



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
Website: www.nihfw.ac.in

F.No: A-12037/3/2025-Admin I

Dated: 16.10.2026

VACANCY NOTICE

The National Institute of Health and Family Welfare, an autonomous Institute funded by the Ministry of Health and Family Welfare, Govt. of India. The NIHFW 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, NIHFW from the citizens of India for following deputation posts in NIHFW:

Sl. No.	Name of Post	Pay Matrix Level	No. of post(s)	Category	Method of Recruitment	Mode of application
1.	Accounts Officer	Pay Matrix Level – 07	02	UR	Deputation	Annexure-I
2.	Accountant	Pay Matrix Level – 06	05	UR	Deputation	Annexure-I
3.	Programmer	Pay Matrix Level - 07	02	UR	Deputation /failing which Direct recruitment	For Deputation Annexure-I For Direct Recruitment Annexure-II

The Last date of receiving of Application is 45 Days from the date of publication of Advertisement in the Employment News.

Director, NIHFW

A. Eligibility Criteria:

1. Accounts Officer - 02 posts (Two posts)

Method of Recruitment : Deputation
Pay Matrix Level : 07 (Seven) Rs. 44,900 - Rs. 1,42,400/-
Age : Not more than 56 years of age as on 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 Band – 2, Rs.9300 – 34800 with Grade Pay or Rs.4200 (pre-revised) Pay level – 6 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 appoint 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.

2. Accountant – 05 posts (Five posts)

Method of Recruitment	:	Deputation
Pay Matrix Level	:	06 (Six) Rs. 35,400 - Rs. 1,12,400/-
Age	:	Not more than 56 years of age as on 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 6 years' service in the grade on regular basis in Pay Band – 1, Rs.5200 – 20200 with Grade Pay of Rs.2800 (pre-revised) Pay Level 5 or equivalent;

(iii) With 8 year's regular service in the grade Pay Band – 1 Rs.5200-20200 with Grade Pay of Rs.2400 (pre-revised) Pay Level 4 or equivalent; and

b. Who have undergone training in cash and accounts work in the ISTM or equivalent course and possessing two years' 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.

3. Programmer – 02 posts (Two posts)

Method of Recruitment	:	Deputation / failing which Direct Recruitment
Pay Matrix Level	:	7 (Seven) Rs. 44,900 – Rs. 1,42,400/-
Age	:	Not exceeding 56 years of age as on closing date

Deputation: Officers under the Central Government / State Govts. / Recognised Research Institutes /Public Sector Undertakings/Semi-Govt. 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 Band – 2, Rs.9300 – 34800 with Grade Pay of Rs.4200(pre-revised) Pay Level 6 or equivalent; and

b. Possessing the education qualifications and experience prescribed for Direct Recruits.

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.

[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

Age: 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).

Educational and other Qualifications for Direct Recruits:

(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 so therewise 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.

B. Important Dates

i.	Commencement to fill up the vacancy	From the date of publishing on Institute's Website www.nihfw.ac.in
ii.	Last date of submission of application	The Last date of receiving of Application is 45 Days from the date of publication of Advertisement in the Employment News.

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) Candidates are advised to visit NIHFW website and their registered E-mail ID from time-to-time for latest information regarding recruitment process.

(iii) The details for application processing fee as under:

Sl. No.	Name of Post	Fee (In Rs.)
1.	Accounts Officer	Nil
2.	Accountant	Nil
3.	Programmer	(on Deputation - Nil) Demand Draft/ Indian Postal Order (IPO) of Rs. 300/- (Three Hundred only) in favour of Director, NIHFW, payable at New Delhi as application fee for those who are applying under Direct Recruitment method.

(iv) No application fee for Scheduled Caste, Scheduled Tribe, Physically Handicapped, Female candidates and Departmental 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 NIHFW website for any communication from the Institute.

D. Action Against Misconduct/False Information:

(i) 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.

(ii) At any stage of recruitment or later, if a candidate is found guilty of any misconduct 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) Interested and eligible candidates are required to submit their applications **through offline mode** in the prescribed application format enclosed with this advertisement.
- (iii) 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 through proper channel 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 _____”

- (iv) The last date for receipt of applications **shall be 45 days** from the date of publication of the Advertisement in the Employment News.
- (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.
- (x) The crucial date for determining age will be **01/07/2026**. 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.
- (xi) 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.
- (xii) Late application/Incomplete application / partially filled application / application without supporting documents will summarily be rejected. Interim enquiries will not be entertained.
- (xiii) NIHFW reserves the right not to fill up the post, cancel the Advt. in whole or in part without

assigning any reason thereof 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.

- (xiv) 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 Director, NIHFW shall be final in this regard.
- (xv) 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.
- (xvi) 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.
- (xvii) 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 found 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.
- (xviii) 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.
- (xix) 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.
- (xx) The original degrees/certificates/proof of date of birth towards fulfilment of specified eligibility conditions shall required to be produced by the candidate, at the time of their Interview/final selection.
- (xxi) The applicants shall have to appear for the Interview/written test at their own expenses.
- (xxii) 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.
- (xxiii) 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.
- (xxiv) 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.
- (xxv) 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.

- (xxvi) The period of working experience shall be counted only after acquiring of essential qualification for the post.
- (xxvii) The candidates appointed will be governed by New Contributory Pension Scheme effective from 01.01.2004.
- (xxviii) Any addendum / corrigendum shall be posted on the Institute's website only.
- (xxix) 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 Gangnath Marg, Munirka, New Delhi - 110067

(For Group-B Deputation post)

APPLICATION FORM

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.

AFFIX A
RECENT
PASSPORT SIZE
PHOTOGRAPH

1. Name of the post applied for :
2. Date of Advertisement :
3. Name of Candidate (In block letters) :
4. Father's Name :
5. Mother's Name :
6. Date of Birth :
7. Age as on 01.07.2026 :
8. Gender :
9. Marital Status : Married / Unmarried / Others
10. Mobile no. :
11. Email ID :

(Must mention clearly in block letters)

12. Nationality :

13. Religion :

14. Date of entry into Govt. Services and services to which the officer belongs :

15. Present post held with Pay scale (Level in Pay Matrix) :

16. Correspondence Address :

17. Permanent Address :

18. Are you Departmental Candidate : Yes / No

19. Are you applying Through Proper Channel : Yes / No

20. Are you employed, if so give details

21. Category (UR / OBC / SC/ST/EWS) :
(Certificate must be enclosed)

22. Whether physically handicapped : Yes/No.....

23. Details of Educational Qualifications, etc. (Please attach additional sheet, if required)

Sl. No.	Qualification	Board / University	Year of Passing	Maximum Marks	Marks Obtained	Percentage / CGPA	Subject
1.	Matriculations/ X th						
2.	Intermediate / XII th						
3.	Graduation						
4.	Post-Graduation						

*if required attach the details in separate sheet.

24. Details of Experience (Please attach additional sheet, if required)

Serial No.	Name and address of Organization	Post	From	To	Pay Matrix Level
1.					
2.					
3.					

*if required attach the details in separate sheet.

25. Any Other relevant information :

Date:

Place:

(Name & Signature of Candidate)

Email ID:

Contact No:

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 NIHFW.

Date:

Signature of Head of Department
(with stamp)

Place:

Designation _____
(Ministry/Office stamp)



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

(For Group B Direct Post)

APPLICATION FORM

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.

DEMAND DRAFT/ INDIAN POSTAL ORDER (IPO) OF RS. 300/- (THREE HUNDRED ONLY) IN FAVOUR OF DIRECTOR, NIHFW, 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: _____

AFFIX A
RECENT PASSPORT
SIZE PHOTOGRAPH

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. Date of Birth (in figure): _____
5. Social Category: _____
(SC/ST/OBC/Divyangjan/GEN/Ex-Serviceman/EWS-Please attach attested photocopy of the certificate)
6. Gender (Male/Female) : _____
7. Marital Status: Married/Unmarried/Divorcee etc. _____

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 Matrix Level Band & Basic Pay	Nature of work / duties
		From	To		

15. Are you departmental candidate? (Yes/No): _____
If 'yes' give details: _____

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

Place:

(Signature of the candidate)

Date:

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 NIHFW.

Date:

Signature of Head of Department
(with stamp)

Place:

Designation _____
(Ministry/Office stamp)