

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

**WALK-IN-INTERVIEW**

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 of Health Informatics (CHI) for National Health Portal (NHP). The pilot project of National Health Portal is approved for a period of two years. Under the above project NIHFW proposes to fill the following posts on contractual basis.

<b>Sr. No.</b>	<b>Name of the post</b>	<b>Name of Entity/Unit</b>	<b>No. of Posts</b>	<b>Consolidated pay</b>	<b>Age limit</b>	<b>Date of Walk-in-Interview</b>
1.	Specialist Validator (Author) Ayurveda	AMKC	1	69000/- PM	65 years	16/4/2014
2.	Specialist Validator (Author) Yoga and Naturopathy	AMKC	1	69000/- PM	65 years	16/4/2014
3.	Specialist Validator (Author) Unani	AMKC	1	69000/- PM	65 years	16/4/2014
4.	Specialist Validator (Author) Siddha	AMKC	1	69000/- PM	65 years	16/4/2014
5.	Specialist Validator (Author) Homeopathy	AMKC	1	69000/- PM	65 years	16/4/2014
6.	Designer –Network Design	TDT	1	35000/-PM	45 years	17/4/2014
7.	Project Assistant – Financial Management (Accountant)	CHI	1	25000/-PM	40 years	17/4/2014
8.	Communication Assistant	HLRL	1	39000/- PM	45 years	23/4/2014
9.	Directory Services Assistant	HLRL	1	39000/- PM	45 years	23/4/2014

The details are given below:

**1. Specialist Validator (Author) Ayurveda:**

**No. of Post:** 1 (One)

**Salary:** Rs. 69000/- (Rupees sixty nine thousand only) per month

**Qualification: Essential:**

1. Post graduate degree in Ayurveda from recognized institute
2. Minimum 5 years work experience in practice
3. Practice registration detail

**Desirable:**

1. High level of English proficiency.
2. Excellent content validation skills, written and verbal communication skills.
3. Experience of working in healthcare sector.
4. Publication in peer reviewed indexed Journals/Newsletters/Magazines.
5. Should be able to work with content editing tools and software.

**Job Responsibilities**

- Content development in the area of health for the National Health Portal
- Write, validate, proof read, review, modulate content quickly and accurately

**2. Specialist Validator (Author) Yoga and Naturopathy**

**No. of Post:** 1 (One)

**Salary:** Rs. 69000/- (Rupees sixty nine thousand only) per month

**Qualification: Essential:**

1. Post graduate degree in Yoga and Naturopathy from recognized institute
2. Minimum 5 years work experience in practice
3. Practice registration detail

**Desirable:**

1. High level of English proficiency.
2. Excellent content validation skills.
3. Experience of working in healthcare sector.
4. Publication in peer reviewed indexed Journals/Newsletters/Magazines.
5. Should be able to work with content editing tools and software.

**Job Responsibilities**

- Content development in the area of health for the National Health Portal
- Write, validate, proof read, review, modulate content quickly and accurately

### 3. Specialist Validator (Author) Unani

**No. of Post:** 1 (One)

**Salary:** Rs. 69000/- (Rupees sixty nine thousand only) per month

**Qualification: Essential:**

1. Post graduate degree in Unani from recognized institute
2. Minimum 5 years work experience in practice
3. Practice registration detail

**Desirable:**

1. High level of English proficiency.
2. Excellent content validation skills, written and verbal communication skills.
3. Experience of working in healthcare sector.
4. Publication in peer reviewed indexed Journals/Newsletters/Magazines.
5. Should be able to work with content editing tools and software.

**Job Responsibilities**

- Content development in the area of health for the National Health Portal
- Write, validate, proof read, review, modulate content quickly and accurately

### 4. Specialist Validator (Author) Siddha

**No. of Post:** 1 (One)

**Salary:** Rs. 69000/- (Rupees sixty nine thousand only) per month

**Qualification: Essential:**

1. Post graduate degree in Siddha from recognized institute
2. Minimum 5 years work experience in practice
3. Practice registration detail

**Desirable:**

1. High level of English proficiency.
2. Excellent content validation skills, written and verbal communication skills.
3. Experience of working in healthcare sector.
4. Publication in peer reviewed indexed Journals/Newsletters/Magazines.
5. Should be able to work with content editing tools and software.

**Job Responsibilities**

- Content development in the area of health for the National Health Portal
- Write, validate, proof read, review, modulate content quickly and accurately

**5. Specialist Validator (Author) Homeopathy**

**No. of Post:** 1 (One)

**Salary:** Rs. 69000/- (Rupees sixty nine thousand only) per month

**Qualification: Essential:**

1. Post graduate degree in Homeopathy from recognized institute
2. Minimum 5 years work experience in practice
3. Practice registration detail

**Desirable:**

1. High level of English proficiency.
2. Excellent content validation skills, written and verbal communication skills.
3. Experience of working in healthcare sector.
4. Publication in peer reviewed indexed Journals/Newsletters/Magazines.
5. Should be able to work with content editing tools and software.

