



**THE NATIONAL INSTITUTE OF HEALTH  
& FAMILY WELFARE  
Baba Gang Nath Marg, Munirka, New Delhi-110067**

**VACANCY NOTICE FOR CONTRACTUAL POSTS**

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. This Institute has been awarded various projects i.e. entitled Centre for Health Informatics (CHI), National Technical Advisory Group on Immunization (NTAGI), Capacity Building in Public Health Emergency & Hospital Preparedness for Health Emergencies (CB-PHE) & Public Health Systems Capacity Building in India (PHSCBI) by Centres for Disease Control and Prevention, Atlanta, USA and in Administration. The following posts need to be filled up purely on contractual basis for which applications are invited from citizens of India:-

Sl.No	Name of the post	Name of the Project	No. of Post/s	Consolidated Monthly Remuneration Range in Rs.
1.	Research Scientist	NTAGI Project	1	1,20,000/- - 1,50,000/-
2.	Advisor (Public Health Management)	PHSCBI Project	1	1,00,000/- - 1,20,000/-
3.	Training Coordinator	-do-	1	90,000/-
4.	Research Officer	-do-	2	65,000/-
5.	Jr. Consultant (Medical)	CB-PHEM Project	1	70,000/-
6.	Content Manager	CHI Project	1	69,000/-
7.	Legal Consultant	In Administration	1	60,000/- - 70,000/-

**The last date for the receipt of the application is 15.11.2018**

The details are available on Institute's website: [www.nihfw.org](http://www.nihfw.org).

**Schedules of Interview/Skill Test, as the case may be, will be notified in the Institute's website shortly.**

**DIRECTOR**

**No. B. 12028/9/2018-Admn.I**  
**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
**Baba Gang Nath Marg, Munirka, New Delhi– 110067**

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**The details are given below: -**

**1.Name of the Post: Research Scientist**

**No. of Post: 1 (One)**

**Consolidated Monthly Remuneration** Rs. 1,20,000/- - Rs.1,50,000/- Per month (depending on qualification & experience)

**Qualification: Essential**

Doctoral degree in field of Public Health / Life Sciences / related field.

**Experience:**

- Minimum 3-5 years of experience of conducting evidence reviews and summarizing complex data, preferably in the field of immunization / vaccines / related fields of life sciences.
- Publication record in peer reviews journals.

## Job Responsibilities

- Gather and conduct evidence review and synthesis of relevant scientific literature on pertinent immunization related issues as needed by NTAGI, STSC, and working group.
- Develop data driven decision support tools.
- Write reports / review papers and prepare presentations on relevant immunization related issues.
- Conduct other research and programmatic work as needed within the unit.
- Supervise research staff on task related to evidence review and synthesis, development of data-drive decision tools, writing reports and papers, and other related research work.
- Any other task assigned by the Director / Advisor., NTAGI Project

**Age limit:**Upto 65 years

**2. Name of the Post:** **Advisor (Public Health Management)**

**No. of the Post:** 1 (One)

**Consolidated Monthly Remuneration**Rs.1,00,000/- – 1,20,000/- p.m.

**Qualifications: Essential:**

MBBS and Post Graduate Degree in MD (Preventive and Social Medicine /Community Medicine /Community Health Administration / Masters or Diploma in Public Health)

**Experience:**

At least 20 years of experience of working including the Field of Public Health, Epidemiology and having a broad understanding of the disease surveillance and Public health management

**Job Responsibilities:**

- To assisting the Sr. Advisor in the day to day activities of the project.
- Coordination with other agencies and states.
- To develop network with medical colleges, SIHFWs and other training institution so that the existing network of collaborating Training institutions is expandable and the whole country may be covered by the trainings.
- Collaboration with National Health Programme Managers/state Health Programme Managers to implement the Project in Pilot States/UTs.

**3. Name of the Post:** **Training Coordinator**

**No. of the Post:** 1 (One)

**Consolidated Monthly Remuneration** Rs. 90,000/- p.m.

**Qualifications: Essential:**

MBBS with Post Graduate Degree in PSM / Community Health Administration (CHA) / Community Medicine

**Or**

MBBS with Two-Year Post Graduate Diploma in Public Health

**Experience:**

Minimum 5 Years' experience after PG Degree or 8 Years' experience after two years Post Graduate Diploma in Public Health.

**Desirable:**

Basic Knowledge of Computers (E.g. MS. Word, Excel and PowerPoint)

**Job Responsibilities:**

- To work under the supervision of Advisor/ Sr. Advisor (PH), and will be responsible for:
- Conducting Desk review of the available training material.
- Designing of Curriculum and finalization of training material for the training program assigned.
- Training need assessment of states assigned.
- Pilot testing of the training material developed and finalization accordingly.
- Conducting Training of Trainers and rolling out the course to the collaborating institutes.
- Monitoring and evaluation of quality of training.
- Will also be responsible for any other technical work assigned from time to time.

