



THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

An Autonomous Institute under Ministry of Health & Family Welfare,
Government of India

Baba Gangnath Marg, Munirka, New Delhi-110067

VACANCY NOTICE

F. No. A.12024/3/2023-Admn.II

Date: 08/05/2023

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. The Institute intends to engage following Non-Institutional project human resource position, purely on contract basis for its ICMR funded "Multicentric ICMR Task Force Study on Epidemiology of Chronic Respiratory illness in Select Population Groups in India (CRISPI).

The duration of the appointment will be initially for a period of **one year**. The details of the positions are given below:

1. Name of the Post: Project Research Scientist –I {Scientist –B (M)}

No. of the Post: 1 (One)

Monthly emolument: Rs. 61,000/- p.m. +HRA (consolidated)+ NPA

Essential:

- MBBS Degree with 3 years Research /Teaching experience **OR** MD (Pulmonology / Respiratory Medicine / Medicine / Community Medicine / Physiology)

Desirable:

- Research / Clinical experience in the field of respiratory illnesses.

Age Limit: 45 Years (as on the last date of inviting of application)

Responsibilities:

- Assist in coordinating and executing project activities including financial aspects and coordination with other stakeholders.
- Provide technical support for planning and smooth conduct of all project related activities.
- Support the delivery of quality project outputs through preparation of quality work plans;
- Assist PI in project monitoring and the preparation of all implementation reports, both physical and financial;
- Provide communication and logistical support to project activities and personnel;

- Detect, monitor and report the project risks and also undertake appropriate management as advised.
- To do any work/assignment given by the PI/Co PI, NIHFW

2. Name of the Post: Project Assistant (Technical)

No. of the Post: 1 (One)

Monthly emolument: Rs. 31,000/- per month (consolidated)

Essential:

- Graduate in Environmental Science / Environmental Health from a recognized university with 2 years work experience from a recognized institution **OR** Environmental Engineering with 1 year work experience from a recognized institution **OR** Master's degree in Environmental Science / Environmental Health from the recognized University.

Desirable:

- Research / working experience in the handling of environmental pollution monitoring equipments, analytical instruments and / or carrying out pulmonary function tests.

Age Limit: 30 Years (as on the last date of inviting of application)

Responsibilities:

- Assist in monitoring field work and coordinate with field investigators and research lab and monitor the project activities throughout the study period.
- Interacting with the local authorities and all other staff and stakeholder(s) in the district on a daily basis.
- Assists in the collection, compilation and analysis of data
- Assists in the procurement of goods and services
- Provides support in the execution and monitoring of project activities
- Assists in writing reports and other project related documentation
- Supervise data collection and follow up of the subjects enrolled in the study
- Tracking the progress of projects using appropriate project management tools and techniques.
- Provide communication support and logistical support to project activities and personnel;
- To do any work/assignment given by the PI/Co PI, NIHFW

3. Name of the Post: Project Assistant (Statistical)

No. of the Post: 1 (One)

Monthly emolument: Rs. 31,000/- per month (consolidated)

Essential:

- Graduate in Statistics / Biostatistics from a recognized university with 2 years work experience from a recognized institution **OR** Master's degree in Statistics / Biostatistics.

Desirable:

- Research / working experience in Data management, data processing, carrying out data analysis, competent with STATA / SPSS use and possess skills of statistical analysis.

Age Limit: 30 Years (as on the last date of inviting of application)

Responsibilities:

- Gather and compile statistics from a variety of relevant source materials.
- Verify accuracy/authenticity of data.
- Routine and regular analysis of the data flowing in the project.
- Enter data for use in reports and/or analyses.
- Identify appropriate statistical tests to properly analyse data.
- Apply statistical formulas and software applications to compile and analyse data.
- Gather and/or compile graphs, charts, and reports that interpret and describe the conclusions of analyses.
- Prepare reports and other documentation for distribution or analysis.
- Executes additional administrative duties.
- To do any work/assignment given by the PI/Co PI, NIHFW

4. Name of the Post: Field Investigator**No. of the Post:** 4 (Four)**Monthly emolument:** Rs. 18,000/- per month (consolidated)**Essential:**

- 12th pass in science subjects and 02 years Diploma in Medical Lab Technology (DMLT) **OR** 12th pass in science subjects and 02 years field / laboratory experience.

Desirable:

- Experience in conducting health survey and experience in handling pollution monitoring tools etc.

Age Limit: 28 Years (as on the last date of inviting of application)**Responsibilities:**

- Collect data from the identified site in the district Ghaziabad and screening of all 15000 subjects and in the subsequent years follow up of the subjects during the study period.
- Systematic documentation of collected data
- Liaison with key informants, resource persons, and stakeholders for data collection.
- To assist the Project Assistants in the collection and analysis of secondary data and other relevant literature.
- To collate and analyse findings from the data collected and assist in the drafting of the report.
- Any other work /assignment as directed by PI/Co-PI, NIHFW.

Mode of selection: In case of more than 30 candidates, positions will be filled through written test followed by interview.**Place of duty:** NIHFW, New Delhi

General Instructions:

- The period of working experience shall be counted only after the acquiring of essential qualification.
- An application duly filled in all respect is to be submitted latest by **09/06/2023 upto 5.00 p.m.** and the self-attested copy of the same has to be produced at the time of interview.
- Interested candidates may send their application in the prescribed format to the **Deputy Director (Admn.), The National Institute of Health & Family Welfare, Baba Gang Nath Marg, Munirka, NewDelhi-110067.**
- Applications must be submitted in the attached format only.
- Applications must be duly supported by self-attested documents related to age, educational qualifications and experience etc.
- The candidates are required to submit their application with a subject "Application for the post of _____".
- Those candidates who are applying for more than one post, to apply in a separate application form for each post.
- Applications received in the format other than as attached and without supported documents will not be considered and shall be rejected summarily.
- The candidature of finally selected candidate's will be provisional and subject to verification of original documents.
- The NIHFW reserves the right to either fill up the posts, or not, without assigning any reason.
- The application and self-attested copies of certificates so submitted at the time of verification will not be returned to candidates.
- Candidates must ensure that he/she fulfils the requisite essential qualifications, experience and age etc. on the date of submission of filled application form.
- Without original certificates, the candidates will not be considered for appointment. In all cases the decision of this Institute shall be treated as final.
- Canvassing of any form will render candidate as disqualified.

DIRECTOR



Annexure 'B'

**The National Institute of Health & Family Welfare
Baba Gang NathMarg, Munirka, New Delhi-110067**

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1. Name of the position 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 : _____
/EWS/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. / Organisation	From	To	Nature of duties performed

10. Any other relevant information: _____

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

12. List of enclosures

- (i) _____ (ii) _____ (iii) _____
(iv) _____ (v) _____ (vi) _____

Date: _____

Signature of the applicant
Name: _____