



**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-12048/1/2023-Admin I**

**Dated: 03-10-2023**

**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	Mode of Application
1.	Reader (Education & Training) Non-Medical	Level-12 (As per UGC)	01	UR	Direct	<b>Offline</b>
2.	Accounts Officer	Level – 07	02		Deputation	
3.	Accountant	Level – 06	03		Deputation	
4.	Lower Division Clerk	Level – 02	09*	04-UR 01-OBC 02-SC 01-ST 01-EWS	Direct	<b>Online</b>
5.	Junior Engineer (Civil)	Level-06	01	UR	By transfer on deputation failing which	<b>Offline</b>
					By Direct Recruitment	<b>Online</b>
6.	Staff Nurse	Level-06	01	UR	Direct	<b>Online</b>
7.	Assistant Research Officer (HG)	Level-07	02	1 - UR 1 - OBC	Direct	<b>Online</b>

\*Out of Nine (09) vacant posts one post reserved for PwD candidate.

Last date of receiving of Application is **3 weeks from the date of publication of Advertisement in the Employment News.**

The mode of application for serial number 1 to 3 is to be filled through Offline and vacancy mentioned at serial number 4, 5, 6, & 7 to be filled through online mode. The URL for online application is <https://recruitment.nihfw.ac.in>.

**Director, NIHFV**

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**DETAIL VACANCY NOTICE**

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5.	Junior Engineer (Civil)	Level-06	01	UR	By transfer on deputation failing which by direct recruitment	<b>Offline – in case of deputation basis</b> <b>Online</b>
6.	Staff Nurse	Level-06	01	UR	Direct	<b>Online</b>
7.	Assistant Research Officer (HG)	Level-07	02	1 - UR 1 - OBC	Direct	<b>Online</b>

\*Out of Nine (09) vacant posts one post reserved for PwD candidate.

**A. Eligibility Criteria**

**1. Reader (Education & Training) Non-Medical - 01 (one)**

Method of Recruitment : Direct  
Pay Matrix Level : 12 (Twelve) as per UGC

Age Limit : Upto 50 yrs (relaxable upto 05 years for Govt. Servants and employees of autonomous Institutes under Govt.)

## **Educational Qualifications**

### **Essential**

- i. Good academic record with at least 50% marks in Master's degree in Education.
- ii. A doctorate degree in Education or equivalent published in concerned area from a recognized university/institution.
- iii. Five years' experience of teaching in under-graduate/post-graduate classes and /or post-doctoral research work.
- iv. Evidence of published work of high quality during last five years.

### **Desirable**

- i. Experience in the field of Health and Family Welfare.
- ii. Qualification/one-year training in educational technology in relation to medical and health schemes.

## **2. 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 as on closing date

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.

### 3. 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 as on closing date

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.

4. **Lower Division Clerk** : **09\* Posts (04-UR, 01-OBC, 02-SC, 01-ST, 01-EWS)** \*out of Nine (09) vacant posts one post reserved for PwD candidate.

- (a) Locomotor Disability (OA, OL, BL, OAL) including leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
- (b) Blind and low vision.
- (c) Hard of hearing and deaf.
- (d) Autism, intellectual disability, specific learning disability and mental illness.
- (e) Multiple disabilities from amongst (a) to (d) except blindness.

Method of Recruitment	:	By Direct Recruitment
Scale of Pay	:	Pay Matrix Level - 2 Rs. 19900-63200/-
Age Limit	:	18-27 years

#### Educational Qualifications

##### Essential

- II) 12<sup>th</sup> Class passed or equivalent qualification from a recognized Board or University.
- III) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.

## **Selection Criteria for the post of LDC**

The Selection will be made in following stages: -

**First stage-** The composition of question paper of the objective (MCQ) type paper will be as per following: -

- a) Subjects – General Intelligence, English Language, Quantitative Aptitude and General Awareness. (200 marks).
- b) Each subject will have 25 questions and each question carries 2 marks.

There shall be negative marking of 0.50 marks for each wrong answer in the objective type (MCQ) paper.

The minimum qualifying marks for UR will be 50% of the maximum marks. In case of SC/ST/OBC candidates, the minimum qualifying marks will be 45% of maximum marks.

### **Second stage-**

Candidates are required to appear in the Typing Test which is of qualifying in nature.

<b>5. Junior Engineer (Civil)</b>	<b>:</b>	<b>01 Post - Unreserved</b>
Method of Recruitment	:	By transfer on deputation failing which by direct recruitment
Scale of Pay	:	Pay Matrix Level 6 Rs. 35,400 to Rs. 1,12,400/-
Age Limit for Direct Recruitment	:	Not exceeding 30 years

### **Direct Recruitment**

#### **Essential:**

Diploma in Civil Engineering from an Institute recognized by the Govt. of India/States.

#### **Desirable:**

Sufficient knowledge and experience of construction of buildings, maintenance and repair work, preparation of tender documents, checking of bills, etc.

In case of recruitment by promotion/transfer grades from which promotion is to be made.

Deputation Officers holding analogous post under the Central Government/Autonomous Organizations / Institutes. Applications on deputation basis must be forwarded through proper channel along with attested copies of the APARs for the last 5 years and vigilance clearance.

**6. Staff Nurse : 01 Post - Unreserved**

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

**Desirable:**

B.Sc. Nursing from a recognized University or equivalent.

**7. Assistant Research Officer (HG) : 02 posts – 1-UR & 1-OBC**

Method of Recruitment : By Direct Recruitment  
Scale of Pay : Pay Matrix Level 7  
(Rs. 44900 to Rs. 142400/-)  
Age Limit : Not exceeding 30 years

**Educational Qualifications**

**Essential**

- I. Master's Degree in behavioural Science/ Economics/ Statistics/ Demography/ Operation Research/ Management Sciences/ Public Administration/ Environmental Sciences/ Education/ Public Health Nursing etc. (as per requirements of the post) of a recognised University or equivalent.
- II. 2 years' experience of conducting research/evaluation in the concerned discipline.

**Desirable**

Experience of conducting studies in the fields of Health and Family Welfare.

**Important Dates**

(i)	Commencement of online registration on website	From the date of publishing the Advertisement in the Employment News
(ii)	Last date of submission of online/offline application	3 weeks from the date of publication of Advertisement in the Employment News.
(iii)	Dates of Conduct of Written Exam / CBT (Computer Based Test / Typing Test)/ Interview etc.	Will be notified later on website of the Institute.

**C. How to Apply**

- i. The mode of application for serial number 1 to 3 is to be filled through Offline and vacancy mentioned at serial number 4, 5, 6, & 7 to be filled through online mode. For

the post of J.E. (Civil) on deputation, the candidate has to submit the application through offline mode in the given preforma and for Direct Recruitment, the application will be filled through online mode only. The URL for online application is <https://recruitment.nihfw.ac.in>.

- ii. The candidates applying for the above-mentioned posts should go through detailed advertisement before applying for any post and ensure that they fulfill the eligibility criteria as laid down in the advertisement for that post. Concealing of information or furnishing false information will lead to rejection of the candidature at any stage of the recruitment. The NIHFV reserves the right to reject any application without assigning any reason whatsoever.
- iii. Date, time and venue of the Written/Skill Test/Interview will be communicated to the eligible candidates through Call Letters. Candidates are advised to visit NIHFV website and their registered E-mail ID from time-to-time for getting latest information regarding recruitment process.
- iv. Candidates apply for the posts of Accounts Officer, Accountant and Junior Engineer (Civil) on deputation basis must forward their application through proper channel along with **attested copies of APAR for the last 05 years and vigilance clearance**. Further candidates applying for the post of **Junior Engineer (Civil) on Direct Recruitment** basis apply on line and candidates applying through deputation basis should apply through proper channel through Off line method.
- v. No fees in respect of the posts of Accounts Officer, Accountant and Junior Engineer (Civil) on deputation basis.
- vi. The details for application processing fee as under:

Sl. No.	Name of Post	Fee(In Rs.)
1.	Reader (Education & Training) Non-Medical	500/-
2.	Accounts Officer	Nil
3.	Accountant	Nil
4.	L.D.C.	200/-
5.	Junior Engineer (Civil) – Direct Junior Engineer (Civil) on Deputation	300/- Nil
6.	Staff Nurse	300/-
7.	Assistant Research Officer (HG)	300/-

- iv. Fee may be paid in the favour of Director, NIHFV payable at New Delhi through valid DD/IPO for offline post.
- v. Fees once paid shall not be refunded under any circumstances.
- vi. No application fee for Scheduled Caste, Scheduled Tribe, Physically Handicapped, female candidates and Departmental candidates.
- vii. Candidates should have valid personal E-mail ID. It should be kept active during this recruitment process. The candidates are requested to check regularly NIHFV website for any communication from the Institute.

#### **D. Reservations:**

- i. OBC Candidates who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format, whenever such certificates are sought by concerned Regional/Sub-Regional Offices at the time of Document Verification. Please also

note that the validity of "Non-Creamy Layer" Certificate should not be older than one year from the date of eligibility criteria (i.e. last date of receipt of application). The OBC candidates who belongs to "Creamy Layer" are not entitled for concession admissible to OBC category.

- ii. OBC candidate's eligibility will be based on the caste(s) borne in the Central List of OBC, Government of India.
- iii. Only such persons would be eligible for reservation under PwBD category with not less than 40% of physical disability. Person who wants to avail the benefit of reservation would have to submit a Disability Certificate issued by a Competent Authority in the prescribed format as per "Rights of Persons with Disabilities Act, 2016" which came into force w.e.f. 19.04.2017.
- iv. The vacancies advertised under EWS category are as per the instructions issued by DoPT, Ministry of personnel, Public Grievances & Pension, Govt. of India, Vide OM No. 36039/1/2019-Estt.(Res) dated 31.01.2019. Applications under EWS category will be considered subject to submission of Income and Assets certificate in the prescribed format issued by the Competent Authority and subject to verification of genuineness of the Certificate by the issuing authority. The EWS Certificate should not be older than (01) one year from the date of eligibility criteria (i.e. last date of receipt of application).
- v. Candidates who fail to produce valid certificate as per requirement will not be considered for reservation. They will however, be considered as UR candidates (if UR posts are advertised).
- vi. No age relaxation to SC/ST/OBC candidates against the post earmarked for Unreserved Category.

**E. Action Against Misconduct/False Information:**

1. Candidates are advised to furnish correct information and should not provide any documents/information that is false, tampered, fabricated or should not suppress any material information while filling up the "on-line" application.
2. At any stage of recruitment or later, if a candidate is found guilty of any misconducts such as impersonating or procuring impersonation by any person; or Resorting to any irregular means in connection with his / her candidature during selection process; or Canvassing in any form/ Using undue influence for his/her candidature by any means; or submitting of false certificates / documents / information or suppressing any information at any stage; or giving wrong information regarding his / her category (SC / ST / OBC (NCL) /EWS/ PWD/Ex-Servicemen) while appearing in the examination or thereafter; his/her candidature will be summarily rejected and will be terminated from service, apart from initiating any other action or taking legal recourse as deemed fit.