**4. Name of the Post:        Research Officer**

**No. of the Post:            2 (Two)**

**Consolidated Monthly Remuneration Rs. 65,000/- p.m.**

**Qualifications: Essential:**

Post Graduate Degree/Diploma in Public Health/ Bio-Statistics

**Experience:**

Minimum 2 Years' experience after Post Graduate Degree or 4 Years' experience after Post Graduate Diploma in Public Health / Bio-statistics.

**Desirable:**

Basic Knowledge of Computers (E.g. MS. Word, Excel and PowerPoint)

**Job Responsibilities:**

- To work under the direct supervision of Advisor / Sr. Advisor (PH) and under the guidance of Training Coordinator, will be responsible for Assisting the training coordinator in day to day activities of the Project.
- Conducting Desk review of the available training material.
- Designing of Curriculum and finalization of training material for the training program assigned.
- Training need assessment of states assigned.
- Pilot testing of the training material developed and finalization accordingly.
- Conducting Training of Trainers and rolling out the course to the collaborating institutes
- Develop and implement monitoring and evaluation plan of training program.
- Any other technical work assigned from time to time.

**The details are given below: -**

**5. Name of the post:        Jr. Consultant (Medical)**

**No. of post:                1(One)**

**Consolidated Monthly Remuneration: Rs. 70,000/- p.m.**

**Qualification: Essential: MBBS**

**Desirable:**

MD (Community Medicine / Preventive & Social Medicine / Community Health Administration) or MPH

**Experience:**

6 years post MBBS / 3 years post MD experience in Teaching / Training / Research

**Desirable:** Experience of working in the field of Public Health emergencies

**Age limit:** Maximum 65 years

**6. Name of the post:** **Content Manager**

**No. of the post:** 1 (One)

**Consolidated Monthly Remuneration:** Rs.69,000/- p.m.

**Qualification: Essential**

Ph.D.(Education) **or** Master of Medical Education **or** MD(PSM)/CHA

At least 10 years of professional service experience in administration, research, publication and dissemination of information (medical / health professional education) in premier institute.

**Desirable**

- I. Excellent writing skills.
- II. Good command on English and other languages
- III. Have experience in health related / medical content creation and validation

**Job Responsibilities:**

Responsibilities would involve designing, development and modification of the content of National Health Portal, to address the healthcare information needs of the country in multiple languages. Additional responsibilities as directed by the Director / CHI of NHP.

**Age Limit:** Upper limit 65 years (as on the last date of application)

**7. Name of the Post:** **Legal Consultant**

**No. of Post:** 1 (One)

**Consolidated Monthly Remuneration** Rs.60,000/- - Rs. 70,000/- p.m.

**Qualification: Essential:**

Law graduate from a recognized University or equivalent with minimum 55% marks.

**Desirable:**

- a. Handing court cases of behalf of Government with regards to Establishment and Labour Laws
- b. Qualified in All India Bar Examination, Research aptitude; Professional writing skills; Research publications in reputed journals on law and governance and experience in Government of India establishment..
- c. Experience in judicial or legal work in various Courts, Government or regulatory authority, tribunals, Commissions or any other similar forum.
- d. Working knowledge of MS Office, Computer handling & Internet browsing.

**Job Responsibilities:**

- Preparation of summary para-wise comments on court cases before the Authority;
- Identification of legal issues for adjudication;
- Legal appreciation of other Laws / Acts that have bearing on the case;
- Legal research for precedents of Hon'ble Supreme Court, High Courts and judgments of various commissions;
- Preparing counters rejoinder for writ petitions;
- Preparing draft order and any other legal work as assigned by the Authority.

**Age limit:** Upto65 years.

**The applications should reach NIHFW latest by 15.11.2018.**

**Duration:** Appointment will be initially for a period of one year extendable further subject to satisfaction / performance project continuation. There will be half yearly review of performance.

NIHFW reserves the right to not to fill up some or all the posts advertised, if the circumstances so warrant, without assigning any reason.

It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the advertisement. If it is detected at any time in the future, during the process of selection of even after appointment-that the candidate was not eligible as per the prescribed qualification, experience, etc. which could not be detected at the time of selection for whatever reason, his/her candidature/appointment shall be liable to be cancelled/terminated.

**Place of Duty:** NIHFW, New Delhi.

Interested candidates may send completed application along with self-attested copies of age-proof, Photo-ID proof, Qualification and Experience Certificate, etc. to ***the Deputy Director (Admn.), The 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.

**Application received without complete information/documents shall be liable to be rejected.**

**DIRECTOR**

**No. B. 12028/9/2018-Admn.I**  
**The 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. / Organization	Salary drawing / drawn (Rs)	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 (Rs)	Amount of Basic Pension (Rs)	Remarks

11. Any other relevant information: \_\_\_\_\_

12. List of the documents attached:

I hereby declare that the above information given by me in this application form is complete and correct in all respects. I understand that I shall be liable for furnishing wrong information in this application form.

Signature of the applicant  
Date: \_\_\_\_\_