



**राष्ट्रीय स्वास्थ्य एवं परिवार
कल्याण संस्थान**
बाबा गंगनाथ मार्ग, मुनीरका, नई दिल्ली-67



वाक-इन-इंटरव्यू

राष्ट्रीय स्वास्थ्य एवं परिवार कल्याण संस्थान (NIHFW), शिक्षा एवं प्रशिक्षण, अनुसंधान एवं मूल्यांकन, विशेषज्ञ सेवाओं, परामर्श एवं सलाहकार सेवाओं द्वारा देश में स्वास्थ्य एवं परिवार कल्याण कार्यक्रमों को बढ़ावा देने के लिए स्वास्थ्य एवं परिवार कल्याण मंत्रालय द्वारा वित्तपोषित एक स्वायत्तशासी/शीर्ष तकनीकी संस्थान है। यह संस्थान राष्ट्रीय स्वास्थ्य पोर्टल (NHP) के लिए स्वास्थ्य सूचना केन्द्र (CHI) के तहत देश में सभी गतिविधियों के समन्वय के लिए एक नोडल एजेंसी के रूप में स्वास्थ्य एवं परिवार कल्याण मंत्रालय (MOHFW), भारत सरकार द्वारा नियुक्त किया गया है। राष्ट्रीय स्वास्थ्य पोर्टल का पायलट प्रोजेक्ट दो वर्ष की अवधि के लिए अनुमोदित है उपरोक्त प्रोजेक्ट के अंतर्गत एनआईएचएफडब्लू संविदा आधार पर निम्नलिखित पद भरने का प्रस्ताव करता है।

क्र. सं.	पद का नाम	संस्था/युनिट का नाम	पद की संख्या	समन्वित वेतन	वाक-इन-इंटरव्यू की तिथि
1	डिजाइनर-नेटवर्क डिजाइन	टी.डी.टी.	1	35000/- प्रतिमाह	04.7.14 को 11 बजे
2	कम्युनिकेशन असिस्टेंट	एच.एल.आर. एल.	1	39000/- प्रतिमाह	04.7.14 को 11 बजे
3	डायरेक्टरी सर्विसेज असिस्टेंट	एच.एल.आर. एल.	1	39000/- प्रतिमाह	04.7.14 को 11 बजे
4	परियोजना सहायक-वित्त प्रबंधक (एकाउंटेंट)	सी.एच.आई.	1	25000/- प्रतिमाह	04.7.14 को 11 बजे
5	परियोजना सहायक - सार्वजनिक स्वास्थ्य	सी.एच.आई.	2	25000/- प्रतिमाह	04.7.14 को 11 बजे
6	स्पेशलिस्ट वैलीडेटर (लेखक) आयुर्वेद	ए.एम.के.सी.	1	69000/- प्रतिमाह	15.7.14 को 11 बजे
7	स्पेशलिस्ट वैलीडेटर (लेखक) योगा एवं नेचुरोपैथी	ए.एम.के.सी.	1	69000/- प्रतिमाह	15.7.14 को 11 बजे
8	स्पेशलिस्ट वैलीडेटर (लेखक) युनानी	ए.एम.के.सी.	1	69000/- प्रतिमाह	15.7.14 को 11 बजे
9	स्पेशलिस्ट वैलीडेटर (लेखक) सिद्धा	ए.एम.के.सी.	1	69000/- प्रतिमाह	16.7.14 को 11 बजे
10	स्पेशलिस्ट वैलीडेटर (लेखक) होम्योपैथी	ए.एम.के.सी.	1	69000/- प्रतिमाह	16.7.14 को 11 बजे

क्र. सं.	पद का नाम	संस्था/युनिट का नाम	पद की संख्या	समन्वित वेतन	लिखित परीक्षा की तिथि
11	सॉफ्टवेयर डिवेलपर लिनक्स (LINUX)	टी.डी.टी.	1	50000/- प्रतिमाह	लिखित परीक्षा की तिथि जुलाई, 2014 के चौथे सप्ताह में एनएचआईएफडब्लू की वेबसाइट में अपलोड की जाएगी
12	सॉफ्टवेयर डिवेलपर माईएसक्यूएल (MySQL)	टी.डी.टी.	1	50000/- प्रतिमाह	
13	सॉफ्टवेयर डिवेलपर पी.एच.पी. (PHP)	टी.डी.टी.	1	50000/- प्रतिमाह	
14	ऐनीमेटर/ग्राफिक डिजाइनर	सी.सी.डी.सी.	1	49000/- प्रतिमाह	
15	पेशेवर भाषाविद् अनुवाद-बांग्ला (Translator)	आर.के.सी.	1	39000/- प्रतिमाह	
16	पेशेवर भाषाविद् अनुवाद-हिन्दी (Translator)	आर.के.सी.	1	39000/- प्रतिमाह	
17	पेशेवर भाषाविद् अनुवाद-पंजाबी (Translator)	आर.के.सी.	1	39000/- प्रतिमाह	
18	पेशेवर भाषाविद् अनुवाद-तमिल (Translator)	आर.के.सी.	1	39000/- प्रतिमाह	
19	पेशेवर भाषाविद् अनुवाद-गुजराती (Translator)	आर.के.सी.	1	39000/- प्रतिमाह	

नोट: 1) ईमेल के माध्यम से पोस्ट कोड 11-19 के लिए आवेदन फार्म जमा करने के अंतिम तिथि 17 जुलाई, 2014 है।

2) पोस्ट कोड 11-19 के लिए आवेदन करने वाले उम्मीदवारों को आवेदन फार्म अंतिम तिथि से पहले nhp@nihfw.org पर ईमेल के माध्यम से जमा करवाना अनिवार्य है।

3) लिखित परीक्षा में उत्तीर्ण उम्मीदवारों के सूची एनआईएचएफडब्लू की वेबसाइट पर अपलोड की जाएगी।

विवरण संस्थान की वेबसाइट www.nihfw.org पर उपलब्ध है।

निदेशक



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



WALK-IN-INTERVIEW

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 appointed by MOHFW, GOI as a Nodal Agency for Coordination of all the Activities in the country under the Centre of Health Informatics (CHI) for National Health Portal (NHP).

The pilot project of National Health Portal is approved for a period of two years. Under the above project NIHFW proposes to fill the following posts on contractual basis.

Post Code	Name of the post	Name of Entity/ Unit	No. of Post/s	Consolidated pay	Date of Walk-in-Interview
1.	Designer – Network Design	TDT	1	35000/- PM	04.07.14 at 11 A.M.
2.	Communication Assistant	HLRL	1	39000/- PM	04.07.14 at 11 A.M.
3.	Directory Services Assistant	HLRL	1	39000/- PM	04.07.14 at 11 A.M.
4.	Project Assistant- Financial Management (Accountant)	CHI	1	25000/- PM	04.07.14 at 11 A.M.
5.	Project Assistant- Public Health	CHI	2	25000/- PM	04.07.14 at 11 A.M.
6.	Specialist Validator (Author) Ayurveda	AMKC	1	69000/- PM	15.07.14 at 11 A.M.
7.	Specialist Validator (Author) Yoga and Naturopathy	AMKC	1	69000/- PM	15.07.14 at 11 A.M.
8.	Specialist Validator (Author) Unani	AMKC	1	69000/- PM	15.07.14 at 11 A.M.
9.	Specialist Validator (Author) Siddha	AMKC	1	69000/- PM	16.07.14 at 11 A.M.
10.	Specialist Validator (Author) Homeopathy	AMKC	1	69000/- PM	16.07.14 at 11 A.M.

