

**No.A.12023/9/2016-Admn.I**  
**THE NATIONAL INSITUTE OF HEALTH AND FAMILY WELFARE**  
**BABA GANG NATH MARG, MUNIRKA, NEW DELHI-110067**

NIHFW is an autonomous Institute funded by Ministry of Health and Family Welfare is an apex Technical Institute for promoting Health and Family Welfare Programmes in the country through Education and Training, Research and Evaluation, Consultancy, Advisory and Specialized Services.

Applications are invited from the Citizens of India for the following post likely to fall vacant soon on deputation basis:

**1. Dy. Director (Admn.): One post**

Pay Structure: PB-3 Rs.15600-39100+7600 GP (Pre-revised)

Age limit: not exceeding 56 years

Method of Recruitment: By deputation of an officer with 3 years' experience in Administration, Budgeting, Financial and Personnel Management as Under Secretary of the Central Govt. or equivalent post in the pay band - 3 Rs.15600-39100 and Grade Pay Rs.6600 in an Institution / Organization of repute. (Pay scale being revised after implementation of VIIth Central Pay Commission).

**How to apply:**

1. Applications may be sent through proper channel in the proforma given in Annexure alongwith the complete and upto-date bio-data.
2. Mere fulfilling the essential qualifications does not entitle a candidate to be called for interview and NIHFW reserves the right, not to fill up the post, without assigning any reason.
3. Completed applications along with attested copies of confidential reports (for last 5 years) and vigilance clearance should reach the Director, National Institute of Health & Family Welfare, Baba Gangnath Marg, New Delhi – 110 067 latest by **28.02.2017**. Candidates working in Govt./Semi Govt. organizations must apply through Proper Channel. Applications received after the last date or otherwise found incomplete will not be considered.

**APPLICATION FOR THE POST OF DEPUTY DIRECTOR (ADMN.) IN N.I.H.F.W.**

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 pay drawn :

6. Details of experience  
(Please attach a separate sheet, duly signed, if necessary)

<b>Name of the employer</b>	<b>Name of the Post</b>	<b>From</b>	<b>To</b>	<b>Pay Scale/ Pay Structure</b>	<b>Whether Ad-hoc/ Regular/ on Deputation</b>	<b>Duties in Brief</b>

7. Whether belongs to SC/ST :

8. Address for correspondence :

Telephone (Office) :

(Residence) :

9. Remarks/Additional Information:

**Dated:**

**Signature of the candidate**

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**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.

**Dated:**

**Signature of Head of Department  
(with stamp)**