



**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

No:A-12043/2/2024-Admin I

Dated: 29-08-2024

**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 NIHF 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, NIHF from the citizens of India for following regular posts in NIHF:

Sl. No.	Name of Post	Pay Matrix Level	No. of post(s)	Category	Method of Recruitment
1.	Professor (Epidemiology) [Medical]	Academic Pay Level – 14 Rs. 1,44,200/- to Rs. 2,18,200/- + NPA	01	UR	Direct recruitment failing which by Deputation
2.	Reader (Community Health Administration)	Academic Pay Level -12 (Rs. 79,800/- – Rs. 2,11,500 /- )	01	UR	Direct

Last date of receiving of Application is 2 weeks from the date of publication of Advertisement in the Employment News.

**Director, NIHF**

A. **Eligibility Criteria**

1. Professor (Epidemiology) - Medical

Name of the Post	Professor Epidemiology) [Medical]
No. of posts	One (1)
Classification	Group 'A'
Pay Level / Scale	Academic Pay Level – 14 Rs. 1,44,200/- to Rs. 2,18,200/- + NPA
Age for Direct Recruitment	Up to 50 years (Relaxable upto 5 years) for Govt. Servants and employees of Autonomous Institutions under Govt.)
Educational and other qualifications required for Direct recruits	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. Medical qualification included in the first or the second schedule or part II of the third schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956. Holders of educational qualifications included in part II of the third schedule should also fulfil the conditions stipulated in section 13(3) of the Indian Medical Council Act, 1956.</li> <li>2. MD (CHA) / MD (PSM) / MD (Community Medicine)/DNB (SPM) recognized by the NMC (erstwhile MCI).</li> <li>3. A minimum of eight years' of post PG teaching experience in a permitted/approved/recognized Medical College/ Institution as faculty including three years' experience as Associate Professor in the subject.</li> <li>4. Should have at least four Research Publications (at least two as Associate Professor) [only original papers, meta-analysis, systematic reviews, and case series that are published in journals indexed in Medline, PubMed, Central Science Citation Index, Science Citation Index, Expanded Embase, Scopus, Directory of Open Access Journals (DoAJ) will be considered.</li> <li>5. Should have completed the Basic course in Medical Education Technology from Institution(s) designated by NMC (Erstwhile MCI).</li> <li>6. Should have completed the Basic course in biomedical research from Institution(s) designated by NMC (Erstwhile MCI).</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Three years' administrative experience in a responsible position.</li> <li>2. Experience of working in the field of health and family welfare</li> <li>3. Experience in conducting epidemiological studies / surveys.</li> </ol>
Method of Recruitment	By Direct Recruitment failing which by Deputation
In case of recruitment by deputation	<p>Deputation from Central Govt. / State Govt. Institution / University / Colleges/ Autonomous Bodies etc.</p> <ol style="list-style-type: none"> <li>ii. Holding analogous Posts or Equivalent</li> <li>iii. Associate Professor with three years' regular service.</li> </ol>

2. Reader (Community Health Administration)

1.	Name of the Post	Reader (Community Health Administration)
2.	No. of posts	One
3.	Scale of pay	Academic Pay Level -12 (Rs. 79,800/- – Rs. 2,11,500 /- )
4.	Age limit for direct recruitment	Upto 50 yrs (Relaxable upto 5 years for Govt. servants and employees of autonomous Institutes under Govt.)
5.	Educational and other qualifications required for direct recruitment	<p><b>Essential: -</b></p> <ol style="list-style-type: none"> <li>1. Medical qualification included in the first or the second schedule or part II of the third schedule (other than licentiate qualification) to the Indian Medical Council Act, 1956. Holders of educational qualifications included in part II of the third schedule should also fulfil the condition stipulated in section 13(3) of the Indian Medical Council Act, 1956.</li> <li>2. Post-graduate degree such as MD(CHA)/MD(PSM)/MD (Community Medicine) or equivalent degree of a recognised university/Institute.</li> <li>3. Five years' experience as Lecturer/Assistant Professor in the subject concerned in a Medical College/recognised Institute.</li> <li>4. Evidence of published work of high quality during last 5 years.</li> </ol> <p><b>Desirable: -</b></p> <ol style="list-style-type: none"> <li>1. One year administrative experience in a responsible position.</li> </ol>
6.	Method of Recruitment	<b>Direct Recruitment</b>

**B. Important Dates**

(i)	Commencement to fill up the vacancy	From the date of publishing on Institute's Website
(ii)	Last date of submission of online application	Last date of receiving of Application is 3 weeks from the date of publication of Advertisement in the Employment News.
(iii)	Dates of Conduct of Interview	Will be notified later on website.

### C. How to Apply

- i. The candidates applying for the above-mentioned posts should go through detailed advertisement before applying for any post and ensure that they fulfil 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.
- ii. Date, time and venue of the 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.
- iii. The details for application processing fee as under:

Sl. No.	Name of Post	Fee
1.	Professor (Epidemiology) [Medical]	Rs. 500/-
2.	Reader (Community Health Administration)	

- iv. No application fee for Scheduled Caste, Scheduled Tribe, Physically Handicapped, female candidates and Institute's candidates.
- v. 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. 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 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 Interview/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 candidate who wants to apply, must have sent duly filled application along with self-attested all testimonials (i.e. Demand Draft/IPO, 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.
- iii. The crucial date for determining age will be **01/07/2024**. Age relaxation 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.
- iv. 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.
- v. Late application/ Incomplete application / partially filled application / application without supporting documents will summarily be rejected. Interim enquiries will not be entertained
- vi. Mere fulfilling the essential qualifications does not entitle a candidate to be called for Interview/written test.
- vii. 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.
- viii. The Institute at its discretion may conduct Interview/Written Test for the above posts to select the candidates on the basis of merit. The decision of the Competent Authority of the Institute shall be final in this regard.
- ix. 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.
- x. 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.
- xi. All qualifications 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.
- xii. 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.
- xiii. 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.
- xiv. The original degrees/certificates/proof of date of birth towards fulfilment of specified eligibility conditions shall be required to be produced by the candidate, at the time of their Interview/final selection.

- xv. The applicants shall have to appear for the Interview at their own expenses.
- xvi. NIHFW reserves the right to extend the closing date for receipt of applications. NIHFW also reserved the right to postpone/cancel this recruitment exercise for any/all the posts.
- xvii. At the time of Documents Verification, the candidate will be required to provide details regarding criminal case(s) pending against him/her, if any. NIHFW may also conduct independent verification, inter alia, including verification of police records etc. NIHFW reserves the right to deny the appointment depending upon such disclosures and /or independent verification.
- xviii. NIHFW 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.
- xix. 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.
- xx. The period of working experience shall be counted only after acquiring of essential qualification for the post.
- xxi. **The candidates appointed will be governed by the New Contributory Pension Scheme effective from 01.01.2004 OR any other scheme as per Government of India rules applicable at that time."**
- xxii. 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.
- xxiii. Any modification/correction/addition etc., if any related to the Advertisement and /or related to the recruitment process will be uploaded on NIHFW website only. No other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the NIHFW website for updates, if any.

**DIRECTOR, NIHFW**

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

**Ref: Advertisement No:**

<p>Please affix your latest colour photograph (self-attested)</p>	<p>APPLICATION SHOULD BE ACCOMANIED BY A CROSSED INDIAN POSTAL/ ORDER/ DEMAND DRAFT OF Rs.....          (..... ONLY) PAYBLE AT NEW DELHI AS APPLICATION FEE.</p> <p>Give details of the Indian Postal Order/ below:</p> <p>1. Name of the Post Office/ bank _____</p> <p>2. No. and Date: _____</p> <p>3. Amount: _____</p>
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Fill up all the columns except those, which are not applicable

