

F.No. A.12027/1/2019-Admn.I (RCH)
THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi-110067

Walk-in-Skill Test / Written Test and/or Interview

The National Institute of Health and Family Welfare 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. Institute has been entrusted by MOHFW, GOI as a Nodal Agency for Coordination of all the Training Activities in the country under the National Rural Health Mission – Reproductive and Child Health Programmes – II. The project is approved till 30/9/2019. Under the above project NIHFW has vacancies for certain positions of contractual staff on purely contractual basis.

1. Name of the post: Consultant (Medical)

No. of post: 1(One)

Consolidated monthly remuneration: Rs.55,000/- p.m.

Essential Qualification:

MBBS with MD (PSM) / MD (CHA) / MD (Community Medicine) / MD / MS (Obst.. & Gynae.) / DGO / MD (Paed.) / DNB / MPH from recognized medical institute.

Experience:

Minimum 5 years experience in health sector is desirable

Job responsibilities:

- Review and analyze training component of PIP, CTP and training reports for improvement.
- Work toward infrastructure analysis and strengthening of training institution in country.
- Undertake monitoring visits to assess the implementation of training and programme performance.
- Coordination with CTI / SIHFW, FWRTC, DTC etc. for their training needs and ensure smooth functioning of training activities.
- Implementation of TMIS in all CTIs / SIHFWs and other institutions.
- Analyze the training reports sent by Consultants from CTIs and submit the report on periodic basis to ANO, Nodal Officer and Director (NIHFW) and Training Division, MoHFW and provide feedback to training institutes for further improvement.
- Attend review meetings taken by ANO, Nodal Officer and Director (NIHFW).
- Undertake any other relevant work in RCH assigned by ANO, Nodal Officer, Director (NIHFW) or MoHFW from time to time.

Age limit: upto 62 years

2. Name of the post: Consultant (Finance)

No. of post: 1(One)

Consolidated monthly remuneration: Rs.40,000/- p.m.

Essential Qualification:

CA/ MBA (Finance) from recognized Institute

Experience:

Minimum 8-10 years experience in a government or any other reputed organization in finance management of major programme / project in health sector is desirable

Job responsibilities:

- Monitor the finance related activities of NIHFW and different projects within the prescribed time-frame such as fund release for infrastructure, capital expenditure (for current FY), obtaining the SOEs, Annual Audit Reports and Utilization Certificates as per guidelines from MoHFW.
- Responsible to Director (NIHFW) for funds utilized in NIHFW both for procurement & payment in training courses and also furnish the statements of finances to be submitted to the Director, NIHFW and MoHFW.
- Responsible for preparation of the monthly reports of disbursement of funds and expenditure done by different projects and NIHFW.
- Assist the auditors for auditing of accounts of projects funds.
- Attend review meetings taken by Sr. Consultant Technical, ANO, Nodal Officer and Director, NIHFW.
- Supervise the Accountants for maintenance of financial matters relating to the projects and NIHFW.
- Undertake any other work given by ANO, Nodal Officer and Director (NIHFW) regarding financial management.

Age limit: upto 62 years

3. Name of the Post: Consultant (RO)

No. of the Post: 4 (Four)

Consolidated Monthly Remuneration: Rs. 35,000/- per month

Qualification: Essential:

Master's in Social Work (MSW) / DPH / DHA / DGO / DCH/ Diploma in Health and Hospital Management or its recognized by UGC/INC /MPS/B.SC.(Nursing) / MBBS / PG Degree in Nutrition/Home Sciences

Experience: Working experience in Health Sector is desirable.

Job Responsibilities

- Undertake monitoring visits to assess the implementation of training action plans and programme performance and submit the report to MOHFW.
- Review and analyze the training report received from CTIs and give feedback to states/ training institutes for further improvements.

