



Advt. No: A.12025/3/2011-Admn.-II

NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

Baba Gangnath Marg, Munirka, New Delhi-110067

VACANCY NOTICE

National Institute of Health & Family Welfare is an autonomous Institute, funded by the Ministry of Health and Family Welfare, (Govt. of India). It is an apex technical Institute for promoting Health and Family Welfare programmes in the country through Education & Training, Research and Evaluation, Consultancy, Advisory and Specialized Services.

Applications in the prescribed proforma, together with a fee of Rs.200/- in the form of Bank Draft in favour of Director, NIHF, (SC/ST/Handicapped/Woman/Departmental candidates are exempted from the payment of application fee) are invited from the Citizens of India for the following posts:

Sr. No.	Name of the Post, Pay Band + Grade Pay	No. of Posts	Age	Reservation	Educational Qualification
1.	Junior Hindi Translator Rs.9300-34800+4200 (PB-2)	2	18- 30 years	1 – OBC 1 – UR	Essential Qualifications i. Degree of a recognized university with Hindi and English as Elective Subjects. ii. Two years experience in translation from English to Hindi and vice-versa.
2.	Stenographer Grade-III Rs.5200-20200+2400 (PB-I)	3	18- 30 years	1 – OBC 1 – UR 1 – SC	Essential Qualifications i. Matriculation or its equivalent from a recognized Board. ii. Speed in shorthand 80 w.p.m. iii. Typing speed of 40 w.p.m.
3.	Lower Division Clerk Rs.5200-20200+1900 (PB-I)	3	18- 25 years	2 – OBC 1 – UR	Essential Qualifications i. Matriculation or its equivalent from a recognized Board. ii. Typing speed of 30 w.p.m.
4.	Technical Assistant Production (Publication) Rs.5200-20200+2800 (PB-I)	1	18-25 years	1 – UR	A) Essential Qualifications i. Higher Secondary or equivalent from a recognized Board. ii. Certificate of Training in Printing from a recognized Board. iii. 3 years' experience in preparation of dummy, layouts of publication and proficiency in different stages involved in printing of publications. iv. Good Knowledge of Hindi and English B) Desirable Qualification i. Training or Diploma in Journalism. ii. Experience in offset printing press.
5.	Electrical Supervisor Rs.5200-20200+2800 (PB-I)	1	18- 25 years	1 – UR	Essential Qualifications i. Matriculation or equivalent from a recognized Board. ii. Diploma in Electrical Engineering from a recognized Institution. iii. 3 Years experience in the maintenance of electrical installations and equipments.

6.	Laboratory Assistant Rs.5200-20200+2000 (PB-I)	1	18-25 years	1 – OBC – PH (HH-Partially Deaf)	A) Essential Qualifications i. Matriculation (with Science) from a recognized Board B) Desirable Qualification i. Diploma in Medical Laboratory Technology (from recognized Institution only) ii. Experience of working in a Medical Laboratory
7.	Data Entry Operator Grade-B Rs.5200-20200+2800 (PB-I)	2	18-30 years	1 – OBC 1 – UR	A) Essential Qualifications i. Degree of a recognized University or equivalent. ii. Should possess a speed of not less than 8000 keys Depressions per hour for Data Entry Work. Note:- 1. Preference will be given to those who possess degree with Science, Mathematics, Commerce, Economics, Statistics and Humanities. 2. The speed of 8000 key Depressions per hour are to be judged by conducting a speed test on the EDP Machines/Computer.
8.	Driver (Ordinary Grade) Rs.5200-20200+1900 (PB-I)	5	18-30 years	1 – OBC 3 – UR 1 – ST	A) Essential Qualifications i. Qualifying Licence for driving light and heavy vehicles with 3 years experience. Working knowledge of Hindi and English. B) Desirable Qualification i. Knowledge of repairs of vehicle.

General Instructions

1. Interested and eligible candidates may download the form available on NIHFW's web site www.nihfw.org and submit the same duly filled in along with the application fee and all necessary documents.
2. The crucial date for determining age will be the last date of receipt of applications. Age relaxation for direct recruitment to the candidates belonging to SC/ST/OBC, Physically challenged and Ex-Servicemen etc shall be in accordance with the rules, orders and notifications issued from time to time by the Government of India.
3. Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit attested copy of requisite certificate from the competent authority in the prescribed format. Otherwise their claim for reservation or relaxation will not be entertained. Candidates claiming OBC status may note that the certificate on non-creamy layer status should have been obtained within three years of the closing date.
4. Application must be accompanied by prescribed fees of Rs. 200/- (Rupees Two Hundred only) by a way of Demand Draft in favour of **Director, NIHFW**, drawn on State Bank of India only, payable at **New Delhi** with full name, address, and post applied for on the back side of Demand Draft. **The SC / ST / Handicapped / Woman and Departmental candidates are exempted from the payment of application fee.** Fee once paid will not be refunded in any case.

5. The candidates appointed will be governed by new Contributory Pension Scheme effective from 01-01-2004.
6. Canvassing in any form by or on behalf of the candidate will disqualify him/her.
7. Mere fulfilling of essential qualifications and experience requirement would not entitle a candidate to be called for test/ or interview.
8. No correspondence will be entertained from the applicant either before or after the selection. The decision of the Institute would be final.
9. NIHFW reserves the right to extend the closing date for receipt of applications, and also reserves the rights to either fill up all the posts or some or none of them or postpone/cancel the recruitment process without giving any reason.
10. The candidate who desires to apply for more than one post must apply separately for each post.
11. While applying for any post the Applicant should ensure that he / she fulfils the eligibility and other criteria mentioned as on the closing date and that the particulars furnished are correct and complete in all respects. Applications without prescribed fees, for more than one post in a single application form or incomplete or wrongly filled or received after due date or not in the prescribed application form, will summarily be rejected. No further correspondence will be entertained in this regard.
12. The Institute at its discretion may conduct interview / written test /skill test for all/any of the above posts to select the candidates on the basis of merit. The decision of the Director, NIHFW shall be final in this regard.
13. In routine job the employees are required to work/carry out day to day job on Computers therefore, preference will be given to candidates having operational knowledge of Computer.
14. NIHFW will not be responsible for any postal delay/loss in transit in submission of application within specified time. Application forwarded through any other means including by FAX or e-mail will not be entertained.
15. Candidates working in Govt. /Semi Govt./PSU/Autonomous organizations and who are required to apply through proper channel must apply "Through Proper Channel." However, they may send an advance copy of their application form, along with examination fee before the last date of submission of application form. However, the forwarding of application from their employer is mandatory and it should reach the NIHFW within reasonable period, otherwise advance application received by the office will be treated as invalid.
16. Application should be sent by **post** so as reach to the "**Dy. Director (Admn.), National Institute of Health and Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi-110067**" **latest by 02.03.2012**. Alternatively, the application may be dropped in the drop box kept at the entrance gates of the Institute. The envelope should be superscribed as "**Application for the post of _____**"

[DOWNLOAD APPLICATION FORM – in pdf, in word](#)