**GENERAL INSTRUCTIONS TO THE CANDIDATES**

- i. The candidate must be citizen of India.
- ii. The mode of application for serial number 1 to 3 is to be filled through Offline and vacancy mentioned at serial number 4, 5, 6, & 7 to be filled through online mode. For the post of J.E. (Civil) on deputation, the candidate has to submit the application through offline mode in the given preforma and for Direct Recruitment, the application will be filled through online mode only. The URL for online application is <https://recruitment.nihfw.ac.in>.
- iii. The candidate who have to apply for the posts mentioned from Sl. No. 1 to 3 & 5 (J.E. – on Deputation) 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 super-scribe "Application for the post of .....)" on the top of the envelope in capital letters.

- iv. Candidates who have to apply for the posts mentioned at Sl. No. 4, 5, 6 & 7 through online mode, do not send any printout of filled-in online application or other documents to the organization. Candidates have to make sure that they are fully eligible for the post they are applying for and the original certificates/documents in support of the information furnished in the application form are to be provided at a later stage of recruitment process. No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.
- v. The crucial date for determining age will be **01/07/2023**. Age relaxation for direct recruitment to the candidates belonging to SC/ST/OBC/Physically Handicapped and Ex-Servicemen etc. shall be in accordance with the rules, orders and notifications issued from time to time by the Government of India. The age limit prescribed for direct recruits may not apply to NIHFW candidates competing as direct recruits.
- vi. Candidates are advised to fill the information carefully in the application form. Organization will neither be responsible for any wrong information furnished nor accept any subsequent requests for making any corrections by the candidate(s). The candidate(s) shall be solely responsible for the information filled in the application form. No change/deviation, whatsoever, will be entertained.
- vii. Late application/ Incomplete application / partially filled application / application without supporting documents will summarily be rejected. Interim enquiries will not be entertained.
- viii. The Candidates are advised to retain a printout of the online complete application form, which may be required for future references.
- ix. Mere fulfilling the essential qualifications does not entitle a candidate to be called for written examination/skill test.
- x. NIHFW reserves the right not to fill up the post, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final and binding. The vacancies are tentative in nature and may **decrease or increase** as per requirement of the Organization. The number of vacancies shown in this Advertisement **may vary** depending upon the resultant vacancies which may occur due to retirement/promotion etc.
- xi. The Institute at its discretion 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, NIHFW shall be final in this regard.
- xii. 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.
- xiii. 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.
- xiv. All qualification obtained by the candidates should be from recognized University/ Institution. The NIHFW may verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed any information, then his/her service shall be terminated and legal action may also be initiated against such candidates/employees.

- xv. 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.
- xvi. The Candidates working in Govt./Semi Govt. /PSU/Autonomous Bodies must submit **"No Objection Certificate"** obtained from the authority competent to issue such NOC at the time of Documents Verification/Final Selection.
- xvii. The original degrees/certificates/proof of date of birth towards fulfillment of specified eligibility conditions shall be required to be produced by the candidate, at the time of their skill test/final selection.
- xviii. The applicants shall have to appear for the written examination/skill test at their own expenses.
- xix. NIHFV reserves the right to extend the closing date for receipt of applications. NIHFV also reserved the right to postpone/cancel this recruitment exercise for any/all the posts.
- xx. At the time of Documents Verification, the candidate will be required to provide details regarding criminal case(s) pending against him/her, if any. NIHFV may also conduct independent verification, inter alia, including verification of police records etc. NIHFV reserves the right to deny the appointment depending upon such disclosures and /or independent verification.
- xxi. 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.
- xxii. 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.
- xxiii. The period of working experience shall be counted only after the acquiring of essential qualification for the post.
- xxiv. The candidates appointed will be governed by new Contributory Pension Scheme effective from 01.01.2004.
- xxv. Queries/clarifications relating to the vacancy candidate can contact the helpdesk at Email: recruit.admn1@nihfw.org. Any addendum / corrigendum shall be posted on the Institute's website only.
- xxvi. Any modification/correction/addition etc., if any related to the Advertisement and /or related to the recruitment process will be uploaded on NIHFV website only. No other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the NIHFV website for updates, if any.

**DIRECTOR, NIHFV**