

F.No.A.12024/1/2018-Admn.I
THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
BABA GANG NATH MARG, MUNIRKA, NEW DELHI – 110067

VACANCY NOTICE

This autonomous Institute under Ministry of Health and Family Welfare is an apex technical Institute for promoting Health and Family Welfare Programs in the country through Education and Training, Research and Evaluation, Consultancy, Advisory and specialized services. The Institute invites applications for the following posts:

1. Accounts Officer: By transfer on deputation -Two posts

Scale of pay: Rs.9300-34800+4600 (GP) (pre-revised)(Revised pay level 7)

Age limit: Not exceeding 56 years

- i. Transfer on deputation from SAS qualified officers with 10 years' service from Audit and Accounts Offices. (period of deputation shall not ordinarily exceed 3 years)

GENERAL

- Age limit as on 1/7/2018. Relaxation admissible for SC / ST/ OBC / Physically handicapped /Candidates in Govt. Service etc. as per Central Govt. Rules.
- Candidates working in Govt. / Semi Govt. Organizations must apply through proper channel.
- Unfurnished accommodation may be provided subject to availability on payment of prescribed rent.
- Mere fulfilling the essential qualifications does not entitle a candidate to be called for interview.
- Late applications / incomplete applications / interim enquiries will not be entertained.
- Canvassing in any form by or on behalf of any candidate will disqualify the candidate.
- No correspondence will be entertained from the applicant either before or after the selection. The decision of the Institute would be final.
- NIHFW reserves the right to either fill up all the posts, or some of the posts or none of them without assigning any reason.

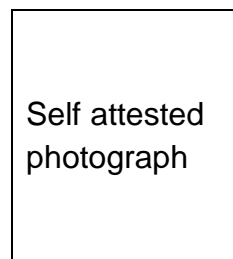
HOW TO APPLY:

1. Applications may be sent through proper channel in the proforma given in **Annexure-I** alongwith the complete and upto-date bio-data and attested copies of confidential reports (for last 5 years).

2. Completed applications alongwith photocopies of educational qualifications, proof of belonging to OBC/Physical Handicapped and experience certificates (**attested copies of ACR/ APARs for the last 5 years and vigilance clearance**) should reach to the Director, National Institute of Health & Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi-110067 on or before **02/04/2018.**

Director

Proforma



1. Name:
2. Date of Birth:
3. Date of retirement under Central govt. Rules:
4. Qualifications:
5. Present Post held, date from which held, scale of pay and existing pay therein:
6. Experience:
7. Details of service:
 - i. Name of post and employer:
 - ii. From _____ to _____
 - iii. Scale of pay with Grade Pay / Pay Level:
 - iv. Nature of appointment i.e. whether adhoc or regular
 - v. Nature of duties in brief:
8. Whether belongs to SC/ST/OBC/PH:
9. Address for correspondence:

Office:	Tel.No.
Residence:	Tel.No.
E-mail:	Mobile No.
10. Remarks:

Dated: _____ Signature of candidate

Certificate by Head of Department

1. **Certified that the particulars of the officer have been verified and found to be correct.**
2. It is certified that no disciplinary proceedings are either pending and / or contemplated against the officer. Integrity of the officer is also certified.

Date: _____ Signature of Head of Department (with stamp)