.

**Dated**

**Signature of Head of Department (with stamp)**