



आरोग्यम् सुखसम्पदा

No. A.12024/1/2020-Admn.I (Pt.file)

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gang Nath Marg, Munirka, New Delhi – 110 067.

VACANCY NOTICE

The National Institute of Health and Family Welfare an autonomous Institute under the aegis of the Ministry of Health and Family Welfare, Government of India acts as an apex Technical Institute for promoting Health and Family Welfare Programmes in the country through Education, Training, Research, Evaluation, Consultancy, Advisory and Specialized Services.

Applications are invited by the Director, NIHFV from the citizens of India for the following Group 'B' posts:

Group 'B'				
Sl. No.	Name of Post	No. of post	Pay Matrix Level	Reservation
1.	Steno Gr.II	02	Level – 6	1 UR (OH)* 1 EWS
2.	Librarian	01	Level – 7	UR
3.	Staff Nurse	01	Level – 6	UR
4.	Technical Assistant Lab.)	01	Level – 6	UR
5.	Senior Technical Assistant (Documentation)	01	Level – 6	UR
6.	Assistant Research Officer (Humanity Group)	01	Level – 7	UR
7.	Technical Assistant (Press)	01	Level – 6	UR

*OH - Persons with Benchmark Disability-(Divyangjan)-Locomotor Disability - OA/OL/BL/ OAL].

For details please visit Institute's website: www.nihfw.org. Complete applications should reach to the office of the Dy. Director (Admn.), NIHFV at the above address before **26.02.2021**.

Director



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Stenographer Grade II

No. of Vacancy : 02 – 1 UR (OH) and 1 EWS

OH – person with benchmark disability (Divyangjan) – Locomotor Disability – OA/OL/ BL/OAL)

Matrix Pay level – 6, Pay Band - Rs.9300-34800 + Grade Pay Rs.4200 (pre-revised)

Age Limit – Not exceeding 25 years

Educational and other qualifications

Essential

- Matriculation or equivalent from a recognised Board.
- English shorthand at a speed of 120 words per minutes
- English typewriting at a speed of 40 words per minutes.

Desirable

- Expereince as a Stenographer in a government Department or Institutions/ Organisation of repute.
- Degree of a recognised Univesity or equivalent.

Librarian

No. of vacancy – 01 - UR

Matrix Pay Level – 7, Pay Band - Rs.9300-34800 + Grade Pay Rs.4600 (pre-revised)

Age Limit – Not exceeding 30 years

Educational and other qualifications

Essential

- i) Master's Degree, preferably in a Science or Social Science subject, from a recognised university or equivalent.
- ii) Degree in Library Science from a recognised university or equivalent
- iii) 3 years' experience in a Library/Documentation Centre of repute

Desirable

- i) Master's degree in Library and Information Science of a recognized University or equivalent
- ii) Experience in organising, acquisition and technical processing work in a Library, Documentation Centre of repute.

Staff Nurse

No. of Vacancy : 01

Matrix Pay Level – 6

Pay Band - Rs.9300-34800 + Grade Pay Rs.4200 (pre-revised)

Age Limit – Not exceeding 25 years

Educational and other qualifications required for Direct Recruitments

Essential

- i) Diploma in General Nursing and Midwifery.
- ii) Should be registered as 'A' Grade Nurse with a State Nursing Council.

Desirable

- i) B.Sc. Nursing from a recognised University or Equivalent.

Technical Assistant (Lab.)

No. of Vacancy : 01 - UR

Matrix Pay Level – 6, Pay Band - Rs.9300-34800 + Grade Pay Rs.4200 (pre-revised)

Age Limit – Not exceeding 25 years

Educational and other qualifications required for Direct Recruitments

Essential

- i) Higher Secondary (with science subjects) from recognised Board and Diploma in Medical Laboratory Technology from a recognised Institution
OR
B.Sc. (With chemistry as a subject) from a recognised University or equivalent.
- ii) 2 years' experience of working in a research laboratory.

Desirable

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

Sr. Technical Assistant (Doc.) - 01

Scale of Pay : Pay Matrix Level - 6
Age limit for direct recruitment: Not exceeding 30 years

Educational and other Qualifications required for direct recruitments

Essential

- i) Degree of a recognised University or equivalent.
- ii) Degree in Library Science from a recognised university or equivalent
- iii) One years' experience of documentation work in a Library/Documentation Centre of repute.

Desirable

- i) Master's degree in Library and Information Science from a recognized University or equivalent.
- ii) Master's degree, preferably in a Science or Social Science subject from a University of equivalent.

Assistant Research Officer (HG)

No. of Vacancy : 01 – 1 UR
Age limit for direct recruitment : Not exceeding 30 years.

Matrix Pay Level – 7

Pay Band - Rs.9300-34800 + Grade Pay Rs.4600 (pre-revised)

Educational and other qualifications required for Direct Recruitments

Essential

- i) Master's Degree in Behavioral Sciences/Economics/ Statistics/ Demography / Operation Research / Management Sciences / Public Administration/ Environmental Sciences/Education/Public Health Nursing etc. (as per requirement of the post) of a recognized University or equivalent.
- ii) 2 years experience of conducting research/evaluation in the concerned discipline.

Desirable

- i) Experience of conducting studies in the field of health and family welfare.

Technical Assistant (Press)

No. of Vacancy : 01 - UR
Scale of Pay : Pay Matrix Level - 6
Pay Band - Rs.9300-34800 + Grade Pay Rs.4200 (pre-revised)
Age limit for direct recruitment: Not exceeding 28 years

Educational and other Qualifications required for direct recruitments

Essential

1. Higher Secondary or equivalent from a recognized Board.
2. Diploma in Reprography or Printing Technology with specialisation off-set printing.
3. 3 years experience of running modern automatic offset printing machine in Government organisation or a press of Repute.

4. Knowledge of ink-mixing and colour matching.

Desirable

1. Knowledge of Plate-making and general repairing of Machine.

General:

1. Age limit as on 1.7.2021. Age limit relaxable in case of SC/ST/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. The candidates belonging to the EWSs category provide the information in the certificate form as per Annexure I.
4. Canvassing in any form by or on behalf of the candidates will disqualify the candidates.
5. Only Post-qualification experience, after acquiring the specific essential educational qualifications as mentioned against each post herein, will be the qualifying criteria for the respective posts and it will be counted as work experience.
6. Number 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. Number of posts may vary due to retirement/promotion etc.
9. Late applications / incomplete applications (not in prescribed application form, without enclosures of the necessary certificates/documents/proof etc.)/ application received through e-mail/fax, interim enquiries will not be entertained and such applications shall be summarily rejected.
10. Separate application should be used for each post.
11. For any purpose, which is not mentioned herein, the Rules and Regulations of the Central Government shall apply.
12. The minimum degree of disability (OH post) in order for a person to be eligible for any concessions/benefits would be 40%.
13. The candidate required to submit Medical Certificate from the Authority Competent, duly define the OH category.

How to apply:

1. Interested and eligible candidates may apply on plain paper, in the given proforma only along with fee of **Rs.300/- by a crossed Indian Postal Order/Demand Draft** drawn in favour of Director, National Institute of Health and Family Welfare, New Delhi payable at New Delhi (**No fee for SC/ST/Women/Orthopadically handicapped candidates**) etc.
2. The envelope should be superscribed as "**Application for the post of (Pl. write name of the post)**".
3. Candidates working in Govt. / Semi Govt. Organizations/Autonomous Bodies must apply through proper channel (Annexure – II).

4. Complete application along with self attested photocopies in support of educational qualifications, age and proof of belonging to SC/ST/EWS/Orthopaedically handicapped and experience certificate etc. should reach the Dy. Director (Admn.), NIHFW, Baba Gang Nath Marg, Munirka, New Delhi – 110 067 latest by **26.02.2021**.
5. The Institute will conduct written test and skill test to select the candidates on merits..

APPLICATION FROM FOR GROUP 'B' POSTS

1. (a) Name of the post applied for: _____
(b) Date of Advertisement: _____ (c) Sl.No. of post _____
2. Name in full: _____
(In Block Letter) First Middle Last
3. Father's/Husband's Name: _____
4. (a) Date of Birth (in figure): _____
(b) Age as on **1/7/2021**: _____ Years _____ Months _____ days
(c) Whether claim for age relaxation:(Yes/No): _____
5. (a) Social Category: _____
(SC / ST / OBC (as per central government list) / Divyangjan / GEN / Ex-Serviceman / EWS-
Please attach attested photocopy of the certificate)
(b) (i) If Divyangjan (Nature of Disability): Locomotor Disability (**OA/OL/BL/OAL**)
(ii) Whether Ex-serviceman: _____ Date of Retirement _____
(Please attach attested photocopy of the certificate)
6. Gender (Male/Female) : _____
7. Marital Status: Married/Unmarried/Divorcee etc. (Strike out whichever is not applicable)
8. (a) Telephone No.(with STD Code): _____ (b) Mobile No. _____
(c) Email ID: _____
9. Nationality : _____
10. Aadhar Card No. (please attach self-attested copy): _____

11. Address for Correspondence: _____

PIN Code: _____

12. Permanent Address: _____

PIN Code: _____

13. Particulars of all examination passed and degree and technical qualifications obtained commencing from School Board or equivalent examination:
(Please attach separate sheet, if required)

Examination/Degree	University/Board	Year of Passing	% age of marks/ Division	Subjects

14. Experience: (Please attach attested copies of the experience certificate) (please start with the latest). (Please attach separate sheet, if required).

Name of employer	Post held	Period		Pay Scale/Pay Band & Grade Pay with Basic Pay	Nature of work / duties
		From	To		

15. Name of the employment exchange and registration no. if any: _____

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Stenography/Typing Speed, **where applicable**: English ____w.p.m. Hindi__ w.p.m. **(Pl. tick the option either Hindi OR English)**

17. Working knowledge of computer: (Yes/No): _____

18. Are you departmental candidate? (Yes/No): _____

If 'yes' give details: _____

19. Are you applying through proper channel: (Yes/No): _____

If 'yes' is this your advance copy? (Yes/No): _____

DECLARATION

I hereby declare that I am a citizen of India and all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I have never been convicted by any court of law and no criminal case is pending against me in any court of law in the country. My certificates can be got verified at any time from the issuing authority. In the event of any information being found false/incorrect or ineligibility being detected before or after the written test/skill test, my candidature will stand automatically cancelled.

Place:

(Signature of the candidate)

Date:

Annexure-I

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____ Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport size
attested photograph of
the applicant

*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

G. Srinivasan

Annexure - II

Certificate by Head of Department/Organisation

(Applicable only to those candidates who are working in Government/Semi Government/ PSU/Autonomous Bodes and who are required to apply through proper channel)

1. Certified that Shri/Smt./Km. _____ is an employee of this department/office/organisation. I have no objection to his/her application being considered for the post.
2. Certified that particulars of the officer/employee have been verified and found to be correct.
3. It is certified that no disciplinary proceedings are either pending and/or contemplated against the officer/employee, Integrity of the officer/employee is also certified.
4. Certificfed also that he/she submitted his/her application to the department/office/ institute/ organisation on _____ for onward transmission to the NIHFw.

Date:

Signature of the Head of the Department
(with stamp)

Place:

Designation
(Ministry/Office Stamp)