1. Post Applied for: \_\_\_\_\_
2. Name in full (in BLOCK LETTER)  

Surname	Name
_____	_____
3. Address for Correspondence: \_\_\_\_\_  
 \_\_\_\_\_  
 Pin Code: \_\_\_\_\_
4. Permanent Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Pin Code: \_\_\_\_\_  
 Contact Number : \_\_\_\_\_  
 E-mail address \_\_\_\_\_
5. Date of Birth \_\_\_\_\_ Age as on (01.07.2024) \_\_\_\_\_ Years \_\_\_\_\_ Month \_\_\_\_\_ Days \_\_\_\_\_
6. Sex: Male/ Female (strike out whichever is not applicable)
7. Marital Status: Married/ Unmarried (strike out whichever is not applicable)
8. Are you a citizen of India by birth/domicile? \_\_\_\_\_
9. Father's / Husband name (Strike out whichever is not applicable): \_\_\_\_\_  
 Address \_\_\_\_\_
10. Do you belong to SC/ST/OBC/EWS/Physically Handicapped/Ex-service man? Yes/No  
 (If the answer is yes, please attach a latest certificate issued by the Component Authority?)

11. Particular of all examination passed and degree and technical qualifications obtained commencing from recognized School Board or equivalent examination.

(Please attach a separate sheet, if required)

Examination or Degree	Subject (s) taken	Class/Division and % of Marks	School/ College attended	Name of University / Board	Duration of Course	Year of passing

\*if required attach the details in separate sheet.

12. Academic Distinction (prize, Medal Award etc.)

13. Whether NET/ GATE/ equivalent cleared? Yes / No (Attach a copy of proof)

If not applicable, then mentioned N.A.

14. Are you employed? Yes/No

Give in chronological order details of employment (Attach Experience Certificate)

Full address of the office, firm or Institution	Post held and scale of pay	Whether held Permanently / Temporarily	Period with last pay drawn		
			From	To	Last pay drawn

\*if required attach the details in separate sheet.

15. Membership of National and International Professional Bodies

If not applicable, then mentioned N.A.

16. What Languages (including Indian languages) can you read, write or speak? Give particulars and state the examination (s), if any passed in each

Language	Examination passed if any	Please state, whether you can read, write or speak



17. Are you registered for higher degree (PhD/ MD. etc.), if so, give details
- (I) Name of the Institution where registered
  - (II) Degree for which registered
  - (III) Subject of thesis
  - (IV) Date of registration
  - (V) Date of submission of thesis
  - (VI) Date of written examination if any
  - (VII) Date of completion

18. A. Research experience, if any
- I Pre-doctoral
  - II Post-doctoral
  - III. Research work experience
  - Total Period
- B. Supervisor for MD/Ph.D registered
- I. No. of MD /Ph.D work
  - II. No.of MD/Ph.D awarded degree

18. Details of publications/ Books/ Patents (Reprint should be attached, if available)  
(Attach list of publications)

- I. Publication in Scientific Journals:
  - a. National
  - b. International

II. Patent:

III. Books / Chapters in Books / Monograph / Learning modules:

20. Teaching experience, if any

Undergraduate/ Postgraduate	Name of the Institution and Department	Time Period (with dates)

\*if required attach the details in separate sheet.

21. Administrative Experience, if any

Dates	Name of the Institution / Organization	Name of Assignment

\*if required attach the details in separate sheet.

22. Describe below the specific experience gained (duration) which has a bearing on the duties of the post applied for:

23. Your field of specialization (major achievements if any):

24. Have you been outside India in any Professional assignments (Training / Research / Fellowship/Any other)? If so, give the details

Period	Country	Nature & work done	Purpose

25. If selected for appointment, joining time required:

26. Have you applied for any post advertised by this institute during the last two years? If yes, give particulars below:

Post applied for	Date of advertisement	Date of interview	Result, if communicate

27. Have you ever been dismissed, removed or compulsorily retired from service? If yes, give details.

28. Please justify how you fulfil the qualifications and experiences for the post? (Attach separate sheet if necessary)

29. Details of enclosure:

SN	Details	Enclosed at page No
1.		
2.		
3.		
4.		
5.		

**DECLARATION:**

I hereby declare that I am a citizen of India and all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I have never been convicted by any court of law and no criminal case is pending against me in any court of law in the country. My certificates can be got verified at any time from the issuing authority. In the event of any information being found false/incorrect or ineligibility being detected at any stage/point of time i.e. before or after the Interview/appointment, my candidature will stand automatically cancelled.

Signature of candidate :

Name of the Candidate:

Address :

Email ID :

Mobile No :

Place: .....

Date: .....