



NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

Baba Gang Nath Marg, Munirka, New Delhi-110067

VACANCY NOTICE

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. Human Resources for Health (HRH) Cell have been established in the Ministry with the reorganization of the NHM/RCH-II project. The following posts need to be filled up.

Post Code	Name of the post	No. of Post/s	Consolidated Salary in Rs.
1.	Consultant	3	Rs.45,000 – Rs.60,000/-p.m.
2.	Technical Assistant	3	Rs.25,000 – Rs.35,000/- p.m.

The details are given below:

1. **Name of the post:** Consultant
No. of Post: 3 (Three)
Salary: Rs. 45,000/- - Rs.60,000/- per month (depending on qualification & experience)

Desired Qualification:

A. Qualification-

- **Essential:** Post Graduation (specialization in public health management or equivalent)
- **Desirable:** Professional and clinical qualification (preferably in medical, nursing, dental, AYUSH or allied health streams)

B. Experience-

- **Essential:** Minimum 3 years of experience in health / related sector.
- **Desirable:** Experience in providing technical support to government programs / departments and previous clinical work experience in medical / nursing / allied health stream.

C. Skills-

- Excellent interpersonal and communication skills;
- Excellent documentation and report compilation skills;
- Proficiency in MS Office applications;
- Fluency in English and Hindi languages, both written and oral.

D. Competencies-

- High level of cross-cultural sensitivity, good and clear understanding to community development trends and issues are highly desirable;
- Ability to multi-task and deliver quality work on time;
- Ability to work closely with multiple parties / people and build trust relationships;

- Ability to navigate through organizational structures and staff and think independently, where needed;
- Ability to prioritize activities and goals on an on-going basis;
- Motivated and committed to the Government's healthcare priorities.

Statement of Duties:

- Undertake technical work pertaining to the division / department.
- Assist in developing briefs, summaries and presentations of commissioned task for dissemination to internal and external stakeholders;
- Ensure follow up on pending issues of the division / department;
- Ensure record maintenance / data management for the division / department;
- Ensure receipt, record and maintain all letters and correspondence;
- Assist in coordinating with all stakeholders and other concerned govt. departments for effective outcomes;
- Ensure coordination and management of events such as meetings, workshops or any other related program;
- Assist in conduction of workshops and associated activities;
- Assist in report writing in terms of conceptualizing, detailing structure, detailing content and final packaging;
- Ensure that different projects being developed are in alignment with the overall objectives of MoHFW;
- Ensure smooth processing of the departmental work on day to day basis;
- Any other relevant task pertaining to the division as designated by the reporting officer.

Age limit: Upto 40 yrs.

2. **Name of the post:** **Technical Assistant**
No. of Post: **3 (Three)**
Salary: Rs. 25,000/- - Rs.35,000/- per month (depending on qualification & experience)

Desired Qualification:

A. Qualification-

- **Essential:** Graduation (preferably in Science / health management / related streams)
- **Desirable:** Post graduate qualification (preferably in health / related streams)

B. Experience-

- **Desirable:** Experience in providing technical support to government programs / departments and previous clinical work experience in medical / nursing / allied health stream.

C. Skills-

- Excellent interpersonal and communication skills;
- Excellent documentation and report compilation skills;
- Good knowledge in MS Office applications;
- Fluency in English and Hindi languages, both written and oral;
- Proficiency in using office gadgets like photocopying, fax machine etc.

D. Competencies-

- High level of cross-cultural sensitivity, good and clear understanding to community development trends and issues are highly desirable;
- Ability to multi-task and deliver quality work on time;
- Ability to work closely with multiple parties / people and build trust relationships;
- Ability to navigate through organizational structures and staff and think independently, where needed;
- Ability to prioritize activities and goals on an on-going basis;
- Motivated and committed to the Government's healthcare priorities.

Statement of Duties:

- Attend to various typing and other data entry and processing related jobs specific to the section / department;
- Office coordination and maintenance of records;
- Coordination and management of events such as meetings, workshops or any other related program;
- Receive and file incoming letters and document;
- Any other task pertaining to the section / department, as designated by the reporting officer.

Age limit: Upto 40 yrs.

The applications should reach NIHFW latest by 15/12/2016.

NOTE:

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

Duration: Appointment will be initially for a period upto 31st March 2017. The contract may be renewed based on requirement and performance during the period.

Place of Duty: MoHFW, Nirman Bhawan, New Delhi.

Interested candidates may send their application in the prescribed form to ***the Dy. Director (Admn.), 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

F.No. B.12028/3/2016-Admn.I(HRH Cell)

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

**Pass port
size
photograph**

- Name of the Project : HRH Cell
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. / Organisation	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: _____