



THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE
An Autonomous Institute under Ministry of Health & Family
Welfare, Government of India
Baba Gangnath Marg, Munirka, New Delhi-110067

F.No: A.12044/1/2023-Admn.I

Dated: 11-04-2023

VACANCY NOTICE

The National Institute of Health and Family Welfare is an autonomous Institute funded by the Ministry of Health and Family Welfare, Govt. of India. The NIHFV 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.

Applications are invited by the Director, NIHFV from the citizens of India for following regular posts in NIHFV:

Sl. No.	Name of Post	Pay Matrix Level	No. of post(s)	Category	Method of Recruitment
1.	Accounts Officer	Level – 07	02		Deputation
2.	Accountant	Level – 06	03		Deputation
3.	Assistant	Level – 06	03	1 Post for ST 2 post for UR	Direct

Last date of receiving of Application is **30-04-2023**.

For details please visit Institute website: www.nihfw.org

Director, NIHFV

F.No: A.12044/1/2023-Admn.I
THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE (NIHFW)

Dated: 11-04-2023

VACANCY NOTICE

The National Institute of Health and Family Welfare is an autonomous Institute funded by the Ministry of Health and Family Welfare, Govt. of India. The NIHFW 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.

Applications are invited by the Director, NIHFW from the citizens of India for the following posts in NIHFW:

Sl. No.	Name of Post	Pay Matrix Level	No. of post(s)	Category	Method of Recruitment
Group B posts					
1.	Accounts Officer	Level – 07	02		Deputation
2.	Accountant	Level – 06	03		Deputation
3.	Assistant	Level – 06	03	1 Post for ST 2 post for UR	Direct

1. Name of the post – Accounts Officer - 02 (Two only)

Method of Recruitment : Deputation
Pay Matrix Level : 07 (Seven) Rs. 44,900/- – Rs. 1,42,400/-
Age : Not more than 56 years of age

In case of recruitment/deputation, grades from which recruitment/ deputation to be made:

Officers under the Central Government/State Govts./UT Govts./Autonomous or Statutory organizations.

- a) (i) Holding analogous posts on regular basis or
(ii) With 5 years' service in the grade on regular basis in Pay Band – 2, Rs.9300 – 34800 with Grade Pay or Rs.4200 (pre-revised) Pay level – 6 or equivalent; and
- b) Possessing any one of the following qualifications: -

- (i) A pass in the SAS or equivalent examination conducted by any one of the Organized Accounts Departments of the Central Government; OR
- (ii) Successful completion of training in the Cash and Accounts Work in the ISTM or equivalent training course and a minimum of 3 years' experience in Cash, accounts and Budget work.

Note: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date.

2. Name of the post – Accountant – 03 posts

Method of Recruitment	:	Deputation
Pay Matrix Level	:	06 (Six) Rs. 35,400 to Rs. 1,12,400
Age	:	Not more than 56 years of age

In case of recruitment / deputation, grades from which recruitment/ deputation to be made:

Deputation

Officers under the Central Government / State Govts. / UT Govts. / Autonomous or Statutory organizations.

- a) (i) Holding analogues posts on regular basis or
 - (ii) With 6 years' service in the grade on regular basis in Pay Band – 1, Rs.5200 – 20200 with Grade Pay of Rs.2800 (pre-revised) Pay Level 5 or equivalent;
 - (iii) With 8 year's regular service in the grade Pay Band – I Rs.5200-20200 with Grade Pay of Rs.2400 (pre-revised) Pay Level 4 or equivalent; and
- b) Who have undergone training in cash and accounts work in the ISTM or equivalent course and possessing two years' experience of cash, accounts and budget work.

Note- The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date.

3. Assistant : (03 posts – 1 – ST & 2-UR)

Method of Recruitment	:	By Direct Recruitment
Scale of Pay	:	Pay Matrix Level 6 (Rs. 35,400 to Rs. 1, 12,400/-)
Age Limit	:	Not exceeding 25 years

Educational Qualifications

Essential

- (i) Degree of a recognized University or equivalent
- (ii) 3 years' experience in Administration in a Government Department or Institution/Organization of repute.

