



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

**No.B.12028/4/2021-Admn.II**  
**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 appointed by MOHFW, GOI as a Nodal Agency for Coordination of all the Activities in the country.

It is proposed to fill up the following posts on contract basis for the development and maintenance of covid19 IT application a project of Ministry of Health & Family Welfare, Government of India (Through Centre of Health Informatics (CHI). This project is currently approved for a period upto 31/3/2022 and likely to continue based on requirement of the resources for above IT application and satisfactory performance of the employee/ staff. The engagement of following positions (On Contract Basis) will be at the CHI, NIHFW and MoHFW, Nirman Bhavan, New Delhi.

The details of the positions are given below:

<b>S.No</b>	<b>Designation</b>	<b>No. of Position</b>	<b>Maximum Ceiling in Rupees (Per Month) Exclusive of Taxes</b>
1	Manager / Senior Technical Project Manager	1	2,00,000/-
2	Product Manager / Technical Project Manager	1	1,67,000/-
3	Team Leaders / Architects	2	2,32,960/-
4	Database Admin	1	1,89,124/-
5	Architect (SystemAdmin)	1	2,32,960/-
6	Architect (Security Admin)	1	2,32,960/-
7	Data Analyst	1	90,000/-

1. **Name of the post: Manager / Senior Technical Project Manager**  
**No. of the post: 1 Post**  
**Maximum Ceiling: Rs.2,00,000/- p.m.**

**Qualification & Experience**

**Essential:**

- MBA from Govt. recognized university.
- B.E. / B-Tech in Computer Science / IT /Electronics and communications / MCA from Govt. recognized university.
- Minimum 10 years of total experience.
- Should have more than 5 years of experience in Project Management

**Desirable:**

- Should have minimum 1 year of experience in health domain projects.
- Should have minimum 5 years of managing govt. sector project / MoHFW.
- PMP/Prince2 & ITIL certification is preferred.

**Age Limit: 45 Years (at the time of Interview)**

**Job Description / Roles or Responsibilities**

The Manager will provide:

- Overall program level management of COVID 19 project.
- Functional/ technical support to the project/program including day to day oversight that technical quality is being ensured.
- Strategic and technical development. Interaction with the owner division of various health application.
- Project Management, Reporting,
- Digital security aspects,
- On boarding and handholding, requirement gathering, defining Minimal data set for integration, Change management etc.
- End to end Project management activities;
- Interaction with Official and functional/technical team
- Requirement gathering experience is must.
- Documentation and presentation skills are must;
- Expert of MS word, excel, reporting tools etc.
- Responsible for functional/ technical project coordination
- Help team to manage all escalation tickets and ensure all are resolved within timelines.  
Planning and Defining Scope, Activity Planning and Sequencing, Risk Analysis, Creating Charts and Schedules, Monitoring and Reporting Progress, Strategic Influencing, Business Partnering, Controlling Quality

**2. Name of the post: Product Manager / Technical Project Manager**

**No. of the post: 1 Post**

**Maximum Ceiling: Rs.1,67,000/- p.m.**

**Qualification & Experience**

**Essential:**

- MBA from Govt. recognized university.
- B.E. / B-Tech in Computer Science / IT /Electronics and communications / MCA from Govt. recognized university.
- Minimum 5 years of total experience.
- Should have more than 2 years of experience in Project Management.

**Desirable:**

- Should have minimum 1 year of experience in health domain projects.
- Should have minimum 1 year of managing govt. sector project / MoHFW.
- PMP/Prince2 & ITIL certification is preferred.

**Age Limit: 45 Years (at the time of Interview)**

**Job Description / Roles or Responsibilities**

The Product Manager / Technical Project Manager will be responsible to:

- Module / program level management of COVID 19 project for specific area / functionality.
- Functional/ technical support to the manager/program manager including day to day oversight that technical quality is being ensured.
- Strategic and technical development. Interaction with the owner division of various health application.
- Project Management, Reporting, requirement gathering, defining Minimal data set for integration, Change management etc.
- Interaction with Official and functional/technical team
- Requirement gathering experience is must.
- Documentation and presentation skills are must;
- Expert of MS word, excel, reporting tools etc.
- Responsible for functional/ technical project coordination
- Help team to manage all escalation tickets and ensure all are resolved within timelines.

