



# **THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**

(An autonomous organization under the Ministry of Health & Family Welfare, Government of India)

Baba Gang Nath Marg, Munirka, New Delhi – 110067

Website: [www.nihfw.ac.in](http://www.nihfw.ac.in)

## **Intermediate Field Epidemiology Training Programme (I-FETP) Hub**

Date:--/--/----

### **WALK-IN INTERVIEW FOR ENGAGEMENT OF PROGRAMME SUPPORT ASSOCIATE (I-FETP)**

Applications are invited from eligible Indian citizens for engagement of **one (01) Programme Support Associate (I-FETP)** on a purely contractual basis under the Intermediate Field Epidemiology Training Programme (I-FETP), implemented under PM-ABHIM at NIHFWD, Delhi. The engagement will be supported from the approved Grant-in-Aid provided by the National Centre for Disease Control (NCDC), Ministry of Health & Family Welfare, Government of India.

#### **1. Details of the Position**

|                                  |                                                                                                                                                                                                                                                                                                                |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of Position</b>          | Programme Support Associate (I-FETP)                                                                                                                                                                                                                                                                           |
| <b>Number of Posts</b>           | 01 (One)                                                                                                                                                                                                                                                                                                       |
| <b>Nature of Engagement</b>      | Purely contractual, project-specific and co-terminus with the I-FETP project. It shall not involve the creation of any permanent or temporary post and shall not confer any right to regular appointment, absorption, or continuation in service under the Government of India, NCDC, or the host institution. |
| <b>Place of Posting</b>          | I-FETP Hub, NIHFWD, Delhi                                                                                                                                                                                                                                                                                      |
| <b>Duration</b>                  | Initially upto 31/03/2027. Extension may be considered subject to satisfactory performance, continuation of the programme, availability of Grant-in-Aid and approval of the Competent Authority.                                                                                                               |
| <b>Consolidated Remuneration</b> | Up to ₹50,000/- per month, inclusive of all allowances. No DA, HRA, TA, medical allowance or any other allowance shall be admissible separately.                                                                                                                                                               |
| <b>Age Limit</b>                 | Preferably not exceeding 40 years on the date of engagement. Age relaxation, if any, shall be as per the rules and requirements of the Institute.                                                                                                                                                              |
| <b>Reporting / Supervision</b>   | Hub Coordinator / Principal Investigator / Officer designated by the Head of the Institution, as applicable.                                                                                                                                                                                                   |

#### **2. Essential Educational Qualification**

Graduate from a recognized University.

#### **3. Desirable Qualification**

Preference may be given to candidates possessing qualifications in one or more of the following disciplines:

- Public Health / Hospital Administration / Health Management
- Business Administration / Commerce / Statistics
- Computer Applications / Information Technology

#### **4. Essential Experience**



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Minimum three (03) years of post-qualification experience in one or more of the following:

- Government Department, Central/State Government Institution or Government Medical College
- Autonomous Body under Central/State Government or Public Sector Undertaking
- National Health Mission, Government-funded Public Health Institution or National Health Programme

**Relevant Experience Include:** programme coordination, office administration, official record maintenance, report preparation, procurement documentation, workshop/event coordination, Government correspondence or financial documentation will be preferred.

### **5. Desirable Skills/Experience**

- Experience in epidemiology/public health programmes, PM-ABHIM, NHM or Field Epidemiology Training Programmes
- Working knowledge of GeM, PFMS, eOffice and Government office procedures
- Proficiency in Microsoft Word, Excel and PowerPoint; data management, MIS, documentation and report writing

### **6. Nature of Duties and Responsibilities**

The selected candidate shall provide programme coordination and administrative support to the I-FETP Hub, including:

- Registration of trainees, maintenance of trainee database, training schedules and programme calendar.
- Coordination of contact sessions, field assignments, workshops, meetings, faculty and mentors.
- Maintenance of programme files and digital records; drafting official correspondence and minutes.
- Coordination with NCDC, State Governments, partner institutions and other stakeholders.
- Assistance in procurement proposals, GeM/quotation documentation and maintenance of procurement records.
- Assistance in preparation and maintenance of PFMS records, Statements of Expenditure and Utilization Certificates.
- Preparation of monthly progress reports, programme reports, attendance records, certificates, inventory and asset registers.
- Any other programme-related work assigned by the Nodal Officer/Hub Coordinator or Competent Authority.