Post Code	Name of the post	Name of Entity/Unit	No. of Posts	Consolidated pay	Date of Written Test
11.	Software Developer Linux	TDT	1	50000/- PM	Date of written test will be uploaded on NIHFW website in the 4 th week of July, 2014
12.	Software Developer Mysql	TDT	1	50000/- PM	
13.	Software Developer PHP	TDT	1	50000/- PM	
14.	Animator/ Graphic Designer	CCDC	1	49000/- PM	
15.	Professional Linguist Translation - Bangla	RKC	1	39000/- PM	
16.	Professional Linguist Translation - Hindi	RKC	1	39000/- PM	
17.	Professional Linguist Translation - Punjabi	RKC	1	39000/- PM	
18.	Professional Linguist Translation - Tamil	RKC	1	39000/- PM	
19.	Professional Linguist Translation- Gujarati	RKC	1	39000/- PM	

- Note: 1) Last date for submitting application form through email for post code 11 to 19 - **17th July, 2014.**
 2) Candidates appearing for the post code 11 to 19 are required to send their application form on nhp@nihfw.org before the last date of submitting application through email.
 3) The list of shortlisted/qualified candidates in written test will be uploaded on NIHFW website.

The details are available on Institute's website : www.nihfw.org

DIRECTOR

The details are given below:

1. Designer – Network Design

No. of Post: 1 (One)

Salary: Rs. 35000/- (Rupees thirty Five thousand only) per month

Qualification: Essential:

Graduate Degree with Diploma in Computer Hardware and Networking with 5+ year experience

Desirable:

1. B.Tech (Computer Science or Information Technology) with two years experience
2. Knowledge of Networking, network security content filtering, remote desktop configuration, Wi- Fi router installation and configuration, security technology configuration - VPN

Job Responsibilities

- Responsibilities would involve maintaining the hardware, software and networking infrastructure of the Division. Additional responsibilities as directed by the CHI of NHP.

2. Communication Assistant

No. of Post: 1 (One)

Salary: Rs. 39000/- (Rupees Thirty nine thousand only) per month

Qualification: Essential:

1. Master Degree in Mass Communication from a recognized university with 10 years experience
2. Preference will be given to Faculty/Retired Faculty from University/Colleges/ Research Institutes

Desirable:

1. Knowledge of Print Media publication, electronic media broadcasting and also on air Radio program
2. Dedicated towards work and complete the task on given deadlines
3. Dynamic, flexible, a good sense of confidentiality, self driven, ability to plan own work and handle complex information issues
4. Adaptability, team spirit and goal driven

Job Responsibilities

- To collect and disseminate health information to the Health Services.
- To support the Coordination Team to collect and disseminate important information on the health development sectors.
- To analyze and compile relevant articles/papers/studies in the area of health sector.
- To ensure the accuracy and quality of information before dissemination
- To identify publications, tools and other resources, available in print or electronically, related to health services

3. Directory Services Assistant

No. of Post: 1 (One)

Salary: Rs. 39000/- (Rupees Thirty nine thousand only) per month

Qualification: Essential:

1. Master Degree in Mass Communication from a recognized university with 10 years experience
2. Preference will be given to Faculty/Retired Faculty from University/Colleges/ Research Institutes

Desirable:

1. Knowledge of Web portals/ Directories/ Geographical locations
2. Good command on Microsoft office
3. Good communication skills Hindi, English (Knowledge of multiple languages will be given preference)
4. Dedicated towards work and complete the task on given deadlines
5. Dynamic, flexible, a good sense of confidentiality, self driven, ability to plan own work and handle complex information issues
6. Adaptability, team spirit and goal driven

Job Responsibilities

- Communicate with various Institutes/Hospitals/Govt. departments of health care sector
- Develop and manage the national directories of the health care services

4. Project Assistant- Financial Management (Accountant)

No. of Post: 1 (One)

Salary: Rs.25000/- (Rupees twenty five thousand only) per month

Qualification: Essential:

1. Bachelor Degree in commerce (B. Com)/Bachelor in Business Administration (BBA)/Bachelor in Business Economics (BBE)
2. Three year work experience in government departments or autonomous Institutes in accounting

Desirable:

1. Preference will be given to the candidate having Masters Degree in Commerce/MBA (Finance)
2. Knowledge of salary preparation, TDS deduction
3. Billing, cash management, financial planning
4. Cash maintenance, accounting of daily expenses
5. Making formats to follow-up payments on excel
6. Knowledge of MS Office especially Excel
7. Knowledge of taxation, TDS, Service Tax & ESI & EPF, Tenders

Job Responsibilities

- Monthly budgeting like salary preparation, payment of bills, accounting of daily expenses.
- Responsibilities would involve developing and implementing financial strategy.

