

**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE  
BABA GANG NATH MARG, MUNIRKA, NEW DELHI – 110067**

Phone: 26165959, 26166441, 26188485, 26107773

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Web site: www.nihfw.org

No. A.12024/4/2010-Admn.I

**Accounts Officer: By transfer on deputation -Two posts**

Scale of pay: Rs.9300-34800+4800 (GP)

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**

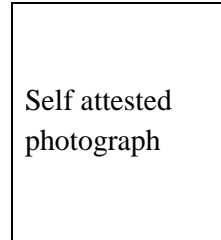
- Age limit as on 1.7.10. Relaxation admissible for SC / ST/ OBC / Physically handicapped /Candidates in Govt. Service etc. as per Central Govt. Rules.
- Candidates working in Govt. / Semi Govt. Organizations must apply through proper channel.
- Unfurnished accommodation may be provided subject to availability 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 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 **8.10.2010.**

**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
  - iv. Nature of appointment i.e. whether adhoc or regular
  - v. Nature of duties in brief:
8. Whether belongs to SC/ST:
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)