### **7. Selection Procedure**

Selection may consist of verification of eligibility and supporting documents followed by a written test, computer skill test and/or interview, as considered necessary by the Institute. The Institute reserves the right to modify the selection process depending upon the number of applications received.

### **8. How to Apply**

Interested and Eligible candidates fill the application form & report at the interview venue on the scheduled date and time:

Date and time for Document Verification: at 9.00 am to 10.00 am on 8<sup>th</sup> September, 2026

Date and time for written test, computer skill test and/or interview: from 10.00 am onwards on 8<sup>th</sup>



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September, 2026

Eligible candidates shall submit the following documents in a single application set:

- Duly filled and signed application form.
- Updated Curriculum Vitae.
- Self-attested copies of educational qualification certificates.
- Self-attested copies of relevant experience certificates.
- Proof of age and identity.
- Recent passport-size photograph.
- Any other document supporting the candidature.

### **9. General Instructions**

1. The engagement is purely contractual, project-specific and co-terminus with the I-FETP project. It shall not confer any right to regular appointment, absorption or continuation in service under the Government of India, NCDC or NIHFW, Delhi.
2. Candidates shall produce all original documents at the time of document verification/selection process.
3. **The period of working experience shall be counted only after the acquiring of essential qualification.**
4. Interested and eligible candidates may appear for **Walk-in-Interview** which will be held on the above mentioned date and time and to report in the 1<sup>st</sup> Floor Computer Centre, Academic Block, NIHFW, New Delhi along with detailed CV as per performa enclosed and self-attested copies of age proof, photo ID proof, qualifications and experience certificates and **original certificates** for verification.
5. Candidates will have to make their own arrangement for appearing in interview and no TA / DA will be paid to them.
6. The candidates reporting after registration time will not be entertained. The application and self-attested copies of certificates submitted at the time of registration will not be returned to candidates.
7. Candidates must ensure that he/she fulfils the requisite essential qualifications, experience and age etc. on the date of Interview.
8. Canvassing in any form shall lead to disqualification.
9. The selected candidate may be required to work beyond office hours, on weekends or holidays for training programmes, workshops, field visits, meetings or other programme activities, without additional remuneration.
10. The NIHFW shall not be responsible for any loss, accident, damages/injury suffered by him/her, whatsoever arising in or out of the execution of his/her work including travel.
11. Continuation of engagement shall depend upon satisfactory performance, programme continuation and availability of Grant-in-Aid.
12. The engagement may be terminated by either party by giving one month's notice or one month's remuneration in lieu thereof, subject to the terms of the contract. However, the engagement may be terminated with immediate effect by the Institute/Nodal Officer/Competent Authority in cases of misconduct, fraud, breach of confidentiality, unsatisfactory performance, indiscipline, submission of false information or documents, conflict of interest, discontinuation of the programme, withdrawal or non-availability of Grant-in-Aid, or any act prejudicial to the interests of the I-FETP programme or the Institute.
13. The Institute reserves the right to cancel, modify, postpone or withdraw the advertisement/selection process without assigning any reason.
14. The decision of the Competent Authority, NIHFW, Delhi, shall be final and binding in all matters relating to this engagement.



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15. All terms and conditions of the engagement shall be governed by the approved Terms of Reference (ToR) for the Programme Support Associate under the Intermediate Field Epidemiology Training Programme (I-FETP) and the applicable rules, regulations, and administrative procedures of NIHFW, Delhi.

**Dr. Rajesh Ranjan**  
**Nodal Officer, I-FETP Hub**  
**NIHFW, Delhi**



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**Intermediate Field Epidemiology Training Programme (I-FETP) Hub**

### **APPLICATION FORM FOR PROGRAMME SUPPORT ASSOCIATE (I-FETP)**

|                                   |  |                                            |
|-----------------------------------|--|--------------------------------------------|
| <b>Advertisement No.:</b>         |  | Paste recent passport-size photograph here |
| <b>Date of Walk-in Interview:</b> |  |                                            |

#### **A. PERSONAL DETAILS**

|                                       |                                                                 |
|---------------------------------------|-----------------------------------------------------------------|
| 1. Full Name (in BLOCK LETTERS)       |                                                                 |
| 2. Father's/Mother's/Spouse's Name    |                                                                 |
| 3. Date of Birth (DD/MM/YYYY)         |                                                                 |
| 4. Age as on last date of application | ____ Years ____ Months ____ Days                                |
| 5. Gender                             | Male / Female / Other                                           |
| 6. Category                           | UR / OBC / SC / ST / EWS / PwBD                                 |
| 7. Nationality                        |                                                                 |
| 8. Aadhaar/Other ID Number            |                                                                 |
| 9. Mobile Number                      |                                                                 |
| 10. Email ID                          |                                                                 |
| 11. Correspondence Address            |                                                                 |
| 12. Permanent Address                 | Application Form – Programme Support Associate (I-FETP), NIHFW, |

**B. EDUCATIONAL QUALIFICATIONS**

| S. No. | Examination/Degree           | Discipline/Subject | Board/University | Year | Marks/CGPA |
|--------|------------------------------|--------------------|------------------|------|------------|
| 1      | Graduation                   |                    |                  |      |            |
| 2      | Postgraduation               |                    |                  |      |            |
| 3      | Other relevant qualification |                    |                  |      |            |

**C. POST-QUALIFICATION EXPERIENCE**

Provide experience beginning with the most recent appointment. Attach self-attested experience certificates clearly indicating designation, period and nature of duties.

| S. No. | Organization<br>Govt./Autonomous/PSU/NHM/National Programme | Designation | From | To | Total Duration |
|--------|-------------------------------------------------------------|-------------|------|----|----------------|
| 1      |                                                             |             |      |    |                |
| 2      |                                                             |             |      |    |                |
| 3      |                                                             |             |      |    |                |
| 4      |                                                             |             |      |    |                |

Total post-qualification experience: \_\_\_\_\_Years \_\_\_\_\_Months

**D. RELEVANT SKILLS AND EXPERIENCE**

| Area                                                    | Details of experience/proficiency |
|---------------------------------------------------------|-----------------------------------|
| Programme coordination / office administration          |                                   |
| Official record maintenance / Government correspondence |                                   |

|                                                                |  |
|----------------------------------------------------------------|--|
| Workshop/event coordination                                    |  |
| Procurement documentation / GeM / quotation processing         |  |
| PFMS / SoE / Utilization Certificate / financial documentation |  |
| eOffice / MS Word / Excel / PowerPoint / MIS / data management |  |
| Public Health / Epidemiology / PM-ABHIM / NHM / I-FETP         |  |

#### E. DOCUMENTS ENCLOSED

| S. No. | Document                                     | Tick (✓) |
|--------|----------------------------------------------|----------|
| 1      | Signed application form                      |          |
| 2      | Updated Curriculum Vitae                     |          |
| 3      | Proof of date of birth/age                   |          |
| 4      | Photo identity proof                         |          |
| 5      | Graduation certificate and mark sheets       |          |
| 6      | Other educational qualification certificates |          |
| 7      | Relevant experience certificates             |          |
| 8      | Category/PwBD certificate, if applicable     |          |
| 9      | Recent passport-size photograph              |          |
| 10     | Other supporting documents                   |          |

#### F. DECLARATION

I hereby declare that all information furnished in this application is true, complete and correct to the best of my knowledge and belief. I understand that my candidature/engagement is liable to be cancelled or terminated at any stage if any information or document is found false, incorrect or suppressed. I have read and agree to abide by the advertisement, the approved Terms of Reference for Programme Support Associate (I-FETP), and the applicable rules, regulations and administrative procedures of NIHFWD, Delhi. I understand that the engagement is purely contractual, project-specific and co-terminus with the I-FETP project, and shall not confer any right to regular appointment, absorption or continuation in service.

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

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_/ \_\_\_\_/ 2026

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