5. Project Assistant- (Public Health)

No. of Post: 2 (Two)

Salary: Rs.25000/- (Rupees twenty five thousand only) per month

Qualification: Essential:

MBBS/ BDS/ M. Sc. (Nursing) / MPT

Desirable: Content development for public health activities

Job Responsibilities

- Responsibilities would involve developing and validating content for the National Health Portal.

6. Specialist Validator (Author) Ayurveda:

No. of Post: 1 (One)

Salary: Rs. 69000/- (Rupees sixty nine thousand only) per month

Qualification: Essential:

1. Post graduate degree in Ayurveda from recognized institute
2. Minimum 15 years work experience in teaching or research

Desirable:

1. High level of English proficiency.
2. Excellent content validation skills, written and verbal communication skills.
3. Experience of working in healthcare sector.
4. Publication in peer reviewed indexed Journals/Newsletters/Magazines.
5. Should be able to work with content editing tools and software.
6. Preference will be given to Faculty/Retired Faculty from University/Colleges/ Research Institutes

Job Responsibilities

- Content development in the area of health for the National Health Portal
- Write, validate, proof read, review, modulate content quickly and accurately

7. Specialist Validator (Author) Yoga and Naturopathy

No. of Post: 1 (One)

Salary: Rs. 69000/- (Rupees sixty nine thousand only) per month

Qualification: Essential:

1. Post graduate degree in Yoga and Naturopathy from recognized institute
2. Minimum 15 years work experience in teaching or research

Desirable:

1. High level of English proficiency.
2. Excellent content validation skills.
3. Experience of working in healthcare sector.
4. Publication in peer reviewed indexed Journals/Newsletters/Magazines.

5. Should be able to work with content editing tools and software.
6. Preference will be given to Faculty/Retired Faculty from University/Colleges/ Research Institutes

Job Responsibilities

- Content development in the area of health for the National Health Portal
- Write, validate, proof read, review, modulate content quickly and accurately

8. Specialist Validator (Author) Unani

No. of Post: 1 (One)

Salary: Rs. 69000/- (Rupees sixty nine thousand only) per month

Qualification: Essential:

1. Post graduate degree in Unani from recognized institute
2. Minimum 15 years work experience in teaching or research

Desirable:

1. High level of English proficiency.
2. Excellent content validation skills, written and verbal communication skills.
3. Experience of working in healthcare sector.
4. Publication in peer reviewed indexed Journals/Newsletters/Magazines.
5. Should be able to work with content editing tools and software.
6. Preference will be given to Faculty/Retired Faculty from University/Colleges/ Research Institutes

Job Responsibilities

- Content development in the area of health for the National Health Portal
- Write, validate, proof read, review, modulate content quickly and accurately

9. Specialist Validator (Author) Siddha

No. of Post: 1 (One)

Salary: Rs. 69000/- (Rupees sixty nine thousand only) per month

Qualification: Essential:

1. Post graduate degree in Siddha from recognized institute
2. Minimum 15 years work experience in teaching or research

Desirable:

1. High level of English proficiency.
2. Excellent content validation skills, written and verbal communication skills.
3. Experience of working in healthcare sector.
4. Publication in peer reviewed indexed Journals/Newsletters/Magazines.
5. Should be able to work with content editing tools and software.

6. Preference will be given to Faculty/Retired Faculty from University/Colleges/ Research Institutes

Job Responsibilities

- Content development in the area of health for the National Health Portal
- Write, validate, proof read, review, modulate content quickly and accurately

10. Specialist Validator (Author) Homeopathy

No. of Post: 1 (One)

Salary: Rs. 69000/- (Rupees sixty nine thousand only) per month

Qualification: Essential:

1. Post graduate degree in Homeopathy from recognized institute
2. Minimum 15 years work experience in teaching or research

Desirable:

1. High level of English proficiency.
2. Excellent content validation skills, written and verbal communication skills.
3. Experience of working in healthcare sector.
4. Publication in peer reviewed indexed Journals/Newsletters/Magazines.
5. Should be able to work with content editing tools and software.
6. Preference will be given to Faculty/Retired Faculty from University/Colleges/ Research Institutes

Job Responsibilities

- Content development in the relevant field for the National Health Portal
- Write, validate, proof read, review, modulate content quickly and accurately

11. Software Developer Linux

No. of Post: 1 (One)

Salary: Rs. 50000/- (Rupees fifty thousand only) per month

Qualification: Essential:

B.E. / B.Tech. in Computer Sc. & Engg. / Information Technology or MCA from a recognized University or Institution with 5 year's experience

Desirable:

1. Systems Administrator with proven expertise with Linux ideally CentOS
2. Preferred skills include TCP/IP, Database skills and Shell scripting
3. Proven analytical and problem-solving skills in a technical environment
4. Effective oral, written, and interpersonal communication skills

Job Responsibilities

- To maintain the servers (Cloud) of National Health Portal and coordination with team members for solving problems
- Installing and upgrading the database server and application tools

- Allocating system storage and planning future storage requirements for the database system
- Contacting service provider for technical support
- Controlling and monitoring user access
- Generating various reports by querying from database as per need
- Certifications Required: Security+ and Red Hat Certified System Administrator
- Expert knowledge of RHEL knowledge of UNIS/Solaris 10 or newer system administration

12. Software Developer MySQL

No. of Post: 1 (One)

Salary: Rs. 50000/- (Rupees fifty thousand only) per month

Qualification: Essential:

B.E. / B.Tech. in Computer Sc. & Engg. / Information Technology or MCA from a recognized University or Institution with 5 years experience

Desirable: Certification: Oracle Certified Associate, MySQL 5/ Oracle Certified Professional, MySQL 5 Developer/ Oracle Certified Professional, MySQL 5 Database Administrator/ Oracle Certified Expert, MySQL 5.1 Cluster Database Administrator

Job Responsibilities

- To design and maintain the databases/servers of Enterprise Content Management System in National Health Portal and coordination with team members for solving problems
- Develop PHP-Mysql unit test plans along with conduct unit as well as string testing
- Prepare and modify MySQL tables as required and Provide database and code optimization recommendations
- Support with server monitoring and Interact professionally with QA with respect to test code changes
- Comply with code standards and Convey project requirements, risks as well as assumptions to project team
- Develop and design effectual solutions and Perform on multiple tasks all together in fast-paced deadline-driven atmospheres
- Creating primary database storage structures (table spaces) after application developers have designed an application
- Creating primary objects (tables, views, indexes) once application developers have designed an application
- Modifying the database structure, as necessary, from information given by application developers
- Enrolling users and maintaining system security
- Controlling and monitoring user access to the database
- Monitoring and optimizing the performance of the database
- Planning for backup and recovery of database information
- Maintaining archived data and Backing up and restoring databases

13. Software Developer PHP

No. of Post: 1 (One)

Salary: Rs. 50000/- (Rupees fifty thousand only) per month

Qualification: Essential:

B.E. / B.Tech. in Computer Science & Engineering / Information Technology or MCA from a recognized University or Institution with 5 year's experience

Keyskills: php, mysql, ajax, jquery, javascript, css json

Desirable:

1. Develop web applications using PHP and Drupal
2. Knowledge of web designing, graphics and user interface
3. Design and develop database in Mysql.
4. Test and deploy programs/ applications
5. Collaborate with other departments (such as graphic design, QA) to ensure timeliness and quality
6. Assist team members in problem solving
7. Added Advantage experience in developing social network websites integrating with facebook, twitter, etc
8. Develop Web Services, Ecommerce, etc
9. PHP coding and connecting with MySQL databases (on LAMP platform)
10. Hands-on-experience in java scripting
11. Knowledge and experience in css style sheets (css3)
12. Should have good knowledge in blog, forum, chat, live streaming, ecommerce & CMS application
13. Expert in developing simple to complex type of websites
14. Should be able to plan, code and deliver a project
15. Sound knowledge of HTML 5, CSS 3

Job Responsibilities

- Design and develop the National Health Portal with state of art technologies

14. Animator/ Graphic Designer

No. of Post: 1 (One)

Salary: Rs. 49000/- (Rupees forty nine thousand only) per month

Qualification: Essential:

Bachelor in Fine Arts or Diploma in Graphic/Animation OR Post Graduate Degree or Diploma in Graphic/ Animation from a recognized University/Professional Institutions with 5 years experience in relevant filed

Desirable:

1. Working experience in healthcare sector
2. Evidence of executing individual and team-based projects.
3. High level of proficiency in After Effects with:
 - Broadcast Motion Graphics
 - Character Animation
 - Compositing
4. Moderate level of proficiency in 2D/3D Videos
5. Fluent in Adobe Photoshop and Illustrator / Animation tools etc.
6. Experience in design and visual storytelling
7. Working knowledge in Maya tools/or equivalent

Job Responsibilities

- To design style frames, build storyboards, animate and composite full videos.
- Execute projects with attention to detail and on quick timelines.
- Work collaboratively with other departments on broader campaign integration and execution
- To take directions to own a project from start to finish
- To work in a fast paced, deadline driven environment
- Design of web animations, besides media campaign brochures and posters.

15. Professional Linguist Translation – Bangla

No. of Post: 1 (One)

Salary: Rs. 39000/- (Rupees thirty nine thousand only) per month

Qualification: Essential:

1. Masters Degree in Bangla language from recognized Institute with 5 year experience in translation from English to Bangla and Bangla to English. Competence in the other language is a definite advantage.
2. Preference will be given to Faculty/Retired Faculty from University/Colleges/ Research Institutes

Desirable:

1. Translation in health care domain
2. High level of English, Bangla proficiency
3. Excellent copywriting and verbal communication skills
4. Experience in using content management system
5. Proven ability to write content quickly and accurately to meet deadlines
6. Good knowledge in use of e-mail, MS spreadsheet, MS Word for reporting and communication purposes.
7. Ability to type in Bangla using UNICODE based fonts
8. Good Communication skills

Job Responsibilities

- Translation of medical content from English to Bangla and Bangla to English

16. Professional Linguist Translation – Hindi

No. of Post: 1 (One)

Salary: Rs. 39000/- (Rupees thirty nine thousand only) per month

Qualification: Essential:

1. Masters degree in Hindi language from recognized Institute with 5 year experience in translation from English to Hindi and Hindi to English. Competence in the other language is a definite advantage.
2. Preference will be given to Faculty/Retired Faculty from University/Colleges/ Research Institutes

Desirable:

1. Translation in health care domain
2. High level of English, Hindi proficiency
3. Excellent copywriting and verbal communication skills

4. Experience in using content management system
5. Proven ability to write content quickly and accurately to meet deadlines
6. Good knowledge in use of e-mail, MS spreadsheet, MS Word for reporting and communication purposes.
7. Ability to type in Hindi using UNICODE based fonts
8. Good Communication skills

Job Responsibilities

- Translation of medical content from English to Hindi and Hindi to English

17. Professional Linguist Translation – Punjabi

No. of Post: 1 (One)

Salary: Rs. 39000/- (Rupees thirty nine thousand only) per month

Qualification: Essential:

1. Masters Degree in Punjabi language from recognized Institute with 5 year experience in translation from English to Punjabi and Punjabi to English. Competence in the other language is a definite advantage.
2. Preference will be given to Faculty/Retired Faculty from University/Colleges/ Research Institutes

Desirable:

1. Translation in health care domain
2. High level of English, Punjabi proficiency
3. Excellent copywriting and verbal communication skills
4. Experience in using content management system
5. Proven ability to write content quickly and accurately to meet deadlines
6. Good knowledge in use of e-mail, MS spreadsheet, MS Word for reporting and communication purposes.
7. Ability to type in Punjabi using UNICODE based fonts
8. Good Communication skills

Job Responsibilities

- Translation of medical content from English to Punjabi and Punjabi to English

18. Professional Linguist Translation – Tamil

No. of Post: 1 (One)

Salary: Rs. 39000/- (Rupees thirty nine thousand only) per month

Qualification: Essential:

1. Masters Degree in Tamil language from recognized Institute with 5 year experience in translation from English to Tamil and Tamil to English. Competence in the other language is a definite advantage.
2. Preference will be given to Faculty/Retired Faculty from University/Colleges/ Research Institutes

Desirable:

1. Translation in health care domain
2. High level of English, Tamil proficiency
3. Excellent copywriting and verbal communication skills

4. Experience in using content management system
5. Proven ability to write content quickly and accurately to meet deadlines
6. Good knowledge in use of e-mail, MS spreadsheet, MS Word for reporting and communication purposes.
7. Ability to type in Tamil using UNICODE based fonts
8. Good Communication skills

Job Responsibilities

- Translation of medical content from English to Tamil and Tamil to English

19. Professional Linguist Translation – Gujarati

No. of Post: 1 (One)

Salary: Rs. 39000/- (Rupees thirty nine thousand only) per month

Qualification: Essential:

1. Masters Degree in Gujarati language from recognized Institute with 5 year experience in translation from English to Gujarati and Gujarati to English. Competence in the other language is a definite advantage.
2. Preference will be given to Faculty/Retired Faculty from University/Colleges/ Research Institutes

Desirable:

1. Translation in health care domain
2. High level of English, Gujarati proficiency
3. Excellent copywriting and verbal communication skills
4. Experience in using content management system
5. Proven ability to write content quickly and accurately to meet deadlines
6. Good knowledge in use of e-mail, MS spreadsheet, MS Word for reporting and communication purposes.
7. Ability to type in Gujarati using UNICODE based fonts
8. Good Communication skills

Job Responsibilities

- Translation of medical content from English to Gujarati and Gujarati to English

Note: The Selection Committee can recommend relaxations of experience in case of deserving candidates.

Duration: Appointment will be initially for a period of one year, extendable for a period of one year, extendable further based upon performance and subject to project continuation.

Place of Duty: NIHFw, New Delhi

- 1) The last date for submitting application form through email for post code 11 to 19 - **17th July, 2014.**
- 2) Candidates appearing for the post code 11 to 19 are required to send their application form on nhp@nihfw.org before the last date (**17 July-2014**) of submitting application through email. No application will be accepted after last date of submitting application through email.

- 3) After the screening of email applications, the successful candidates will have to appear for a written test. The list of shortlisted/qualified candidates in written test will be uploaded on NIHFW website after the papers are evaluated.
Shortlisted/ Qualified candidates will be called for Interview. Dates of the Interview will be uploaded on NIHFW website.
- 4) **For the post code 1 to 10** - Interested candidates may appear for a Walk-in-Interview on the above date and time in the Office of the Dy. Director (Admn.), NIHFW, New Delhi alongwith detailed CV as per proforma enclosed and attested copies of age proof, qualifications and experience certificates, if any and original certificates for verification.
- 5) No TA /DA will be paid for attending the interview.

Note: The candidates reporting after registration time will not be entertained. The application and copies of certificate submitted at the time of registration will not be returned to candidates.

DIRECTOR

**National Institute of Health & Family Welfare
Baba Gang Nath Marg, Munirka, New Delhi-110067**

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size
photograph**

Name of the Project/ Course: _____

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. / Organisation	Salary drawing / drawn	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	Amount of Basic Pension	Remarks

11. Any other relevant information: _____

Signature of the applicant
Date: _____