- Coordination with CTI/SIHFW, RHFUTC, DTC etc. for their training needs and ensure smooth functioning of training activities.
- Work toward infrastructure analysis and strengthening of training institution in country.
- Implementation of TMIS in all CTIs /SHIHFWS and other institutions..
- Provide technical inputs and comments on Training component of State Programme Implementation Plans (PIPs) and submit the comments to MoHFW for approval.
- Assist in implementation of TMIS in the States / CTIs.
- Submit technical report on quality of training and programme performance based on field visit reviews to the ANO, NO and Director, NIHFW.
- Undertake any other relevant work in RCH assigned by ANO, Nodal Officer, Director (NIHFW) or MoHFW from time to time.

Age Limit: upto 40 years.

4. Name of the Post: Technical Assistant (C)

No. of the Post : 1 (One)

Consolidated Monthly Remuneration : Rs. 22,000/- per month

Qualification: Essential:

Graduate with Diploma in Computer Application / BCA

Shorthand speed 80 w.p.m. (English) Typing speed 35 w.p.m. (English)

Desirable: Knowledge of Hindi typing

Experience:

Experience in health sector will be given preference.

Job responsibilities:

- Responsible for disbursement of funds to CTIs.
- Assist Consultant (Finance) in maintenance of accounts, preparation of log books, clearance of bills, audit process and maintenance of UCs from collaborating CTIs in States and UTs etc.
- Responsible for scrutinizing of Statement of Expenditure (SOE) received from CTIs.
- Prepare monthly reports regarding disbursement of funds and expenditure statements to be submitted to the concerned consultant for submission to higher authorities.
- All other work dealing with MoHFW.
- Review the financial progress of various training programmes.
- Undertake any other work given by Consultant (Finance), ANO, Nodal Officer and Director (NIHFW) regarding financial matters.

Age limit: upto 40 years

Place of Duty:

NIHFW, New Delhi. The work will require extensive travelling to various states / districts of India.

Duration: All appointment will be upto 30/9/2019.

NOTE:

Applicant appearing for the Skill Test and Written Test would have to make their own travel and boarding / lodging expenses.

Date & time of Walk-in-Skill , Written Test and/or Interview

| Name of the posts for walk-in-interview | Registration Time | Date & time of Walk-in-Skill , Written Test and/or Interview |
|--|--------------------------|---|
| Consultant (Médical) | 9.30 -10.30 am | 12/07/2019, 11.00 am onwards |
| Consultant (Finance) | 9.30 -10.30 am | 10/07/2019, 11.00 am onwards |
| Consultant (RO) | 9.30 -10.30 am | 10/07/2019, 11.00 am onwards |
| Technical Assistant (B) | 9.30 -10.30 am | 10/07/2019, 11.00 am onwards |

Interested candidates may appear for a Walk-in-Skill Test / Written Test and/or Interview on the above mentioned date and time in the Administrative Block, NIHFW, New Delhi alongwith duly filled detailed CV as per proforma enclosed (**Annexure-I**). Please bring one set of the documents/ certificates self attested copies of age proof, qualifications and an experience Certificates and original certificates for verification. Without original documents the candidature of the candidates may not be considered. Candidates working in Govt./Semi-Govt. organizations must produce NOC of their employer.

DIRECTOR



F.No. A.12027/1/2019.Admn.I (RCH)
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Annexure -I

**Recent
colour
Pass port
size
photograph**

Name of the Nodal Agency/ Project:
National Rural Health Mission – Reproductive and Child Health Programmes – II.

To be signed across

1. Name of the post applied for : _____
2. Name of the candidate in full
(Capital letters) : _____ / _____
(In Hindi) _____
3. Father's/Mother's Name : _____
4. Address for correspondence : _____
With mobile phone and e-mail _____
5. Permanent Address : _____
: _____
6. Date of birth and present age
(on the date of Test/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 (%) |
|---------|---------------|--------------------|-----------------|------------|----------------|----------------|
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9. Details of employment work / Experience:

| 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: _____
(Please attached a sheet if space is insufficient)

12. List of enclosures (self- attested)

- a.
- b.
- c.

Signature of the applicant
Date: _____