

**F.A.12024/1/2022-Admn.I**  
**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE (NIHFW)**  
**VACANCY NOTICE**

The National Institute of Health and Family Welfare is an autonomous Institute funded by the Ministry of Health and Family Welfare 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 from the Citizens of India for the following posts:

Sl. No.	Name of Post	Pay Matrix Level	No. of post(s)	Category	Form of Application
1.	Medical Officer(Male)	Pay Matrix Level 10 (Rs.56100-177500+NPA)	01	UR	Annexure-I
2.	Senior Documentation Officer	Pay Matrix Level 11 (Rs.67700 – 208700)	01	UR	Annexure-II
3.	Accounts Officer	Pay Matrix Level 07 (Rs.44900-142400)	02	By transfer on deputation	Annexure-III
4.	Programmer	Pay Matrix Level 07 (Rs.44900-142400)	02	By transfer on deputation failing which by Direct Recruitment Method	<b>For Deputation</b> Annexure-III <b>For Direct Recruitment</b> Annexure-II
5.	Accountant	Pay Matrix Level 06 (Rs.35400-112400 )	05	By transfer on deputation	Annexure-III
6.	Transport Supervisor	Pay Matrix Level 06 (Rs.35400-112400)	01	UR	Annexure-II
7.	Senior Artist	Pay Matrix Level 06 (Rs.35400-112400)	01	UR	Annexure-II

For details please visit Institute's website: [www.nihfw.org](http://www.nihfw.org). Completed application in all respect should reach Deputy Director(Admn.), NIHFW at the above address on or before **30<sup>th</sup>September, 2022**.

**DIRECTOR**

**No.A.12024/1/2022-Admn.I**  
**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE (NIHFV)**

**VACANCY NOTICE**

The National Institute of Health and Family Welfare is an autonomous Institute funded by the Ministry of Health and Family Welfare 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. The Institute invites applications for the following posts.

Sl. No.	Name of Post	Pay Matrix Level	No. of post(s)	Category	Form of Application
1.	Medical Officer(Male)	Pay Matrix Level 10 (Rs.56100-177500+NPA)	01	UR	Annexure-I
2.	Senior Documentation Officer	Pay Matrix Level 11 (Rs.67700 – 208700)	01	UR	Annexure-II
3.	Accounts Officer	Pay Matrix Level 07 (Rs.44900-142400)	02	By transfer on deputation	Annexure-III
4.	Programmer	Pay Matrix Level 07 (Rs.44900-142400)	02	By transfer on deputation failing which by Direct Recruitment Method	<b>For Deputation</b> Annexure-III <b>For Direct Recruitment</b> Annexure-II
5.	Accountant	Pay Matrix Level 06 (Rs.35400-112400 )	05	By transfer on deputation	Annexure-III
6.	Transport Supervisor	Pay Matrix Level 06 (Rs.35400-112400)	01	UR	Annexure-II
7.	Senior Artist	Pay Matrix Level 06 (Rs.35400-112400)	01	UR	Annexure-II

**1. Medical Officer (Male): One post (UR)**

Method of Recruitment: By Direct Recruitment

Scale of pay: Pay Matrix Level – 10 (Rs.56100 – 177500) + NPA

Age limit: Normally not exceeding 40 years. However, in suitable cases (e.g.) Applicants with a Post Graduate Medical Degree), the upper age limit will be 45 years (relaxable for Government Servants upto five years and for SCs/STs and other category of candidates in accordance with the instructions or orders issued by the Central Government. The upper age limit will not apply to the regularly appointed employees of the Institute, competing as Direct Recruits).

**Educational and other qualifications**

**Essential:**

- I. MBBS Degree from a recognized University.
- II. One year experience in the field of Paediatrics/Obstetrics and Gynaecology/Medicine/Maternal& Child Health Care/ Surgery after completion of one year internship.

**Desirable:**

- I. A Post Graduate medical degree from a recognized university.
- II. At least 03 years' experience in the field of Family Planning including Infertility/ Obstetrics &Gynaecology/ Surgery/ Paediatrics/ Maternal and Child Health Care.

**2. Senior Documentation Officer: One Post (UR)**

Method of Recruitment: By Direct Recruitment  
Scale of Pay: Pay Matrix Level 11 (Rs.67700-208700)  
Age Limit: Not exceeding 40 years

***Educational and other qualifications***

***Essential***

- (i) Master's degree, preferably in a Science or Social Science subject, recognized University or equivalent.
- (ii) Master's degree in Library and Information Science of a recognised University or Associateship in Documentation & Information Science from Documentation Research and Training Centre (DRTC) or Indian National Scientific Documentation Centre (INSDOC).
- (iii) 05 years experience in Library/Documentation Centre of repute.