Planning and Defining Scope, Activity Planning and Sequencing, Risk Analysis, Creating Charts and Schedules, Monitoring and Reporting Progress, Strategic Influencing, Business Partnering, Controlling Quality

**3. Name of the Post: Team Lead / Architects**

**No. of the post/s: 2 posts**

**Maximum Ceiling: Rs.2,32,960/- p.m.**

**Qualification & Experience**

**Essential:**

- Strong Working Knowledge of PHP-Codeigniter, Ajax, Javascript, HTML, MySQL, Version Control (GIT)
- Should have strong experience of development and coding in PHP, API development, mysql DB.
- Minimum IT experience of 8 years as Team Lead.
- B.E. / B-Tech in Computer Science / IT /Electronics and communications / MCA from Govt. recognized university.
- Knowledge of, Digital security aspects.

**Desirable:**

- Should have minimum 3 years of managing govt. sector project.
- MBA from recognized university

**Age Limit: 45 Years (at the time of Interview)**

**Job Description / Roles or Responsibilities**

The Team Lead will be responsible for managing the entire development, testing, deployment, integration and roll out of COVID application.

- Strategic guidance to teams.
- Oversee the progress of operations and usage of COVID application.
- Develop efficient strategies and tactics. The goal is to ensure that all programs deliver the desirable outcome.
- Stakeholder Management,
- Requirement Gathering,
- Time Estimating, Resource Planning & Delivery, Technical Analysis, and Technical Mentorship to team.
- Implementing and managing changes and interventions to ensure project goals are achieved.

Apart from a team leader, the person will have to be a hands-on coder and play the role of a senior developer / architect.

**4. Name of the Post: Database Admin**  
**No. of the Post: 1 post**  
**Maximum Ceiling: Rs.1,89,124/- p.m.**

**Qualification & Experience**

**Essential:**

- Minimum IT experience of 6 years as SQL Developer along with Database Administrator.
- B.E. / B-Tech in Computer Science / IT /Electronics / MCA from Govt. recognized university.
- MySQL Setup and Clustering Ticketing Tool(Redmine tool Knowledge)
- SQL query skills Performance Tuning
- Linux Skills (shell scripting)

**Desirable:**

- Knowledge on Docker
- Knowledge of any monitoring tool.
- Should have worked on govt. projects also.
- Certified DBA shall be preferred.

**Age Limit: 45 Years (at the time of Interview)**

**Job Description / Roles or Responsibilities**

Database Administrator (DBA) will keep the COVID application database up and running smoothly 24/7. The goal is to provide:

- A seamless flow of information throughout the organization, stakeholders considering both backend data structure and frontend accessibility for end-users.
- Maintain database systems of high quality and availability subject to each end user's specialized role.
- Design and implement database/schema in accordance to end users information needs and views.
- Use high-speed transaction recovery techniques and backup data.
- Determine, enforce and document database policies, procedures and standards.
- Perform tests and evaluations regularly to ensure data security, privacy and integrity
- Minimize database downtime and manage parameters to provide fast query responses.
- Provide proactive and reactive data management support to users.
- Designing and coding database tables to store the application's data
- modelling to visualize database structure
- A good understanding of the underlying operating system and basic knowledge of network and storage, with application developers to create optimized queries

Installation, Configuration, Upgrading works on building queries etc.

**5. Name of the Post: Architects (System Admin)**

**No. of the post: 1 Post**

**Maximum Ceiling: Rs.2,32,960/- p.m.**

**Qualification & Experience**

**Essential:**

- Minimum IT experience of 6 years as system administrator.
- B.E. / B-Tech in Computer Science / IT /Electronics and communications / MCA from Govt. recognized university.
- Strong working knowledge in managing network servers / Cloud based servers and technology tools.

**Desirable:**

- Should have worked on govt. projects also.

**Age Limit: 45 Years (at the time of Interview)**

**Job Description / Roles or Responsibilities**

System Administrator will keep the COVID application and server up and running smoothly 24/7. The goal is to provide:

- Install and configure software and hardware, Manage network servers and technology tools,
- Set up accounts and workstations,
- Monitor performance and maintain systems according to requirements,
- Troubleshoot issues and outages,
- Ensure security through access controls backups and firewalls,
- Upgrade systems with new releases and models.

- 6. Name of the Post: Architects (Security Admin)**  
**No. of the post: 1 Post**  
**Maximum Ceiling: Rs.2,32,960/- p.m.**

**Qualification & Experience**

**Essential:**

- Minimum IT experience of 2 years as security administrator.
- B.E. / B-Tech in Computer Science / IT /Electronics and communications / MCA from Govt. recognized university.
- Strong understanding and knowledge of computer, network, and security systems.

**Desirable:**

- Should have worked on govt. projects also.

**Age Limit: 45 Years (at the time of Interview)**

**Job Description / Roles or Responsibilities**

Security administrator will keep the COVID application and server up and running smoothly 24/7. The goal is to provide:

- and ensure the network's security, protect against unauthorized access, modification, or destruction, and troubleshoot any access problems.
- Updating software with the latest security patches and ensuring the proper defenses are present for each network resource
- Performing vulnerability and penetration tests, identifying and defending against threats, and developing disaster recovery plans.
- Monitoring network traffic for suspicious behaviour.

7. **Name of the Post: Data Analyst**  
**No. of the post: 1 Post**  
**Maximum Ceiling: Rs. 90,000/- p.m**

**Qualification & Experience**

**Essential:**

- Minimum Experience of 2 years as a Data Analyst or in related field.
- Minimum B.E/ B-Tech in Computer Science/ IT or MA/ M. Sc in Statistics/Biostatistics / Applied Statistics from Govt. recognized university.

**Desirable:**

- Should have worked on govt. projects also.
- Ph. D in Statistics or related areas.
- Ability to use existing analytic tools, analyze databases and provide solution / recommendations
- Experience of at least one year on analytical tools like Tableau.
- Minimum 6 Months Certificate course from any recognized/ reputed institute on Data Analytics
- Should have worked on govt. projects also.

**Age Limit: 45 Years (at the time of Interview)**

**Job Description / Roles or Responsibilities**

Data Analyst will keep the COVID application confidential data and information according to guidelines. The goal is to provide:

- Managing and designing the reporting environment, including data sources, security, and metadata.
- Supporting initiatives for data integrity and normalization.
- Generating reports from single or multiple systems.
- Evaluating changes and updates to source production systems.
- Determine, enforce and document database policies, procedures and standards.
- Perform tests and evaluations regularly to ensure data security, privacy and integrity
- Providing technical expertise on data storage structures, data mining, and data cleansing

**Duration:** Initially upto 31<sup>st</sup> March, 2022 (Extendable further based on satisfactory performance)

**Place of Duty:** The National Institute of Health and Family Welfare (NIHFW), Munirka, New Delhi-110067.



**General Instructions:**

- An application duly filled in all respect is to be submitted online to the email id @ [chivacancy@nihfw.org](mailto:chivacancy@nihfw.org) latest by **31/12/2021 upto 5.00 p.m.** and the self-attested copy of the same has to be produced at the time of interview.
- 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 ..... (On Contract basis)".
- The Remuneration is negotiable based on the last pay of the candidates but only up to 20% increase of the last pay subject to the ceiling which has been approved for that specific 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 Nath Marg, Munirka, New Delhi-110067**

Recent  
Pass port size  
colour photo

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: \_\_\_\_\_