GENERAL TERMS AND CONDITIONS:

1. The period of working experience shall be counted only after the acquiring of essential qualification for the post.
2. No age relaxation to SC/ST/OBC candidates against the post earmarked for Unreserved Category.
3. Age relaxations will be given as per Govt. of India rules.
4. No fees required for SC/ST/Women/PWD & Departmental candidate.
5. The OBC candidate should be classified in the Central list.
6. The crucial date for determining age will be **01.07.2023**.
7. The Candidates working in Govt./Semi Govt./PSU/Autonomous Bodies must apply through proper channel. The previous experience of the candidate must be completed by the last date to submit the applications.
8. Mere fulfilling the essential qualifications do not entitle a candidate to be called for interview/ written examination/skill test.
9. Canvassing in any form by or on behalf of any candidate will disqualify the candidate.
10. No correspondence will be entertained from the applicant either before or after the selection. The decision of the Institute would be final and binding on part of the applicants.
11. NIHFV reserves the right to either fill up all the posts, or some of the posts or none of them without assigning any reason. The number of vacancies shown in this Advertisement **may vary** depending upon the resultant vacancies which may occur due to retirement/promotion/revival etc.
12. The Institute may conduct written examination/skill test for all/any of the above posts to select the candidates on the basis of merit. The decision of the Director, NIHFV shall be final in this regard.

13. In routine job the employees are required to work/carry out day to day job on Computers **i.e. e-office**, therefore, preference will be given to candidates having operational knowledge of Computer.
14. The candidates appointed will be governed by new Contributory Pension Scheme effective from **01.01.2004**.
15. All candidates are requested to check regularly Institute's website (www.nihfw.org) regularly for any update.
16. Any addendum / corrigendum shall be posted on the Institute's website only.
17. Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Delhi Courts only.
18. All the correspondence from Institute including Admit Card, if any, shall be sent through email address provided by the applicant in the application form.

How to apply:

1. The Interested and eligible candidate has to submit the application in the attached proforma.
2. The candidates must enclose Rs. 300/- in the form of Demand Draft/IPO in favour of Director NIHFV alongwith application. The fees submitted is non-refundable
3. Please note that only one application form should be used for one post. More than one application for one post will be rejected out rightly.
4. The last date to submit the application to NIHFV is **30-04-2023**.
5. The candidate must have sent duly filled application along with self-attested all testimonials (i.e. Educational documents, Experience etc..) to Dy. Director (Admin), The National Institute of Health and Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi – 110067. The candidate will have to clearly superscribe "Application for the post of") against Advertisement no. A.12044/1/2023-Admn.I dated 11-04-2023 on the top of the envelope in capital letters.
6. NIHFV will not be responsible for late submission of application. The eligible candidate has to submit the application within specified time. Application forwarded through any other means including by FAX or e-mail etc. will not be entertained and summarily rejected.
7. Applicants must not furnish any particulars that are false, tampered or fabricated or suppress any material/ information while submitting the application and self-attested copies.
8. Incomplete application shall be summarily rejected.

DIRECTOR, NIHFV

APPLICATION FORM



(Affix recent Photograph)

1. Name of the post applied for :
 2. Date of advertisement :
 3. Name of Candidate (In block letters) :
 4. Father's Name :
 5. Mother's Name :
 6. Date of Birth :
 7. Age as on 01.07.2023 :
 8. Gender :
 9. Marital Status : Married / Unmarried / Others
 10. Mobile no. :
 11. Email ID :
- (Must mention clearly in block letters)*
12. Nationality :
 13. Religion :
 14. Correspondence Address :
 -
 -
 15. Permanent Address :
 -
 -

16. Are you Departmental Candidate : Yes / No

17. Are you applying Through : Yes / No
Proper Channel

18. Are you employed, if so give details:

.....
.....

19. Category (UR / OBC / SC/ST/EWS):
(Certificate must be enclosed)

20. Whether Physically handicapped : Yes/No.....

21. Details of Educational Qualifications, etc.. (Please attach additional sheet, if required)

Serial no.	Qualification	Board / University	Year of Passing	Maximum Marks	Marks Obtained	Percentage / CGPA	Subject
1	Matriculations/ Xth						
2	Intermediate / XIIth						
3.	Graduation						
4.	Post- Graduation						
5.	Others						

22. Details of Experience(Please attach additional sheet, if required)

Serial No.	Name and address of Organization	Post	From	To	Pay Level	Matrix
1						
2						
3.						
4.						
5.						

23. Any Other relevant information :

Date:

Place

(Name & Signature of Candidate)

Email ID:

Contact No:

Correspondence Address: