

NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi– 110067

WALK – IN – INTERVIEW

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 a project entitled Public Health Systems Capacity Building in India” by Centres for Disease Control and Prevention, Atlanta, USA. The following posts need to be filled up.

Post Code	Name of the Post	No. of Post/s	Salary in Rs. Per month	Skill Test	Date & Time of Walk-in Interview
1.	Office-cum-Computer Assistant	2	20,000/- - 30,000/-	26/7/2016 at 11.00 A.M.	26/7/2016 at 2.30 P.M.
2.	Multi Task Staff (MTS)	2	10,000/- - 12,000/-	-	26/7/2016 at 11.00 A.M.

Registration time: 9.30 A.M to 10.30 A.M.

*** There will be no registration beyond 10.30 A.M.**

The details are given below: -

1. Office-cum-Computer Assistant

No. of the Post: 2 (Two)

Salary: Rs. 20,000/- - 30,000/- per month

Qualifications: **Essential:**

Any graduate with certificate course in Computer

Experience: Minimum 3 Years' post qualification experience in computer in Public or Private Sector.

Key Responsibilities: Responsible for all day to day activities related to office management.

Age Limit: 30 years

2. Multi-Task Staff (MTS)

No. of the Post:	2 (Two)
Salary:	Rs. 10,000/- - 12,000/- per month
Qualifications:	Essential: Minimum 10 th Pass
Key Responsibilities:	Responsible for all day to day activities related to office work.
Age limit:	Between 18 to 25 year of age

Duration: Appointments will be initially for a period of one year, extendable further based upon performance and subject to project continuation.

Place of Duty: NIHFW, New Delhi

Interested candidates may appear for a Walk-in-Interview/skill test on the above date and time in the Office of the Dy. Director (Admn.), NIHFW, New Delhi along with detailed CV as per Performa enclosed and attested copies of age proof, qualifications and experience certificates, if any and original certificates for verification.

Note: 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.

DIRECTOR

**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. / 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: _____