



THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

Baba Gangnath Marg, Munirka, New Delhi-110067

F. No.C.12029/1/2022-Admn.II

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 Programme in the country through Education & Training, Research & Evaluation, specialized services, consultancy and advisory service.

This Institute has been awarded a project entitled "**National Technical Advisory Group on Immunization**" (NTAGI) by Ministry of Health & Family Welfare. For this project, the NIHFW invites application from eligible persons to fill the following post purely on contractual basis. The duration of the appointment will be initially for **one year**. The contract may be curtailed or extended based on requirement and performance during the period:-

1. Name of the Post: Advisor-cum-Manager

No. of Post: 1 (One)

Consolidated remuneration: Rs. 1,90,000/- per month

Essential Qualification: -

Medical University Degree, preferably with post graduate qualification in Public Health / Life Sciences with MD or Ph.D. or MPH

Experience:-

- 1) Minimum of 8-10 years of progressive responsible experience, with a minimum of 5 years of experience in research (preferably vaccine preventable disease related) and approximately 5-year experience at national level.
- 2) Experience in the field of vaccine research, evidence synthesis and analysis.
- 3) Publications in peer reviewed national and international journals.
- 4) Experience in managing partnerships involving multiple stakeholders (Government private sector, development partners, NGOs donors etc.).

Relevant Skills

- 1) Excellent academic record
- 2) Leadership qualities, including expertise in planning and strategy
- 3) Commitment to high quality and creative work
- 4) Good writing and presentation skills
- 5) Proficient in using MS office applications

Job Responsibilities

- 1) Guide the evidence review and synthesis of relevant scientific literature and development of data-driven decision-support tools.
- 2) Lead preparation and implementation of Standard Operating Procedures (SOPs) and guidelines for evaluating and grading published literature.
- 3) Coordinate and follow up on technical support to be extended to the NTAGI.
- 4) Work closely with partners to assist in policy making.
- 5) Liaison internal: Program Co-chairs, Programme Director, Programme manager, Research and Administrative staff, Technical Experts, Heads of other Leads. External: Partner bodies.
- 6) Supervise and monitor the assignments **and** works of subordinate staff.
- 7) Any other tasks assigned.

Age limit: Upto 64 years

The applications should reach NIHFWS latest by 11th July, 2022 upto 5.00 pm.

Place of Duty: National Technical Advisory Group on Immunization, NIHFWS, New Delhi.

General Instructions:

- Interested and eligible candidates may send their application in the prescribed format latest by **11th July, 2022 upto 5.00 pm**, to the Deputy Director (Admn.), The National Institute of Health & Family Welfare, Baba Gang Nath Marg, Munirka, NewDelhi-110067. The application received after last date will not be considered.
- Candidates working in Central Govt./State Govt./Autonomous Bodies/Universities/PSUs are requested to apply through proper channel.
- Applications must be submitted in the attached format only.
- Applications must be duly supported by self attested documents related to age, educational qualifications and experience etc.
- The candidates are required to submit their application with a subject "Application for the post of _____".
- Applications received in the format other than as attached and without supported documents will not be considered and shall be rejected summarily.
- The candidature of finally selected candidate's will be provisional and subject to verification of original documents.
- The NIHFWS reserves the right to either fill up the posts, or not, without assigning any reason.
- Candidates must ensure that he/she fulfils the requisite essential qualifications, experience and age etc. on the date of submission of filled application form.
- In case of selection of a retired Government Employee and getting pension, his pay will be fixed as per the Govt. of India Rules.
- Without original certificates, the candidates will not be considered for appointment. In all cases the decision of this Institute shall be treated as final.
- Canvassing of any form will render candidate as disqualified.

DIRECTOR (ADDITIONAL CHARGE)



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

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"National Technical Group of Advisory on Immunization (NTAGI)" Project

1. Name of the position applied for : _____
2. Name of the candidate in full : _____(Hindi)
_____ (English)
3. Father's Name : _____
4. (a) Address for correspondence : _____

- (b) Mobile /phone No. : _____
- (c) Email address : _____
5. Permanent Address : _____

6. Date of birth and present age : _____
(As on date of interview)
7. Whether belongs to SC/ST/OBC : _____
/EWS/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	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: _____

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

13. List of enclosures
(i) _____ (ii) _____ (iii) _____
(iv) _____ (v) _____ (vi) _____

14. 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: _____