

**F.No. A.12025/7/2009-Admn.I**  
**NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE**  
**BABA GANG NATH MARG, MUNIRKA, NEW DELHI-110 067.**

**VACANCY NOTICE**

This autonomous Institute funded by 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.

Applications are invited from citizens of India for the following posts:

- 1. Accounts Officer - By transfer on deputation –Two Posts**  
Scale of Pay : PB – 2 Rs. 9300-34800, Grade Pay Rs. 4600.00

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) (Grade Pay of Rs. 4,600/- for the post of Accounts Officer may be enhanced with the approval of Ministry of Health and Family Welfare).

- 2. Technical Assistant (Lab) : One Post (UR)**  
Scale of Pay : Rs. 9300-34800 + Grade Pay Rs. 4200  
Age Limit : Not exceeding 25 years

**Essential Qualifications**

- (i) Higher Secondary (with Science subject) from recognized Board and Diploma in Medical Laboratory Technology from a recognized Institution  
OR  
B.Sc. (with Chemistry as a subject) from a recognized University or equivalent.
- (ii) Two years experience of working in a research laboratory.

**Desirable**

- (i) Experience of working in the field of Fertility Control, Infertility and Reproductive disorders.

**General:**

1. Age as on 1.7.2009.
2. Age Limit relaxable in case of SC/ST/OBC/Physically handicapped /Candidates in Govt. service as per Central Govt. Rules.
3. The candidates appointed will be governed by new Contributory Pension Scheme effective from 01-01-2004.
4. Canvassing in any form by or on behalf of the candidates will disqualify the candidates.
5. Mere fulfilling of essential qualifications would not entail a candidate to be called for interview.
6. No correspondence will be entertained from the applicant either before or after the selection. The decision of the Institute would be final.
7. NIHFV reserves the right to either fill up all the posts or some or none of them without giving any reason.

8. Late applications / Incomplete applications / interim enquiries will not be considered.
9. Separate application should be used for each post.

**How to Apply:**

1. Interested and eligible candidates may apply on plain paper as per the enclosed proforma alongwith one attested photographs.
2. Candidates working in Govt./Semi Govt. organizations must **apply through proper channel.**
3. Completed application along with photocopies of educational qualifications, Proof of belonging to SC/ST/OBC and experience certificate (**attested copies of ACR for the last 5 years and vigilance clearance for post at Sr. No.1**) should reach the Dy. Director (Admn.), National Institute of Health and Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi – 110 067 latest by **30.09.2009**.
4. Late applications/incomplete applications/interim enquiries will not be entertained.

**PROFORMA**

1. Name of the post applied for:
2. Name of Candidate in full:
3. Father's Name:
4. Date of Birth:
5. Age as on 01.07.2009.
6. Present postal Address with Telephone No:
7. Permanent Address:
8. Name of the Employment Exchange and Registration No. if any:
9. Are you employed, if so, give the name and the address of the employer:
10. Whether belongs to SC/ST/OBC if so, specify the category: Yes / No.  
(Attested copy of certificate to be attached)
11. Whether Physically Handicapped (enclose attested copy of certificate):
12. Details of Educational and other professional/Technical qualifications:
13. Details of Employment:

Self attested  
photograph

| <b>Organization</b> | <b>Post</b> | <b>Pay scale</b> | <b>From</b> | <b>To</b> |
|---------------------|-------------|------------------|-------------|-----------|
|---------------------|-------------|------------------|-------------|-----------|

14. Any other relevant information:
15. List of enclosures:
16. Signature of the applicant with date:
17. Remarks of the employer if application is forwarded through proper channel:

Dated:

\_\_\_\_\_  
Signature of the Candidate

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**3. Part-time Veterinarian: One Post**

**Salary :** Rs.700/- to Rs.1,000/- per day (for the days of working) depending upon qualification & experience. Maximum of Rs.20,000/- per month.

**Age limit :** Not exceeding 62 years

**Essential Qualifications:** B.V.Sc.

**Experience :** 3 years of experience of maintaining experimental Laboratory Animals, including primates.

Interested candidates may send application on plain paper addressed to Dy. Director (Admn.), National Institute of Health and Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi-110067 alongwith detailed CV and duly attested photocopy of Certificates etc. Candidates working in Govt./Semi-Govt. organizations must produce NOC from their employer.

**Last date for submission of application is 24.07.2009.**

### **Terms of reference for Veterinary Supervisor for Animal House**

The animal house at NIHFWS is a small animal house facility duly approved by Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA). The Registration Number for the facility is 168/1999. The facility has also been approved for housing large animals like monkeys. However, at present there are no such animals. The following types of animals are housed in the animal house of NIHFWS:

1. Albino white Rats (strain Holtzman)
2. Albino white Rats (strain Wistar)
3. Mice
4. Rabbits
5. Guinea Pigs

The scientific research projects are carried out solely following the approval of Institutional Animal Ethical Committee of NIHFWS which meets regularly at least two to three times a year. The animal house has four animal attendants and a part-time veterinary doctor to monitor the health status of the housed animals and provide necessary treatments as and when required for the sick animals. The facility is headed by a Senior Laboratory Scientist/faculty from the Department of reproductive Biomedicine. The Senior faculty also hold the position of Member Secretary of the Institutional Animal Ethical Committee of NIHFWS.

#### ***The terms of Reference for Veterinary Supervisor:***

1. He/she should visit the facility two days every week.
2. He/she should report for duties at Institute timings at 9.00 A.M. and attend to his / her work till 5.30 P.M.
3. He/she will receive a remuneration of Rs.700/- to Rs.1,000/- per day (for the days of working) depending upon qualification & experience. Maximum of Rs.20,000/- per month.
4. He/she should ensure hygienic conditions in the animal house and supervise the work of animal attendants.
5. He/she should maintain records in the register of breeding and experimental colonies of animals.
6. He/she will be responsible for arrangements for Animal Ethics Committee meeting which is to be held 2 to times a year.
7. He/she will assist students for ethical use of animals.
8. He/she will take guidance and report to the In-charge Animal House Facility.