



## THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

Baba Gang Nath Marg, Munirka, New Delhi-110067

No. B.12028/5/2016-Admn.I (NTAGI)

### VACANCY NOTICE

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 a project entitled “National Technical Group of Advisory on Immunization” by Ministry of Health & Family Welfare. The following posts need to be filled up.

Post Code	Name of the post	No. of Post/s	Salary in `Rs.
1.	Advisor cum Manager	1	1,90,000/-p.m.
2.	Research Scientist	1	1,50,000/-p.m.
3.	Research Analyst	1	95,000/-p.m.

#### The details are given below:

1. **Name of the Post:** Advisor cum Manager.

**No. of Post:** 1 (One)

**Salary:** Rs. 1,90,000/- per month

#### **Qualification: Essential:**

Medical University Degree, preferably with post graduate qualification in Public Health / Life Sciences with MD or Ph.D. or MPH

#### **Experience:**

- Minimum of 8-10 years of progressive responsible experience(post qualification), with a minimum of 5 years of experience in research (preferably vaccine preventable disease related) and approximately 5-year experience at national level.
- Experience in the field of vaccine research, evidence synthesis and analysis.
- Publication in peer reviewed national and international journals.
- Experience in managing partnerships involving multiple stakeholders (government private sector, development partners, NGOs donors etc.)

#### **Job Responsibilities**

- Guide the evidence review and synthesis of relevant scientific literature and development of data-driven decision-support tools.
- Lead preparation and implementation of Standard Operating Procedures (SOPs) and guidelines for evaluating and grading published literature.
- Coordinate and follow up on technical support to be extended to the NTAGI.
- Work closely with partners to assist in policy making.

- Liaison internal: Program Co-chairs, Programme Director, Programme manager, Research and Administrative staff, Technical Experts, Heads of other Leads. External: Partner bodies.
- Supervise and monitor the assignments and works of subordinate staff.
- Any other tasks assigned.

Age limit: Upto 65 years

**2. Name of the Post: Research Scientist.**

**No. of Post: 1 (One)**

**Salary: Rs. 1,50,000/- Per month**

**Qualification: Essential:**

Doctoral degree in field of Public Health / Life Sciences / related field.

**Experience:**

- Minimum 3-5 years of experience post qualification of conducting evidence reviews and summarizing complex data, preferably in the field of immunization / vaccines / related fields of life sciences.
- Publication record in peer reviews journals.

**Job Responsibilities**

- Gather and conduct evidence review and synthesis of relevant scientific literature on pertinent immunization related issues as needed by NTAGI, STSC, and working group.
- Develop data driven decision support tools.
- Write reports / review papers and prepare presentations on relevant immunization related issues.
- Conduct other research and programmatic work as needed within the unit.
- Supervise research staff on task related to evidence review and synthesis, development of data-drive decision tools, writing reports and papers, and other related research work.
- Any other task assigned by the Senior Advisor.

Age limit: Upto 65 years

**3. Name of the Post: Research Analyst**

**No. of Post: 1 (One)**

**Salary: Rs. 95,000/- per month**

**Qualification: Essential:**

- Master's degree in Public Health / Life Sciences / Health Economics

**Experience:**

- Experience in immunization and vaccination programmes, policy and / or research, preferably experience of conducting evidence reviews.
- Prior experience of co-ordination and facilitation of meeting / events involving internal and external stakeholders

### **Job Responsibilities**

- Search, collate and review available scientific evidence on pertinent immunization related issues.
- Assist in developing of data driven decision tools to strengthen informed policy making in the country.
- Coordinate and follow up on technical and managerial support extended by the unit as NTAGI secretariat.
- Assist in organizing NTAGI/STSC / working group meeting, workshops, and other related events.
- Write reports minutes of various activities.
- Assist in any other research and programmatic work needed with day to day functioning of the unit.
- Any other task assigned by the Senior Advisor

Age limit: Upto 40 years

**The applications should reach NIHFW latest by 13/1/2017.**

### **NOTE:**

1. The need is immediate and only candidates who can join at short notice may apply.

**Duration:** Appointment will be initially for a period of one-year extendable further subject to project continuation. There will be quarterly review of performance.

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

**Interested candidates may send application enclosed with attested copies of age proof, qualifications and experience certificates to the Dy. Director (Admn.), The National Institute of Health & Family Welfare, Baba Gang Nath Marg, Munirka, NEW DELHI-110067. Candidates working in Central Govt./State Govt./Autonomous Bodies/Universities/PSUs are requested to apply through proper channel.**

**DIRECTOR**

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

**Pass port  
size  
photograph**

Name of the Project: National Technical Advisory Group on Immunization (NTAGI)  
Secretariat at NIHFW

1. Name of the post applied for : \_\_\_\_\_
2. Name of the candidate in full : \_\_\_\_\_
3. Father'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:

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: \_\_\_\_\_

Signature of the applicant  
Date: \_\_\_\_\_