**Job Responsibilities**

- Content development in the relevant field for the National Health Portal
- Write, validate, proof read, review, modulate content quickly and accurately

**6. Designer – Network Design**

**No. of Post:** 1 (One)

**Salary:** Rs. 35000/- (Rupees thirty Five thousand only) per month

**Qualification: Essential:**

Graduate Degree with Diploma in Computer Hardware and Networking with 5+ year experience

**Desirable:**

1. B.Tech (Computer Science or Information Technology) with two years experience
2. Knowledge of Networking, network security content filtering, remote desktop configuration, Wi- Fi router installation and configuration, security technology configuration - VPN

**Job Responsibilities**

- Responsibilities would involve maintaining the hardware, software and networking infrastructure of the Division. Additional responsibilities as directed by the CHI of NHP.

**7. Project Assistant- Financial Management (Accountant)**

**No. of Post:** 1 (One)

**Salary:** Rs.25000/- (Rupees twenty five thousand only) per month

**Qualification: Essential:**

1. Bachelor Degree in commerce (B. Com)/Bachelor in Business Administration (BBA)/Bachelor in Business Economics (BBE )
2. Three year work experience in government departments or autonomous Institutes in accounting

**Desirable:**

1. Preference will be given to the candidate having Masters Degree in Commerce/MBA (Finance)
2. Knowledge of salary preparation, TDS deduction
3. Billing, cash management, financial planning
4. Cash maintenance, accounting of daily expenses
5. Making formats to follow-up payments on excel
6. Knowledge of MS Office especially Excel
7. Knowledge of taxation, TDS, Service Tax & ESI & EPF, Tenders

**Job Responsibilities**

- Monthly budgeting like salary preparation, payment of bills, accounting of daily expenses.
- Responsibilities would involve developing and implementing financial strategy.

**8. Communication Assistant**

**No. of Post:** 1 (One)

**Salary:** Rs. 39000/- (Rupees Thirty nine thousand only) per month

**Qualification: Essential:**

Master Degree in Mass Communication from a recognized university with Five years experience

**Desirable:**

1. Knowledge of Print Media publication, electronic media broadcasting and also on air Radio program
2. Dedicated towards work and complete the task on given deadlines
3. Dynamic, flexible, a good sense of confidentiality, self driven, ability to plan own work and handle complex information issues
4. Adaptability, team spirit and goal driven

**Job Responsibilities**

- To collect and disseminate health information to the Health Services.
- To support the Coordination Team to collect and disseminate important information on the health development sectors.
- To analyze and compile relevant articles/papers/studies in the area of health sector.

- To ensure the accuracy and quality of information before dissemination
- To identify publications, tools and other resources, available in print or electronically, related to health services

## 9. Directory Services Assistant

**No. of Post:** 1 (One)

**Salary:** Rs. 39000/- (Rupees Thirty nine thousand only) per month

**Qualification: Essential:**

Master Degree in Mass Communication from a recognized university with five years experience

**Desirable:**

1. Knowledge of Web portals/ Directories/ Geographical locations
2. Good command on Microsoft office
3. Good communication skills Hindi, English (Knowledge of multiple languages will be given preference)
4. Dedicated towards work and complete the task on given deadlines
5. Dynamic, flexible, a good sense of confidentiality, self driven, ability to plan own work and handle complex information issues
6. Adaptability, team spirit and goal driven

### Job Responsibilities

- Communicate with various Institutes/Hospitals/Govt. departments of health care sector
- Develop and manage the national directories of the health care services

**Note:** The Selection Committee can recommend relaxations of experience in case of deserving candidates.

**Duration:** Appointment will be initially for a period of one year, extendable further based upon performance and subject to project continuation.

**Place of Duty:** NIHF, New Delhi.

Interested candidates may appear for a Walk-in-Interview/written test on the above date and time in the Office of the Dy. Director (Admn.), NIHF, New Delhi alongwith detailed CV as per proforma enclosed and attested copies of age proof, qualifications and experience certificates, if any and original certificates for verification.

**Note:** 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.

**DIRECTOR**

**National Institute of Health & Family Welfare  
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**Pass port  
size  
photograph**

Name of the Project: \_\_\_\_\_

1. Name of the post applied for : \_\_\_\_\_
2. Name of the candidate in full : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Address for correspondence : \_\_\_\_\_  
With mobile phone and e-mail \_\_\_\_\_
5. Permanent Address : \_\_\_\_\_  
: \_\_\_\_\_
6. Date of birth and present age : \_\_\_\_\_
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:

Post held	Name of Deptt. / Organisation	Salary drawing / drawn	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: \_\_\_\_\_

Signature of the applicant

Date: \_\_\_\_\_