



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

No.E(3262)A-12011/1/2022-Admn.II-Part(1)

Date: 13.10.2026

Vacancy Notice

The 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 for Health Informatics (CHI) for National Health Portal (NHP).

It is proposed to fill up the following post on deputation basis for the pilot project of National Health Portal.

1. Name & No. of the post: Deputy Director (Technical) – 1 Post

Pay Level: Level -11 in the Pay matrix

Maximum Age limit: Shall not be exceeding 55 years as on the closing date for receipt of applications

Essential Qualifications and Experience:

- Master's degree in Quantitative Sciences / Management / Public Health / Medicine / Computer Science or IT from a recognized University / Institution.
- Minimum 5 years' experience of working in or with the Government
- 3-4 years' experience in the health / social sector.
- Preference will be given to candidates having experience in the areas like e-Governance projects, public health, IT and network, managing large-scale databases, marketing research, social research, community mobilization etc.

Eligibility:

Group 'A' officers holding

- I. analogous posts on a regular basis or
- II. with 4 years' regular service in the Grade Pay 5,400 under the Central Government would also be eligible to apply.

Job requirement:

Responsibilities would involve designing IT architecture systems, administration, systems analysis, technical support for purchases, systems maintenance, development and modification of software, training setting up an enterprise portal to address the healthcare information needs of the country in multiple languages.

Help train other staff to understand the technology and operation of the portal.



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Tenure of deputation:

4 years or till continuation of project whichever is earlier.

GENERAL CONDITIONS AND INSTRUCTIONS TO THE CANDIDATES

1. Mode of Application

- i. Interested and eligible candidates are required to submit their applications **through offline mode** in the prescribed application format enclosed with this advertisement.
- ii. The duly filled-in application form, along with attested copies of ACRs / APAR for the last five years, **self-attested copies of proof of age/date of birth, educational qualifications, experience certificates and other relevant documents**, should be submitted to:

The Dy. Director (Admin.)
National Institute of Health & Family Welfare (NIHFW)
Baba Gang Nath Marg, Munirka
New Delhi – 110067

The envelope containing the application should be superscribed as:

“APPLICATION FOR THE POST OF _____ UNDER _____ PROJECT”

- iii. The last date for receipt of applications **shall be 45 days** from the date of publication of the Advertisement on the Institute's website as well as in the Employment News.
- iv. The application may be submitted **by post/speed post/courier or by hand** at the above-mentioned address within the prescribed time limit.
- v. While forwarding the application, certificate to the effect that the officials are (i) clear from vigilance point of view and; (ii) there is no disciplinary case pending / contemplated against him/her, shall be given at the bottom of the given Proforma.
- vi. The candidates are advised to ensure that their applications reach the Institute **on or before the last date specified in the advertisement**. Applications received after the prescribed last date shall not be entertained.
- vii. NIHFW shall not be responsible for any delay, loss or non-receipt of applications sent through post/courier. Applications received after the closing date, incomplete applications or applications not submitted in the prescribed format shall be liable to be rejected.
- viii. Candidates are advised to retain a copy of the duly filled-in application form and all documents submitted for their future reference.
- ix. Candidates must ensure that they fulfil all the prescribed **essential qualifications, experience and age limit** as on the crucial date specified in the advertisement. Mere submission of an application or fulfilment of the minimum eligibility conditions shall not confer any right to selection or engagement.



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**DIRECTOR
NIHFW, New Delhi**



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APPLICATION FORM FOR THE POST OF JDEPUTY DIRECTOR (TECHNICAL)

Advertisement No.:		Paste recent passport-size photograph here
Date of Advt.:		

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. Date of entry into Govt. service and service to which the officer belongs	
12. Present post held with Pay Scale (Level in Pay Matrix)	
13. Date of appointment in the Present post (Mention ad-hoc & Regular Periods separately)	
14. Details of earlier deputation, if any	
11. Correspondence Address	
12. Permanent Address	

B. EDUCATIONAL QUALIFICATIONS

S. No.	Examination/ Degree	Discipline/ Subject	Board/University	Year	Marks/ CGPA
1	Graduation				
2	Post graduation				
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 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

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 and the applicable rules, regulations and administrative procedures of NIHFW, Delhi.

Signature of Applicant: _____

Name: _____

Certificate by Head of Department

1. Service particulars given above have been verified from the service record of the applicant and found correct.
2. Certified that no vigilance enquiry / disciplinary case is pending or contemplated against the applicant.
3. He/She will be relieved of his / her duties in this office to take up assignment in the NIHFW on his/her selection for appointment to the post.

Place: _____

Date: _____

**Signature & Designation
Office Seal**