



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

No.B.12028/7/2019-Admn.II

Date: 28/12/2021

Vacancy Notice

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

It is proposed to fill up the following posts on deputation basis for the pilot project of National Health Portal.

1. Name & No. of the post: Additional Director (Technical) – 1 Post

Pay Level: Level -13 in the Pay matrix

Maximum Age limit: Shall not be exceeding 55 years as on the closing date for receipt of applications

Essential Qualifications and Experience:

- Master's degree in Quantitative Sciences / Management / Public Health / Computer Science or IT from a recognized University / Institution.
- Minimum 10 years' experience of working in or with the Government
- 4-5 years' experience in the health / social sector.
- Preference will be given to candidates having experience in designing / managing large scale e-Governance projects.

Eligibility:

Group 'A' officers holding

- (i) analogous posts on a regular basis or
- (ii) with 3 years' regular service in the Grade Pay 7,600 under the Central Government would also be eligible to apply.

Job requirement:

Responsibilities would involve planning, designing, development and modification of the National Health Portal, to address the healthcare information needs of the country in multiple languages. The job would involve close interaction with the **Project Director / Nodal Officer**, CHI of NHP and with all the other team members.

Tenure of deputation:

5 years or till continuation of project whichever is earlier.

2. Name & No. of the post: Deputy Director (Technical) – 1 Post

Pay Level: Level -11 in the Pay matrix

Maximum Age limit: Shall not be exceeding 55 years as on the closing date for receipt of applications

Essential Qualifications and Experience:

- Master's degree in Quantitative Sciences / Management / Public Health / Medicine / Computer Science or IT from a recognized University / Institution.
- Minimum 5 years' experience of working in or with the Government
- 3-4 years' experience in the health / social sector.
- Preference will be given to candidates having experience in the areas like e-Governance projects, public health, IT and network, managing large-scale databases, marketing research, social research, community mobilization etc.

Eligibility:

Group 'A' officers holding

- I. analogous posts on a regular basis or
- II. with 4 years' regular service in the Grade Pay 5,400 under the Central Government would also be eligible to apply.

Job requirement:

Responsibilities would involve designing IT architecture systems, administration, systems analysis, technical support for purchases, systems maintenance, development and modification of software, training setting up an enterprise portal to address the healthcare information needs of the country in multiple languages.

Help train other staff to understand the technology and operation of the portal.

Tenure of deputation:

4 years or till continuation of project whichever is earlier.

HOW TO APPLY:

1. The application in the prescribed proforma together with attested copies of ACRs / APAR for the last five years of the eligible officials, who are willing to be considered for the said post and would be spared immediately, may be forwarded to the Director, The National Institute of Health and Family Welfare, Baba Gangnath Marg, Munirka, New Delhi-110067.
2. While forwarding the application, certificate to the effect that the officials are (i) clear from vigilance point of view and; (ii) there is no disciplinary case pending / contemplated against him/her, shall be given at the bottom of the given Proforma.
3. The officials who volunteer for the post shall not be allowed to withdraw their names later on.
4. Applications received after the expiry of last date or otherwise found incomplete for want of ACRs / APARs/Vigilance Clearance and No Penalty Certificate may not be entertained.
5. **The applications should reach NIHFWS latest by 31/01/2022.**

Note: Canvassing of any form will be a disqualification.

DIRECTOR (Additional Charge)



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

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**PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF ADDITIONAL DIRECTOR
(TECHNICAL) & DEPUTY DIRECTOR (TECHNICAL)**

1. Name of the applicant (in bold Capital Letters): _____(English)
_____(Hindi)
2. Name, address and contact number of: _____
Office where working at present _____
3. Contact:
(a) Mobile: _____
(b) E-mail address: _____
(c) Landline: _____
4. Address for correspondence: _____
(with PIN code) _____
5. Date of Birth: _____
- 5A. Age as on the closing date of application ____ Years ____ Months ____ Days
6. Date of entry into Govt. service and: _____
Service to which the officer belongs
7. Present post held with Pay scale (Level in Pay Matrix)
(a) Date of appointment in the: _____
Present post (mention ad-hoc &
Regular periods separately)
8. Details of earlier deputation, if any: _____
(a) Whether presently holding: _____
Deputation post or
(b) If 'Yes' please mention, basic pay: Rs. _____ Level _____
(as per pay matrix of Seventh Pay Commission)

9. Educational Qualifications (including professional qualification):-

Sl.No.	Degree/Diploma	Year	Subjects taken	University	Division

10. Brief Service particulars / Experience/ Organization (Please enclose a sheet, if necessary)

11. Details of experience of working in Health sector & E-health background (Please enclose a sheet, if necessary)

12. Whether SC / ST / OBC / Gen. _____

(Signature of the Applicant)

Certificate by Head of Department

1. Service particulars given above have been verified from the service record of the applicant and found correct.
2. Certified that no vigilance enquiry / disciplinary case is pending or contemplated against the applicant.
3. He/She will be relieved of his / her duties in this office to take up assignment in the NIHFW on his/her selection for appointment to the post.

Place: _____

Date: _____

Signature & Designation
Office Seal