***Desirable***

- i) Experience in Computer Applications to Library.
- ii) Experience in providing documentation service/repackaging of Information.

**3. Accounts Officer: Two Posts**

Method of Recruitment: By Deputation  
Scale of Pay: Pay Matrix Level - 07 (Rs.44900-142400)  
Age Limit: Not exceeding 56 years as on the closing date

**Deputation**

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 Matrix Level-06(Rs.35400-112400)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.***

- 4. Programmer: Two Posts**  
Method of Recruitment: By Deputation failing which by Direct Recruitment  
Scale of Pay: Pay Matrix Level-7 (Rs.44900-142400)  
Age Limit: Not exceeding 56 years as on the closing date (for Deputation only)

**Deputation**

Officers under the Central/State Governments/Universities/Recognized Research Institute/Public Sector Undertakings/Semi Government Autonomous or Statutory organizations:

- (a) (i) Holding analogous posts on regular basis  
(ii) With 2 years' service in the grade on regular basis in Pay level-6 (Rs.35400-112400) or equivalent; and  
(b) Possessing the education qualifications and experience prescribed for Direct Recruits are as under:

**Educational and Other Qualifications:**

- (i) Master's Degree in Computer Applications / Information Technology / Computer Science of a recognized University /Institute; or B.E./B.Tec.in computer Engineering / Computer Science / Computer Technology / Computer Science & Engineering / Information Technology from a recognized University/Institute; and  
(j) Two years' experience in Web Development / Management in a Government Office/PSU / Autonomous Body /Statutory Body or in any recognized Institution.

**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 'Not exceeding 56 years' as on the closing date.**

**[Please note that in case no suitable candidate is available on deputation basis, then the applications for the post of Programmer under Direct Recruitment Method shall be considered. The educational and other qualifications are same for the Direct Recruits/Deputation except Age]**

**Direct Recruits (UR)**

Age: Not exceeding 30 years (relaxable for Government servants and regularly appointed officers/ staff of NIHFWS up to five years and SCs/STs and other category of candidates in accordance with the instructions or orders issued by the Central Government).

**Educational and other Qualifications for Direct Recruits:**

**Essential:**

- (i) Master's Degree in Computer Applications / Information Technology / Computer Science of a recognized University /Institute; or B.E./B.Tec.in computer Engineering / Computer Science / Computer Technology / Computer Science & Engineering / Information Technology from a recognized University/Institute; and  
(ii) Two years' experience in Web Development / Management in a Government Office/PSU / Autonomous Body /Statutory Body or in any recognized Institution.

**Note 1: Qualifications are relaxable at the discretion of the Competent Authority, for reasons to be recorded in writing, in case of candidates otherwise well qualified.**

**Note 2: The Qualifications regarding experience is/are relaxable at the discretion of the Competent Authority, for reasons to be recorded in writing, in case of candidate belonging to the SCs/STs if, at any stage of selection the Competent Authority is of the opinion that sufficient number of candidate from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.**

**5. Accountant: Five Posts**

Method of Recruitment: By Deputation  
Scale of Pay: Pay Matrix Level-6(Rs.35400-112400)  
Age Limit: Not exceeding 56 years as on the closing date

**Deputation**

Officers under the Central Govt/State Govts./UTGovts./Autonomous or Statutory Organisations.

- a) (i) Holding analogues posts on regular basis or  
(ii) With 6 year's service in the grade on regular basis in the Pay Level-5(Rs.29200-92300)or equivalent.  
(iii) With 8 year's regular service in the grade the Pay level-4 (Rs.25500-81100)or equivalent; and
- a) Who have undergone training in cash and accounts work in the ISTM or equivalent course and possessing two year's 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.**

**6. Transport Supervisor: One Post (UR)**

Method of Recruitment: By Direct Recruitment  
Scale of pay: Pay Matrix Level 06 (Rs.35400-112400)  
Age limit: Not exceeding 25 years

**Educational and other qualification**

**Essential:**

- 1) Matriculation or equivalent from a recognised board.
- 2) Diploma in Automobile Engineering or Mechanical Engineering from a recognised board.
- 3) 03 years experience in an automobile workshop of repute or Government concern.

**7. Senior Artist: One post (UR)**

Method of Recruitment: By Direct Recruitment  
Scale of pay: Pay Matrix Level 06 (Rs.35400-112400)  
Age limit- Not exceeding 28 years

**Education and other qualification**

**Essential:**

1. Higher secondary or equivalent from a recognised board
2. Diploma in fine/Commercial art from a recognised Institute
3. 3 year's experience of preparing layouts and designs for visual media in advertising publishing and teaching.

**Desirable:**

Experience or training in preparation of educational and training aids.

## **GENERAL:**

1. Interested and eligible candidates may download the form for the respective posts available on NIHFW's website [www.nihfw.org](http://www.nihfw.org) and submit the same duly filled in along with the prescribed application fee and all necessary self attested documents, in support of their age, qualification, working experience etc.
2. The period of working experience shall be counted only after the acquiring of essential qualification of the post.
3. No age relaxation against the post earmarked for Unreserved Category.
4. The post of Programmer is to be filled up by deputation, failing which by Direct Recruitment Method under Unreserved Category. The age limit for Direct Recruitment not exceeding 30 years (relaxable for Government servants and regularly appointed officers/ staff of NIHFW up to five years and SCs/STs and other category of candidates in accordance with the instructions or orders issued by the Central Government).
5. No fee for SC/ST/Women/PWD and for deputation posts/candidates.
6. The crucial date for determining age for direct recruitment will be 01.07.2022. The age limit prescribed for direct recruits may not apply to departmental candidates competing as direct recruits, except for the post of Programmer.
7. The Candidates working in Govt./Semi Govt./PSU/Autonomous Bodies must apply through proper channel.
8. Mere fulfilling the essential qualifications does not entitle a candidate to be called for interview/ written examination/skill test.
9. Late applications/incomplete applications/ application without supporting documents/applications not in the prescribed format/ application without prescribed fee(where applicable) / interim enquiries will not be entertained and such applications shall be summarily rejected.
10. Canvassing in any form by or on behalf of any candidate will disqualify the candidate.
11. 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.
12. 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.**
13. The Institute may conduct interview/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.
14. 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.
15. 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 etc. will not be entertained and summarily rejected.
16. The candidates appointed will be governed by new Contributory Pension Scheme effective from **01.01.2004.**

## **HOW TO APPLY**

1. Application Forms may be downloaded from the Institute's website [www.nihfw.org](http://www.nihfw.org) by clicking on "Download Form". Downloaded application must be accompanied by the prescribed fee of Rs.500/- (Rupees five hundred only) for the post at serial number 1 & 2 and Rs.300/- (Rupees three hundred only) for the posts at serial number 6 & 7 as specified by a crossed Indian Postal Order/Demand Draft in favour of **The Director, The National Institute of Health and Family Welfare, payable at New Delhi.**
2. Application fee of Rs.300/- (Rupees three hundred only) for the post Programmer at serial number 4 – only for those who are applying under Direct Recruitment Method.
3. Applications for deputation posts must be sent through proper channel in the proforma given along with the complete and up-to-date bio-data and attested copies (by the competent copies) of confidential reports (for last 5 years) and Vigilance Clearance.
4. Applications for the post(s) other than deputation should also be sent through proper channel, in case the candidate is already in Govt. Service along with the complete and up-to-date bio-data and self attested copies of documents in support of their age, qualification, experience etc.
5. Completed applications along with self-attested photocopies of educational qualifications, proof of belonging to OBC/Physical Handicapped and experience certificates should reach to **The Director, National Institute of Health & Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi-110067** on or before **30<sup>th</sup> September 2022**. Alternatively, the application may be dropped in the drop box kept at the Gate No.1 of the Institute. The envelope must be super-scribed as "**Application for the post of (Please write name of the post)**".
6. Please note that only one application form should be used for one post. Application forms found to have been applied for more than one post in an application form will be rejected out rightly.

**DIRECTOR**

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

FORM OF APPLICATION

Please affix your latest colour photograph (self-attested)	APPLICATION SHOULD BE ACCOMANIED BY A CROSSED INDIAN POSTAL/ ORDER/ DEMAND DRAFT OF <b>Rs.500/- (FIVE HUBNDRED ONLY)</b> PAYBLE AT NEW DELHI AS APPLICATION FEE.  Give details of the Indian Postal Order/ below:  1. Name of the Post Office/ bank _____ 2. No. and Date: _____ 3. Amount: _____
--	--

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: \_\_\_\_\_

Telephone Number(s) (with STD code) (Residence/Office)

E-mail address \_\_\_\_\_

5. Date of Birth \_\_\_\_\_ Age as on (01.07.22) \_\_\_\_\_ 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/Physically Handicapped/Ex-service man? Yes/No  
(If the answer is yes, please attach a latest certificate from 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

12. Academic Distinction (prize, Medal Award etc.) \_\_\_\_\_
13. Whether NET/ GATE/ equivalent cleared? Yes / No (Attach a copy of proof)
14. Are you employed? Yes/No

Give in chronological order details of employment

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

15. Membership of National and International Professional Bodies

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

19. 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)

21. Administrative Experience, if any

Dates	Name of the Institution / Organization	Name of Assignment

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

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

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

30. Details of enclosure:

1.	4.
2.	5.
3.	6.
7.	8.
9.	10.

