



THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

Baba Gang Nath Marg, Munirka, New Delhi – 110067

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VACANCY NOTICE

The National Institute of Health and Family Welfare an autonomous Institute under the aegies of the Ministry of Health and Family Welfare, Government of India acts as a apex Technical Institute for promoting Health and Family Welfare Programmes in the country through Education, Training, Research, Evaluation, Consultancy, Advisory and Specialized Services.

Applications are invited by the Director, NIHFV from the citizens of India for the following Group 'C', MTS and erstwhile Group 'D' posts:

Sl. No.	Name of the post	No. of posts	Pay Matrix	Reservation
1.	Pharmacist	01	Level-5	UR
2.	Receptionist	01	Level-4	UR
3.	Stenographer Grade III	09	Level-4	UR-01 OH* UR-01 SC-02 ST-01 OBC-03 EWS-01
4.	Assistant Store Keeper	01	Level-2	UR
5.	Copy Holder	01	Level-2	UR
6.	Feeder	01	Level-2	UR
7.	Laboratory Attendant	01	Level-1	OBC
8.	Animal Attendant	01	Level-1	OBC
9.	Multi Tasking Staff	04	Level-1	UR-01 OH* SC-01 OBC-01 EWS-01

*OH - Persons with Benchmark Disability-(Divyangjan)-Locomotor Disability - OA/OL/BL/ OAL].

For details, please visit Institute's website: www.nihfw.org. Complete applications should reach Deputy Director (Admn.), NIHFV at the above address on or before **26.02.2021**.

DIRECTOR



आरोग्यम् सुखसम्पदा

Advt. No.A-12023/2/2020-Admn.-II

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Applications are invited by the Director from the citizens of India for the following Group 'C' & MTS posts on regular basis:

Sl. No.	Name of the post and Pay Level	No. of posts	Age	Reservation	Educational and other qualifications
1.	Pharmacist Level-5	01	18-25 Yrs.	UR	Essential: 1. Diploma in Pharmacy of a recognized University or equivalent. 2. Should be registered with Pharmacy Council of India. Desirable: Degree in Pharmacy from a recognized University or equivalent.
2.	Receptionist Level-4	01	18-30 Yrs.	UR	Essential: 1. Matric/Higher Secondary or equivalent. 2. Certificate as EPABX Telephone Operator/sufficient experience to handle EPABX junction boards. Desirable: Bachelor's degree in Arts/Science.
3.	Stenographer Grade III Level-4	09	18-30 Yrs.	UR-01 (OH)* UR-01 SC-02 ST-01 OBC-03 EWS-01	Essential: i. Matric or its equivalent. ii. Speed in shorthand 80 w.p.m. iii.Speed in typewriting 40 w.p.m.

*Reserved for Person with Benchmark disability (Divyangjan) - Locomotor Disability - OA/OL/BL/OAL]

Sl. No.	Name of the post and Pay Level	No. of posts	Age	Reservation	Educational and other qualifications
4.	Assistant Store Keeper Level-2	01	18-30 Yrs.	UR	<u>Essential:</u> 1. Matriculation or equivalent. 2. Experience in dealing or assisting in the processing of cases for procurement of stores; checking and processing of bills, issue and receipt of stores.
5.	Copy Holder Level-2	01	18-30 Yrs.	UR	<u>Essential:</u> 1. Higher Secondary or equivalent. 2. Two years experience as Copy Holder in an Organization of repute. <u>Desirable:</u> Knowledge of Hindi.
6.	Feeder Level-2	01	18-30 Yrs.	UR	<u>Essential:</u> 1. Matriculation or equivalent. 2. Two years experience in the operation of Automatic/Semi automatic Offset Printing Machines in a Press of repute.
7.	Laboratory attendant Level-1	01	18-30 Yrs	OBC	<u>Essential:</u> <u>For Departmental Candidates:</u> 1. Middle pass 2. Peon/animal attendants working in the departments at the institute may also be considered on the special recommendations of the respective head of the department. <u>For Direct recruitment:</u> Matriculation or its equivalent with science subjects, from a recognized Board/University.
8.	Animal Attendant Level-1	01	18-30 Yrs	OBC	<u>Essential:</u> Primary Pass. <u>Desirable:</u> Primary pass experience in holding laboratory animals.

