

NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

VACANCY NOTICE

This autonomous Institute funded by the 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.

The Institute invites applications from the Citizens of India for the following posts:

Sl. No.	Name of Post	Pay Band and Grade Pay	No. of post/s	Reservation
1.	Assistant Research Officer (Humanity Group)	Rs.9300-34800 + Grade Pay Rs.4600	03*	1 – OBC 2 – UR
2.	Librarian	Rs.9300-34800 + Grade Pay Rs.4600	01	UR
3.	Assistant Nursing Superintendent	Rs.9300-34800 + Grade Pay Rs.4600	01	1 – SC
4.	Technical Assistant (Lab.)	Rs.9300-34800 + Grade Pay Rs.4200	01	OBC
5.	Stenographer Grade II	Rs.9300-34800 + Grade Pay Rs.4200	04**	2 – UR 1 – ST 1 – OBC
6.	Sr. Artist	Rs.9300-34800 + Grade Pay Rs.4200	01	UR
7.	Assistant	Rs.9300-34800 + Grade Pay Rs.4200	01	UR

* Out of three posts one post is reserved for PH category.

** Out of four posts one post is reserved for PH category.

1. Assistant Research Officer (Humanity Group) – 03 [One (OBC) & Two (UR)] Out of 03 posts one post is reserved for Physically Handicapped category.
Pay Band - Rs.9300-34800 + Grade pay Rs.4600/-
Age limit - Not exceeding 30 years

Essential Qualifications:

- I. Master's Degree in behavioural Science / Economics / Statistics / Demography / Operation Research/Management Sciences / Public Administration / Environmental Sciences / Education / Public Health Nursing etc. (as per requirements of the post) of a recognized University or equivalent.
- II. Two years experience of conducting research / evaluation in the concerned discipline.

Desirable:

Experience of conducting studies in the fields of Health and Family Welfare.

2. Librarian – One (UR)

Pay Band - Rs.9300-34800 + Grade pay Rs.4600/-

Age limit - Not exceeding 30 years

Essential Qualifications:

- I. Master's Degree, preferably in a Science or Social Science subject, from a recognized University or equivalent.
- II. Degree in Library Science from a recognized University or equivalent.
- III. 3 years experience in a Library / Documentation Centre of repute.

Desirable:

- I. Master's degree in Library & Information Science of a recognized University or equivalent.
- II. Experience in organising, acquisition and technical processing work in a Library / Documentation Centre of repute.

3. Assistant Nursing Superintendent – One (SC)

Pay Band - Rs.9300-34800 + Grade pay Rs.4600

Age limit - Not exceeding 30 years

Essential Qualifications:

- I. B.Sc.(Nursing) or Diploma in Nursing Administration from a recognized University or equivalent.
- II. Should be registered as 'A' Grade Nurse with a State Nursing Council after obtaining a Diploma in General Nursing and Midwifery.
- III. 8 years experience in the profession.

Desirable:

M.Sc.(Nursing) from a recognized University or equivalent.

4. Technical Assistant (Lab.) – One (OBC)

Pay Band - Rs.9300-34800 + Grade pay Rs.4200

Age limit - Not exceeding 25 years

Essential Qualifications:

- I. Higher Secondary (with science subjects) from recognized Board and Diploma in Medical Laboratory Technology from a recognized Institution.

Or

- II. B.Sc.(with Chemistry as a subject) in a research laboratory.
- II. 2 years' experience of working in a research laboratory.

Desirable:

Experience of working in the field of fertility control, infertility and reproductive disorders.

5. Stenographer Grade II – 04 [Two (UR), One (ST) and One OBC (One post is reserved for PH)] Out of 03 posts one post is reserved for Physically Handicapped category.

Pay Band – Rs.9300-34800 + Grade pay Rs.4200

Age limit – Not exceeding 25 years

Essential Qualifications:

- I. Matriculation or equivalent from a recognized Board.
- II. English Shorthand at a speed of 120 words per minute.
- III. English typewriting at a speed of 40 words per minute.

Desirable:

- I. Experience as a Stenographer in a Government Department or Institution / Organization of repute.
- II. Degree of a recognized University or equivalent.

6. Sr. Artist – One (UR)

Pay Band - Rs.9300-34800 + Grade pay Rs.4200

Age limit - Not exceeding 28 years

Essential Qualifications:

- I. Higher Secondary or equivalent from a recognised Board.
- II. Diploma in Fine / Commercial Art from a recognized Institute.
- III. 3 years experience of preparing layouts and designs for visual media in advertising publishing and teaching.

Desirable:

- I. Experience or training in preparation of educational and training aids.

7. Assistant – One (UR)

Pay Band - Rs.9300-34800 + Grade pay Rs.4200

Age limit - Not exceeding 25 years

Essential Qualifications:

- I. Degree of a recognised University or equivalent.
- II. 3 years' experience in Administration in a Government Department or Institution/Organisation of repute.

GENERAL:

1. Age limit as on 1.7.2013. Age limit relaxable in case of SC/ST/OBC/Physically Handicapped/Candidates in Govt. service as per Central Govt. Rules.
2. The candidates appointed will be governed by new Contributory Pension Scheme effective from 01.01.2004.
3. Canvassing in any form by or on behalf of the candidates will disqualify the candidates.
4. Mere fulfilling of essential qualifications would not entail a candidate to be called for interview.
5. No correspondence will be entertained from the application either before or after the selection. The decision of the Institute would be final.

6. NIHFW reserves the right to either fill up all the posts or some or none of them without giving any reason.
7. Incomplete application will not be considered.
8. Separate application should be used for each post.

HOW TO APPLY:

1. Interested and eligible candidates may apply on plain paper as per the given proforma along with fee of **Rs.300/- by a crossed Indian Postal Order/Demand Draft** in favour of Director, National Institute of Health and Family Welfare, New Delhi payable at New Delhi **(No fee for SC/ST/Women candidates)**.
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 should reach the Dy. Director (Admn.), NIHFW, Baba Gang Nath Marg, Munirka, New Delhi – 67 latest by **10.09.2013**.
4. Late applications / incomplete applications / interim enquiries will not be entertained.

Director

APPLICATION FROM

ATTACH A RECENT PHOTOGRAPH	<p>APPLICATION SHOULD BE ACCOMPANIED BY A CROSSED INDIAN POSTAL ORDER / DEMAND DRAFT OF Rs.300/- (THREE HUNDRED) PAYABLE AT NEW DELHI AS APPLICATION FEE. NO FEE FOR SC/ST/WOMEN CANDIDATES.</p> <p>Give details of the Indian Postal Order / Demand Draft below:</p> <p>1. Name of the Post Office/bank</p> <p>_____</p> <p>2. No. and Date</p> <p>_____</p> <p>3. Amount</p> <p>_____</p>
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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 1.7.2013: _____

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. Category (General/OBC/SC/ST): _____
(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:

Sr. No.	Qualification	Board/University	Year of Passing	Max. Marks	Marks Obtained	Percentage (%)

13. Details of Employment:

Organization	Post	Pay Scale	From	To

14. Any other relevant information:

15. List of enclosures:

Signature of the Candidate

CERTIFICATE BY THE EMPLOYER

Certified that the above particulars are correct, as per the records maintained by this office/organisation. This office/organisation has no object to Shri/Kum./Ms. _____ applying for the above post. He / She will be relieved immediately, if he / she is selected for the above post.

Signature: _____

Name of the authorized officer: _____

Designation of the authorized officer: _____

Name of Office / Organisation: _____

Seal of the authorised officer: _____