**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 written test/skill test/appointment, my candidature will stand automatically cancelled.

Signature of candidate

Place: .....

Date: .....

**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).

**Name and Address of the Office:** \_\_\_\_\_

1. Certified that Dr./Shri/Smt./Km. \_\_\_\_\_ is an employee of this Dept./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 NIHFV.

Signature of Head of Department  
(with stamp)

Designation \_\_\_\_\_  
(Ministry/Office stamp)

Date:

Place:

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

**FORM OF APPLICATION**

<p>Please affix your latest self-attested colored photograph</p>	<p>APPLICATION SHOULD BE ACCOMPANIED BY A CROSSED INDIAN POSTAL/ ORDER/ DEMAND DRAFT OF <b>Rs.300/- (THREE HUNDRED ONLY)</b> PAYBLE AT NEW DELHI AS APPLICATION FEE. NO FEE FOR SC/ST CANDIDATES.</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>
--	--

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: \_\_\_\_\_

Telephone Number(s) (with STD code) (Residence/Office)

E-mail address \_\_\_\_\_

5. Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

6. Age as on 01.07.2022: Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

7. Sex: Male/ Female/ Other (strike out whichever is not applicable)
8. Marital Status: Married/ Unmarried/Divorcee (strike out whichever is not applicable)
9. Are you a citizen of India by birth/domicile?
10. Father's / Husband name (Strike out whichever is not applicable): \_\_\_\_\_  
Address\_\_\_\_\_
11. Do you belong to SC/ST /OBC/ physically Handicapped/Ex-service man? Yes/No  
(If the answer is yes, please attach a certificate from the Component Authority?)
12. Particular of all examination passed, degree and technical qualifications obtained commencing from 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 the Course	Year of passing

13. Academic Distinction (prize, Medal Award etc.)
14. Whether NET/ GATE/ equivalent cleared? Yes / No (Attach a copy of proof)
15. Membership of National and International Professional Bodies
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 employed? Yes/No  
Give in chronological order details of employment

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

18. Other Professional Experience, if any  
Total Period

Dates	Name of the Institution Organization	Name of work done

19. Administrative Experience, if any

Dates	Name of the Institution/Organization	Name of Assignment

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

21. Your field of specialization (major achievements if any)

22. If selected for appointment, joining time required:



23. 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

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

31. Details of enclosure:

1.	4.
2.	5.
3.	6.

**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 written test/skill test/appointment, my candidature will stand automatically cancelled.

Signature of candidate

Place .....

Date .....

**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).

**Name and Address of the Office:** \_\_\_\_\_

1. Certified that Dr./Shri/Smt./Km. \_\_\_\_\_ is an employee of this Dept./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 NIHFV.

Signature of Head of Department  
(with stamp)

Designation \_\_\_\_\_  
(Ministry/Office stamp)

Date:

Place:

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

**FORM OF APPLICATION FOR DEPUTATION POSTS**

1. Post applied for: \_\_\_\_\_
  
2. Name in full \_\_\_\_\_  
(In Block Letters) First Middle Last
  
3. Father's /Husband Name: \_\_\_\_\_  
(In Block Letters)
  
4. (a) Date of Birth (in figure): \_\_\_\_\_  
  
(b) Age as on closing date: \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
  
5. (a) Social Category: \_\_\_\_\_  
(SC/ST/OBC/PH/GEN/PH -Please attach self-attested photocopy of the certificate)
  
6. Gender (Male/Female/Other): \_\_\_\_\_
  
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)

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

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

<b>Name of employer</b>	<b>Post held</b>	<b>Period</b>		<b>Pay Scale/Pay Band &amp; Grade Pay/Pay Level with Basic Pay</b>	<b>Nature of work/ Duties</b>
		<b>From</b>	<b>To</b>		

15. Working knowledge of computer: (Yes/No): \_\_\_\_\_

16. Are you a departmental candidate? (Yes/No)? \_\_\_\_\_

If 'yes' give details:

Name of Office	:	_____
Post held	:	_____
Date of Appointment	:	_____
Department	:	_____

17. 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 at any stage/point of time i.e. before or after the written test/skill test/appointment, my candidature will stand automatically cancelled.

(Signature of the Candidate)

Name: \_\_\_\_\_

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

Place: \_\_\_\_\_

**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).

Name and Address of the Office: \_\_\_\_\_

1. Certified that Shri/Smt./Km. \_\_\_\_\_ is an employee of this dept./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 NIHFV.

Signature of Head of Department  
(with stamp)

Designation \_\_\_\_\_  
(Ministry/Office stamp)

Date:

Place: