

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

Walk-in- Interview/Skill Test

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. The following post need to be filled up for short term in the "Impact Assessment of central sector scheme "Strengthening of Food Testing System including provision of Mobile Testing Labs (SOFTTEL) in the Country" project. The duration of the appointment will be initially for a period of **four months**. The contract may be curtailed or extended based on requirement and performance during the period:-

1. **Name of the post:** **Consultant**
No. of Post: **1 (One)**
Remuneration: Rs.80,000/- p.m. (max.) subject to qualification and experience

Qualification:

Essential:

- Ph.D. in Life Sciences / Social Sciences / Public Health / Statistics / Biostatistics / MD in CHA/PSM/Community Medicine from a recognized Institution
- Good proven scientific writing skills in English.

Desirable:

- One years' experience in conducting and managing large scale survey in health sector at the national / international levels;
- Proven experience in data processing, analysis and report writing in evaluation research; proficiency in working on SPSS, Excel, MS Office;
- Skills for analyzing quantitative and qualitative data;
- Published health related research work in accredited journals

Role and Responsibilities:

The selected candidate will be responsible to:

- Coordinate with the FSSAI as per instructions of Principal Investigator for carrying out the evaluation surveys.
- Provide technical support to the Principal Investigator and Evaluation team at NIHFW.
- Oversee expenditure for the evaluation visits under the project as per the budget provisions; coordinate with the internal administration of the NIHFW and also with FSSAI for release of next trench of budget. Monitor reimbursement of TA and per-diem to evaluation teams and to support accounts staff as per their needs.
- Coordination with the State coordinators for the visit of evaluation team members and facilitate the data collection plan.
- Visit the sites for data collection as per requirements.
- Monitoring of progress of evaluation activities as planned (timeline) and to provide technical support for the scrutiny of data, data tabulation, quantitative as well as qualitative data analysis by the respective team members, preparation of report as per the standard formats.

- Finalize the structure of the Project Report. Fine tune reports prepared by the team and prepare consolidated Project Report after compiling all reports within the stipulated time lines as approved in the Evaluation Proposal.
- Any other work assigned by the Principal Investigator of the Project.

Age limit: Upto 50 yrs. (as on date of interview)

2. **Name of the post:** Office Assistant
No. of Post: 1 (One)
Remuneration: Rs.20,000/- p.m.

Qualification:

Essential:

- Graduation from a recognized university with 2 years of post-qualification experience in Govt. Bodies /PSU / Private Organizations. Having knowledge of MS office (Word/Excel/Power Point) with documentary proof.

Key Responsibilities:

Responsible for all day to day activities related to office management and noting / drafting, submission of files.

Age limit: Upto 40 yrs. (as on date of Skill Test)

Duration: Initially for **4 months**, likely to be extended for one month depending upon status of project, performance of the individual and the requirement.

Date of Walk-in- Interview / Skill Test

Sl.No.	Post	Date & Time of Registration	Date and Time of Interview / Skill Test
1.	Consultant (For Interview)	04/01/2023 at 2.00 pm -3.00 pm	04/01/2023 at 3.00 pm onwards
2.	Office Assistant (For Skill Test)	04/01/2023 at 09.00 am – 10.00 am	04/01/2023 at 10.00 am onwards

Place of Duty: The National Institute of Health and Family Welfare, New Delhi

General Instructions:

1. Age will be calculated on the date of Interview / Skill Test. No age relaxation is admissible on these contractual posts.
2. Registration will be done on the basis of token system for the post where Test has been provided. Tokens will not be served after the closing of Registration time.
3. Interested candidates may appear for **Walk-in-Interview / Skill Test** which will be held on the above mentioned date and time in the **Computer Centre Lab. No.1, Academic Block, NIHFV**, New Delhi along with detailed CV as per Performa enclosed and self-attested copies of age proof, photo ID proof, qualifications and experience certificates .
4. Candidates have to make their own arrangement for appearing for Interview / Skill Test and no TA / DA will be paid to them.
5. NIHFV reserves the right to either fill up the post(s), or not without assigning any reason.
6. The candidates reporting after registration time will not be entertained. The application and certificate submitted at the time of registration will not be returned back to candidates.
7. Candidates must ensure that he/she fulfil the requisite qualifications, experience and age etc. on the date of Interview / Skill Test ..
8. Candidates are requested to download the attached format and bring with him/her duly filled in all respect alongwith Xerox copy of the Certificates / Proof of Age, Qualification, Experience and residential proof etc.
9. **Without original certificates the candidates will not be considered for registration.**

DIRECTOR (Additional Charge)



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

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Name of the Nodal Agency/ Project:

To be signed across

1. Name of the post applied for : _____
2. Name of the candidate in full
(Capital letters) : _____ / _____
(In Hindi) _____
3. Father's/Mother's Name : _____
4. Address for correspondence : _____
With mobile phone and e-mail _____
5. Permanent Address : _____
: _____
6. Date of birth and present age
(on the date of Test) : _____
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 work / Experience:

Post held	Name of Deptt. / Organization	Salary drawing / drawn	From	To	Nature of duties performed

10. Any other relevant information: _____

11. Please link the self-attested copies of certificates in support of your educational qualification, experience, Date of Birth, Caste etc.

12. List of enclosures

(i) _____ (ii) _____ (iii) _____

(iv) _____ (v) _____ (vi) _____

13. I undertake that the information submitted by me is correct to the best of my knowledge and in case of any suppression of information or incorrect information, my services be terminated with immediate effect.

Signature of the applicant

Date: _____

Name: _____