

Walk-in No. B. 12028/9/2018-Admn.I
THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Babagang Nath Marg, Munirka, New Delhi– 110067

Walk-in-Interview / Skill Test / Written Test & Personal Interaction for recruitment on contractual posts

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 various projects i.e. entitled CB-PHEM, in Administration, Centre for Health Informatics (CHI) & Public Health Systems Capacity Building in India (PHSCBI) by Centres for Disease Control and Prevention, Atlanta, USA. The following posts need to be filled up purely on contractual basis:-

Sl. No.	Name of the Post	Name of the Project	No. of Post/s	Consolidated Monthly Remuneration Range in Rs.
1.	Project Assistant (Information Technology)	CHI Project	1	25,000/-
2.	Project Assistant (Public Health)	-do-	2	25,000/-
3.	Project Assistant (Mass Communication)	-do-	2	25,000/-
4.	Graphic Designer	-do-	1	35,000/-
5.	Professional Linguist Translation– Bangla	-do-	1	39,000/-
6.	Professional Linguist Translation– Gujarati	-do-	1	39,000/-
7.	Content Supervisor – e-Publishing background	-do-	1	49,000/-
8.	Software Developer .Net	-do-	1	50,000/-
9.	Assistant (Administration)	PHSCBI Project	1	35,000/- - 40,000/-
10.	Assistant (Finance)	-do-	1	35,000/- - 40,000/-
11.	Office-cum-Project Assistant	CHI/PHSCBI Projects	3	25,000/- - 30,000/-
12.	Multi Tasking Staff	-do-	2	16,000/- - 18,000/-

Schedules of Walk-in-Interview / Skill Test / Written Test, as the case may be will be notified in the Institute's website shortly.

1. Name of the Post: Project Assistant (Information Technology)

No. of the Post: 1 (One)

Consolidated Monthly Remuneration: Rs.25,000/- per month

Qualification: Essential:

BE / B.Tech. in Computer Sciences / Information Technology / Electronics and Communications Engineering

Desirable:

IT experience and a commitment to learn new technology and good communication skills.

Job Responsibilities

Responsibilities would involve implementing, monitoring and troubleshooting the technical infrastructure for the National Health Portal.

Age Limit: Upper limit 40 years (as on the last date of application)

Date of Written & Skill Test: Schedules of Walk-in Skill Test and Written Test, will be notified in the Institute's website shortly

2. Name of the Post: Project Assistant (Public Health)

No. of the Post: 2 (Two)

Consolidated Monthly Remuneration: Rs.25,000/- per month

Qualification: Essential:

MBBS /BDS /M.Sc. (Nursing) / MPT

Desirable:

Content development for public health activities

Job Responsibilities

Responsibilities would involve developing and validating content for the National Health Portal

Age Limit: Upper limit 40 years (as on the last date of application)

Date of Written Test: Schedules of Walk-in Written Test, will be notified in the Institute's website shortly

3. Name of the Post: Project Assistant (Mass Communication)

No. of the Post: 2 (Two)

Consolidated Monthly Remuneration: Rs.25,000/- per month

Qualification: A. Essential

- Masters Degree in Mass Communication / Journalism or Bachelor degree in Science/ Engineering with diploma Journalism /Mass Communication
- Two years experience in relevant field.

B. Desirable

- Knowledge of Print Media publication, electronic media broadcasting and also on air Radio program
- Dedicated towards work and accomplish worked on given deadlines

- Dynamic, autonomous, flexible, a good sense of confidentiality, a sense of initiative, an ability to plan own work and handle complex information issues
- Adaptability, team spirit and an attitude of confidentiality
- Prepare Reading materials for print and electronic media to disseminate objectives of organization

Job Responsibilities:

- To collect and disseminate relevant information to the Health Services.
- To support the Coordination Team to collect and disseminate important information on the health development Sectors.
- To analyze and compile relevant articles/papers/studies in the area of health sector.
- To ensure the accuracy and quality of information before dissemination
- To identify publications, tools and other resources, available in print or electronically, related to health services

Age Limit: Upper limit 40 years

Date of Written Test: Schedules of Walk-in Written Test, be will be notified in the Institute's website shortly

4. Name of the Post: Graphic Designer
No. of the Post: 1 (One)
Consolidated Monthly Remuneration: Rs.35,000/- per month

Qualification: A. Essential

BE / BTech in Computer Sc. & Engg. / Information Technology or MCA or Graduate degree in graphic designing / animation from a recognized University or Institution with five years' experience of implementing and managing projects. Should be conversant with Graphical User Interface development in LAMP environment.

Skill sets required:

- Designing of web site themes, templates and banners
- Designing of logos, designing of health related graphics
- Designing of Info graphics
- Designing of short animations

B. Desirable

Working experience in health care sector.

Job requirement:

Responsibilities would involve planning, designing, development and modification of the National Health Portal, to address the healthcare information needs of the country in multiple languages. Additional responsibilities as decided by the Project Director, CHI of NHP.

Age Limit: Upper limit 40 years

Date of Skill Test & Personal Interaction: Schedules of Walk-in-Interview / Skill Test will be notified in the Institute's website shortly

5. Name of the Post: Professional Linguist Translation - Bangla

No. of the Post: 1 (One)

Consolidated Monthly Remuneration: Rs.39,000/- per month

Qualification: Essential:

Masters Degree in Bangla language from recognized Institute with 1 year experience in translation from English to Bangla and Bangla to English. Competence in the other language is a definite advantage.

Desirable:

- Translation in health care domain
- High level of English, Bangla proficiency
- Excellent copywriting and verbal communication skills
- Experience in using content management system
- Proven ability to write content quickly and accurately to meet deadlines
- Good knowledge in use of e-mail, MS spreadsheet, MS Word for reporting and communication purposes.
- Ability to type in Bangla using UNICODE based fonts
- Good Communication skills

Job Responsibilities

- Translation of medical content from English to Bangla and Bangla to English

Age Limit: Upper limit 65 years

Date of Written Test: Schedules of Walk-in Written Test, will be notified in the Institute's website shortly

6. Name of the Post: Professional Linguist Translation - Gujarati

No. of the Post: 1 (One)

Consolidated Monthly Remuneration: Rs.39,000/- per month

Qualification: Essential:

Masters Degree in Gujarati language from recognized Institute with 1 year experience in translation from English to Gujarati and Gujarati to English. Competence in the other language is a definite advantage.

Desirable:

- Translation in health care domain
- High level of English, Gujarati proficiency
- Excellent copywriting and verbal communication skills
- Experience in using content management system
- Proven ability to write content quickly and accurately to meet deadlines
- Good knowledge in use of e-mail, MS spreadsheet, MS Word for reporting and communication purposes.
- Ability to type in Gujarati using UNICODE based fonts
- Good Communication skills

Job Responsibilities

- Translation of medical content from English to Gujarati and Gujarati to English

Age Limit: Upper limit 65 years

Date of Written Test: Schedules of Walk-in Written Test, will be notified in the Institute's website shortly

7. Name of the Post: Content Supervisor – e Publishing background

No. of the Post: 1 (One)

Consolidated Monthly Remuneration: Rs.49,000/- per month

Qualification: Essential:

- Master's Degree with 5 years of experience in reputed publishing organizations / Journals
- Publication in peer reviewed indexed Journals/Newsletters/Magazines.

Desirable:

- High level of English proficiency.
- Excellent content validation skills.
- Experience of working in healthcare sector.
- Publication in peer reviewed indexed Journals/Newsletters/Magazines.
- Should be able to work with content editing tools and software.

Job Responsibilities

- To create, refine and elevate the text content, voice content, tone and supervise the content team and provide industry principles for National Health Portal.
- To oversee a team of content writers and provide them with a benchmark for excellence in terms of accuracy, personality and tone for all content on the Portal
- She /He will be responsible for using system tools to manage and monitor site content, using your familiarity of HTML and Content Management Systems (CMS) and get the content validated from experts
- An equally important role of the Content Supervisor will be to provide worldwide content oversight for National Health Portal.

Age Limit: Upper limit 60 years (as on the last date of application)

Date of Personal Interaction: Schedules of Walk-in-Interview will be notified in the Institute's website shortly

8. Name of the Post: Software Developer.Net

No. of the Post: 1 (One)

Consolidated Monthly Remuneration: Rs.50,000/- per month

Qualification: Essential:

B.E. / B.Tech. in Computer Science & Engineering / Information Technology from a recognized University or Institution with 5 years' experience

Key skills: .NET, MS SQL 2008-2012,ajax,jquery,javascript,css json

- Must have 5+ years of total development experience using Microsoft latest technologies
- Must have Expertise in programming
- NET 3.0 or Above ,
- Visual Studio 2010 or Above,
- [ASP.NET](#) 4.0 or Above , C# 3.0 or Above, LINQ
- MVC Architecture,
- Others like AJAX, JQuery, Entity Framework, Web APIs and SQL SERVER 2008/2012.
- Strong experience required in HTML/CSS/JavaScript
- Desirable Expertise in WCF, WPF, Silverlight, HTML 5

B. Desirable

- Knowledge of web designing, graphics and user interface
- Design and develop database in MS SQL.
- Test and deploy programs/ applications
- Collaborate with other departments (such as graphic design, QA) to ensure timeliness and quality
- Assist team members in problem solving
- Added Advantage experience in developing social network websites integrating with facebook,
- Twitter other social media sites.
- Develop Web Services, E-commerce and online marketing/promotions
- Should have good knowledge in blog, forum, chat, live streaming, ecommerce & CMS application
- Should be able to plan, code and deliver a project

Key Responsibilities:

- Design and develop the National Health Portal with state of art technologies

Age Limit: Upper limit 45 years

Date of Skill & Written Test: Schedules of Walk-inSkill Test and Written Test will be notified in the Institute's website shortly.

9. Name of the Post: Assistant (Administration)

No. of the Post: 1 (One)

Consolidated Monthly Remuneration: Rs. 35,000/- - 40,000/- per month

Qualifications: Essential:

1. Graduation for a recognized University
2. Basic Knowledge of Computers (E.g. MS. Word, Excel and PowerPoint)

Desirable:

1. MBA/BBA and Post Graduate Diploma / Degree in Management with minimum Two Year' of post qualification experience in administration in Public or Private Sector.
2. Graduate with 5 Years' of post qualification experience in Administration in Public Sector

Key Responsibilities:

To work under the direct supervision of Advisor/ Sr. Advisor (PH) and will be responsible for all day to day administrative activities of the Project.

Date of Written Test: Schedules of Walk-in Written Test, will be notified in the Institute's website shortly

10. Name of the Post: Assistant (Finance)

No. of the Post: 1 (One)

Consolidated Monthly Remuneration: Rs. 35,000/- - 40,000/- per month

Qualifications: Essential:

1. MBA (Finance)/Post Graduate Diploma/Degree in Financial Management with minimum 2 Years' of post qualification experience in finance.
2. Basic Knowledge of Computers (E.g. MS. Word, Excel and Tally)

Desirable:

Graduation with 5 Years' of post qualification experience in Accounts/ Finance in Government Sector

Key Responsibilities:

To work under the direct supervision of Advisor/ Sr. Advisor (PH) and will be responsible for all day to day financial activities of the Project.

- I. Assisting Advisor/ Sr. Advisor (PH) in day to day activities of the Project.
- II. Developing financial guidelines for the project.
- III. Helping the concerned officers in projecting demands to CDC for release of funds.
- IV. Projecting financial requirement for the activities to be conducted annually.
- V. Maintaining all financial records as per rule and in compliance with external Audit and also assist the external audit.
- VI. Preparations of financial reports and returns as per requirement.
- VII. Any other work assigned from time to time.

Date of Written Test: Schedules of Walk-in Written Test, will be notified in the Institute's website shortly

11. Name of the Post: Office- cum- Project Assistant

No. of the Post: 3 (Three)

Consolidated Monthly Remuneration: Rs. 25,000/- 30,000/- per month

Qualifications: Essential:

Graduation from a recognized university

Desirable:

2 years of experience in Govt. Bodies / PSU, MS office (Word/Excel/PowerPoint) and minimum typing speed of 35wpm

Key Responsibilities:

Responsible for all day to day activities related to office management.

Age Limit: Upper limit 40 years / (for retired Government Servants upto 62 years)

Date of Skill & Written Test: Schedules of Walk-in- Skill Test and Written Test, will be notified in the Institute's website shortly

12. Name of the Post: Multi-Tasking Staff (MTS)

No. of the Post: 2 (Two)

Consolidated Monthly Remuneration: Rs. 16,000/- - 18,000/- per month

Qualification: Essential:

12th Pass

Experience: Desirable:

- i. 2 years of post qualification experience in Public or Private Sector
- ii. Basic Computer knowledge and writing skills.

Key Responsibilities:

Responsible for all day to day activities related to office work of project.

Age Limit: Upper limit 40 years / (for retired Government Servants upto 62 years)

Date of Skill & Written Test: **Schedules of Walk-in Skill Test and Written Test will be notified in the Institute's website shortly**

Duration: Contractual appointment will be initially for a period of **one year** extendable further subject to project continuation. There will be half yearly review of performance.

Place of Duty: NIHFW, New Delhi.

General Instructions:

1. Age will be calculated on the date of Test / Interview. No age relaxation is admissible on these contractual posts.
2. Registration will be done on the basis of token system for the posts where Skill / Written test has been provided. Tokens will not be served after the closing of Registration time. Schedules, Reporting and Registration Time of Walk-in-Interview / Skill Test / Written Test, as the case may be will be notified in the Institute's website shortly
3. Interested candidates for positions of **Sl.No.1, 8, 11 & 12** may appear for **Walk in Skill Test & Written Test** which will be held on the date and time (schedule will be notified on Institute's website shortly) in the Teaching Block / 1st Floor Computer Centre, Academic Block, NIHFW, New Delhi along with detailed CV as per performa enclosed and self attested copies of age proof, photo ID proof, qualifications and experience certificates and **original certificates** for verification.
4. Interested candidates for positions of **Sl.No.2, 3, 5, 6, 9 & 10** may appear for **Walk in Written Test** which will be held on the date and time (schedule will be notified on Institute's website shortly) in the Teaching Block / 1st Floor Computer Centre, Academic Block, NIHFW, New Delhi along with detailed CV as per performa enclosed and self attested copies of age proof, photo ID proof, qualifications and experience certificates and **original certificates** for verification.
5. Interested candidates for position of **Sl.No.4** may appear for **Walk in Skill Test & Personal Interaction** which will be held on the date and time (schedule will be notified on Institute's website shortly) in the Teaching Block / 1st Floor Computer Centre, Academic Block, NIHFW, New Delhi along with detailed CV as per performa enclosed and self attested copies of age proof, photo ID proof, qualifications and experience certificates and **original certificates** for verification.
6. Interested candidates for position of **Sl.No.7** may appear for **Personal Interaction** which will be held on the date and time (schedule will be notified on Institute's website shortly) in the Teaching Block / 1st Floor Computer Centre, Academic Block, NIHFW, New Delhi along with detailed CV as per performa enclosed and self attested copies of age proof, photo ID proof, qualifications and experience certificates and **original certificates** for verification.
7. Candidates have to make their own arrangement for appearing in interview and no TA / DA will be paid to them.
8. NIHFW reserves the right to not to fill up some or all the posts advertised, if the circumstances so warrant, without assigning any reason.

9. The candidates reporting after registration time will not be entertained. The application and certificate submitted at the time of registration will not be returned back to candidates.
10. Candidate must ensure that he/she fulfill the requisite qualifications, experience and age etc. on the date of Interview / Skill Test / Written Test for the post in accordance with the advertisement. If it is detected at any time in the future, during the process of selection of even after appointment-that the candidate was not eligible as per the prescribed qualification, experience, etc. which could not be detected at the time of selection for whatever reason, his/her candidature/appointment shall be liable to be cancelled/terminated.
- 11. Without original certificates the candidates will not be considered for registration.**

DIRECTOR

Walk-in No. B. 12028/9/2018-Admn.I
The National Institute of Health & Family Welfare
Baba Gang Nath Marg, Munirka, New Delhi-110067

**Pass port
size
photograph**

Name of the Project: _____

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: _____

12. List of the documents attached:

I hereby declare that the above information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form. I also understand that my appointment will be purely on contractual basis and will not confer any right to regular employment in the Institute or in any other project of the Institute.

Signature of the applicant
Date: _____