Sl. No.	Name of the post and Pay Level	No. of posts	Age	Reservation	Educational and other qualifications
9.	Multi Tasking Staff Level-1	04	18-30 Yrs.	UR-01 (OH)* SC-01, OBC-01, EWS-01	<u>Essential:</u> Passed Secondary/Matriculation examination from a recognized Central/State Board.

***reserved for Persons with Benchmark Disabilities (Divyangjan)-Locomotor Disability - OA/OL/BL/OAL**

GENERAL:

- Interested and eligible candidates may download the form available on NIHFw's website www.nihfw.org and submit the same duly filled in along with the application fee and all necessary documents.
- The crucial date for determining age will be **01/07/2021**. Age relaxation for direct recruitment to the candidates belonging to SC/ST/OBC/Divyangjan/Ex-Servicemen/EWS 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 departmental candidates competing as direct recruits.
- The Candidates working in Govt./Semi Govt. /PSU/Autonomous Bodies must apply through proper channel.
- Mere fulfilling the essential qualifications does not entitle a candidate to be called for written examination/skill test.
- Late applications/incomplete applications/interim enquiries will not be entertained.
- Canvassing in any form by or on behalf of any candidate will disqualify the candidate.
- No correspondence will be entertained from the applicant either before or after the selection. The decision of the Institute would be final.
- NIHFw reserves the right to either fill up all the posts, or some of the posts or none of them without assigning any reason. The number of vacancies shown in this Advertisement **may vary** depending upon the resultant vacancies which may occur due to retirement/promotion etc. **No separate advertisement will be published for all such additional vacancies.**
- 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.
- The scheme of examination is attached at **Annexure-I**.
- In routine job the employees are required to work/carry out day to day job on Computers therefore, preference will be given to candidates having operational knowledge of Computer.
- NIHFw will not be responsible for any postal delay/loss in transit in submission of application within specified time. Application forwarded through any other means including by FAX or e-mail will not be entertained.
- The candidates appointed will be governed by new Contributory Pension Scheme effective from **01.01.2004**.

HOW TO APPLY:

1. Interested and eligible candidates may apply for the posts in prescribed application form (**Annexure-II**). The application must be accompanied by the prescribed fee of **Rs.200/- (Rupees two hundred only)** by a crossed Indian Postal Order/Demand Draft in favour of Director, The National Institute of Health and Family Welfare, New Delhi payable at New Delhi.
2. **No fee for Scheduled Caste, Scheduled Tribe, Divyangjan, female candidates and Departmental candidates.** Fee once paid will not be re-funded in any case. Certificate by Head of Department/Organization (**Annexure-III**), caste certificate in prescribed format in r/o OBC candidates (**Annexure-IV**) and **EWS** Certificate in the form attached as **Annexure-V** should be attached with application form failing which the same will be rejected out rightly.
3. Complete applications along-with duly attested copies of educational qualifications, proof of belonging to SC/ST/OBC/Divyang/ex-servicemen/EWS and experience certificates should reach Deputy Director (Admn.), National Institute of Health and Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi – 110067 on or before **26.02.2021**. Alternatively, the application may be dropped in the drop box kept at the Gate No.1 of the Institute. The envelope should be superscribed as "**Application for the post of (Pl. write name of the post)**".
4. Please note that only one application form should be used for one post. Application forms found more than one post applied for or for the posts other than advertised through this Advertisement, will be rejected out rightly.

DIRECTOR

SCHEME OF EXAMINATION

(A) For Stenographer Grade III

Paper Pattern - Objective MCQs
Questions -150
Overall Marks -150
Negative Marking -0.25 Marks

Part	Subjects	Number of Questions	Maximum Marks	Total Duration 2 Hours
I	General Intelligence & Reasoning	50	50	
II	General Awareness	50	50	
III	English Language and Comprehension	50	50	
Total		150	150	

1. (a) Question paper will be of Objective Type Multiple Choice only.
(c) There will be negative marking of 0.25 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the question.

2. Skill Test in Stenography:

- (a) The candidates who are shortlisted in the Written Examination for the next stage will have to appear for the Skill Test in Stenography. The candidates will be given one dictation for 10 minutes in English or Hindi (**as opted by the candidates in the Application Form**) and 80 w.p.m. The matter will have to be transcribed on computer. The transcription time is as follows:

Sl. No.	Post	Language of skill Test	Time Duration (in minutes)
1.	Stenographer Grade III	English	50
		Hindi	65

(B) For Laboratory Attendant/Animal Attendant

Paper Pattern -Objective MCQs
Questions -100
Overall Marks -100
Negative Marking -0.25 Marks

Part	Subjects	Number of Questions	Maximum Marks	Time Duration
I	General English	25	25	90 minutes
II	General Intelligence & Reasoning	25	25	
III	Numerical Aptitude	25	25	
IV	Concerned Discipline	25	25	
Total		100	100	

(C) For Pharmacist

Paper Pattern -Objective MCQs
Questions -100
Overall Marks -100
Negative Marking -0.25 Marks

Part	Subject	Questions	Max. Marks	Time Duration
I	General English	20	20	90 minutes
II	GK	20	20	
III	Logical Reasoning	20	20	
IV	Concerned Discipline	40	40	
	Total	100	100	

(D) For Assistant Store Keeper/Copy Holder

Paper Pattern - Objective MCQs
Questions -100
Overall Marks -100
Negative Marking -0.25 Marks

Part	Subject	No. of Questions	Maximum Marks	Time Duration
I	General Intelligence	25	25	90 Minutes
II	General Awareness	25	25	
III	Quantitative Aptitude (Basic Arithmetic Skill)	25	25	
IV	English Language (Basic Knowledge)	25	25	
	Total	100	100	

(E) For Feeder

Paper Pattern - Objective MCQs
Questions -100
Overall Marks -100
Negative Marking -0.25 Marks

Part	Subject	No. of Questions	Maximum	Time Duration
I	General English	25	25	90 Minutes.
II	General Intelligence & Reasoning	25	25	
III	Numerical Aptitude	25	25	
IV	Concerned Discipline	25	25	
	Total	100	100	

(F) For Receptionist

Paper Pattern - Objective MCQs
Questions -100
Overall Marks -100
Negative Marking -0.25 Marks

Part	Subject	No. of Questions	Maximum	Time Duration
I	General English	25	25	90 Minutes.
II	General Intelligence & Reasoning	25	25	
III	Numerical Aptitude	25	25	
IV	Concerned Discipline	25	25	
	Total	100	100	

(G) For MTS

Part	Subjects	Number of Questions	Maximum Marks	Total Duration 90 minutes
I	General English	25	25	
II	General Intelligence & Reasoning	25	25	
III	Numerical Aptitude	25	25	
IV	Concerned Discipline	25	25	
Total		100	100	

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FORM OF APPLICATION

<p>APPLICATION SHOULD BE ACCOMPANIED BY A CROSSED INDIAN POSTAL ORDER/DEMAND DRAFT OF Rs.200/- (RUPEES TWO HUNDRED) PAYABLE AT NEW DELHI AS APPLICATION FEE. NO FEE FOR SC/ST/DIVYANGJAN/FEMALE CANDIDATE/DEPARTMENTAL CANDIDATES.</p> <p>Give details of the Indian Postal Order/Demand Draft below: 1. Name of the Post Office/Bank _____ 2. No. and Date _____ 3. Amount _____</p> <p>Note: 1. Application should be sent only in the prescribed format supported by self-attested copies of testimonials failing which the application will be rejected out rightly. 2. Fill up all the columns except those, which are not applicable.</p>	<p>AFFIX A RECENT PASSPORT SIZE PHOTOGRAPH</p>
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1. (a) Post applied for: _____
(b) Date of advertisement: _____ (c) Sl. No. of post _____
2. Name in full: _____
(In Block Letters) First Middle Last
3. Father's/Husband's Name: _____
(In Block Letters)
4. (a) Date of Birth (in figure): _____
(b) Age as on **1/7/2021**: _____ Years _____ Months _____ days
(c) Whether claim for age relaxation:(Yes/No): _____
5. (a) Social Category: _____
(SC/ST/OBC/Divyangjan/GEN/Ex-Serviceman/EWS-Please attach attested photocopy of the certificate)
(b) (i) If Divyangjan (Nature of Disability): Locomotor Disability (**OA/OL/BL/OAL**)
(ii) Whether Ex-serviceman: _____ Date of Retirement _____
(Please attach attested photocopy of the certificate)
6. Gender (Male/Female) : _____
7. Marital Status: Married/Unmarried/Divorcee etc. (Strike out whichever is not applicable)
8. (a) Telephone No.(with STD Code): _____ (b) Mobile No. _____
(c) Email ID: _____
9. Nationality : _____
10. Religion : _____

11. Address for Correspondence: _____

 Pin Code: _____

12. Permanent Address: _____

 Pin Code: _____

13. Particulars of all examination passed and degree and technical qualifications obtained commencing from School Board or equivalent examination:
 (Please attach separate sheet, if required)

Examination/Degree	University/Board	Year of Passing	% age of marks/ Division	Subjects

14. Experience: (Please attach attested copies of the experience certificate) (please start with the latest).
 (Please attach separate sheet, if required).

Name of employer	Post held	Period		Pay Scale/Pay Band & Grade Pay with Basic Pay	Nature of work / duties
		From	To		

15. Name of the employment exchange and registration no. if any: _____

16. Stenography/Typing Speed, **where applicable**: English ___ w.p.m. Hindi ___ w.p.m. **(Pl. tick the option either Hindi OR English)**

17. Working knowledge of computer: (Yes/No): _____

18. Are you departmental candidate? (Yes/No): _____

If 'yes' give details: _____

19. Are you applying through proper channel: (Yes/No): _____

If 'yes' is this your advance copy? (Yes/No): _____

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 before or after the written test/skill test, my candidature will stand automatically cancelled.

Place:

Date:

(Signature of the candidate)

Name: _____

Certificate by Head of Department/Organization

(Applicable only to those candidates who are working in Govt./Semi. Govt./PSU/Autonomous Bodies and who are required to apply through proper channel).

1. Certified that Shri/Smt./Km. _____ is an employee of this deptt/office/organization. I have no objection to his/her application being considered for the post.
2. Certified that particulars of the officer/employee have been verified and found to be correct.
3. It is certified that no disciplinary proceedings are either pending and/or contemplated against the officer/employee. Integrity of the officer/employee is also certified.
4. Certified also that he/she submitted his/her application to the department/ office /institute /organization on _____ for onward transmission to the NIHFWS.

Date:

Signature of Head of Department
(with stamp)

Place:

Designation _____
(Ministry/Office stamp)

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____ son/ daughter of
_____ of village/town _____ in
District/Division _____ in the State/Union Territory
_____ belongs to the _____ community
which is recognised as a backward class under the Government of India, Ministry of Social
Justice and Empowerment's Resolution No.

dated ____*. Shri/Smt./Kumari _____ and/or his/her family
ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that he/she does not
belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the
Government of India. Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated
8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*-The authority issuing the certificate may have to mention the details of Resolution of
Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note:

- 1. The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.**
- 2. It is mandatory to be in the Central List of OBC failing which the application will be rejected out rightly.**

Annexure-I

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

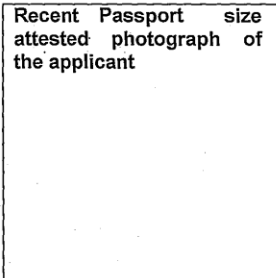
VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____



*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

G. Prasad