



## THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

Baba Gang Nath Marg, Munirka, New Delhi-110067

### VACANCY NOTICE

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. 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 (HRH)	1	Rs.45,000 – Rs.60,000/-p.m.
2.	Consultant (Software Developer)	1	Rs.45,000 – Rs.60,000/-p.m.
3.	Technical Assistant	2	Rs.25,000 – Rs.35,000/- p.m.

The details are given below:

1. **Name of the post:** **Consultant (HRH)**  
**No. of Post:** **1 (One)**  
**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 45 yrs.

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

**Desired Qualification:**

**E. Qualification-**

- **Essential:** B.Tech/BE in Computer Science or MCA or equivalent qualification from a recognized University
- **Desirable:** DBA/.NET/Java certification from industry recognized body.

**F. Experience-**

- **Essential:** Minimum 3 years of experience in development of Web Portal and Web based database applications;
- **Desirable:** Experience in providing technical support to government programs / departments.

**G. Skills-**

- Proficiency in using web development software and languages;
- Fluency in English and Hindi languages, both written and oral.

#### H. 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 development of a web based portal under the direction of the Ministry for collection of data from professionals;
- Designing of the web portal to make it user friendly, interactive and appealing for the end user;
- Undertake designing of forms for user registration, creation of unique login id for each user, retrieving passwords etc. to ensure authenticated and secure web access;
- Undertake maintenance of web portal and meet requirements for back-end support;
- Address queries and complaints regarding technical issues from end users;
- Analysis on usage and hits on the web portal to check for duplicity etc.
- Updating of portal as and when required;
- Provide any other technical inputs as directed by leadership.

**Age limit:** Upto 45 yrs.

3. **Name of the post:** **Technical Assistant**  
**No. of Post:** **2 (Two)**  
**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 NIHFWS latest by 16/8/2017.**

#### **NOTE:**

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

**Duration:** Appointment will be initially for a period of one year. 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**

**The 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: \_\_\_\_\_

12. Please link the self attested copies of certificates in support of your educational qualification, experience, Date of Birth, Caste etc.

12.a. List of enclosures

Signature of the applicant

Date: \_\_\_\_\_