File No.E(1671)A-12024/6/2023-Admn.II
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

Walk-in-Interview

The National Institute of Health and Family Welfare is an Autonomous / Apex Technical Institute under 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.

The Institute is conducting **Learning Management Information System (LMIS) : Stimulating Advanced Knowledge for Sustainable Health Management (SAKSHAM)** Project. The following posts need to be filled as per details given below:

Name and No. of post: Project Associate – 01 (one)				
Essential Qualifications	**Desirable Experience**	**Emoluments & Age limit**	**Job Responsibilities**	**Date of Registration & Interview**
Post Graduate Degree in Public Health	1. Experience in review of public health content 2. Experience in development of online public health content	Rs. 50,000/ per month Age Limit: 35 Years (at the time of Interview)	• Support in development of online public health content for SAKSHAM • Coordination with stakeholders of LMIS • Writing and developing the detailed project report • Coordination with public health experts • Miscellaneous work related to the project.	**Registration time 9.30am to 10.30 am.** **Interview from 10.30am onwards on 01.12.2026**
Name and No. of post: Lab Assistant – 01 (one)				
A Bachelor's degree in Computer Science/IT/BCA etc and minimum 02 years working experience in any IT related area.	1. Experience in working with any online learning portal. 2. Working experience in health domain.	Rs. 40,000/ per month Age Limit: 50 Years (at the time of Interview)	• Overall management of multi media lab. • Recording, editing and uploading of video content on online portal. • Providing technical support to the project team.	

Duration: The post is purely temporary and co-terminus with the project. Appointment will be initially for a period of 1 year from the date of appointment or till the project continues whichever is earlier and can be further extended as per requirement of the project and approval of MoHFW.

Place of Duty: NIHFW, Munirka, New Delhi.

General Instructions:

1. The engagement is purely contractual, project-specific and co-terminus with the LMIS project. It shall not confer any right to regular appointment, absorption or continuation in service under the Government of India, 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 1st 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 LMIS Project 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.
15. All terms and conditions of the engagement shall be governed by the approved Terms of Reference (ToR) for the Project Associate and Lab Assistant under the LMIS Project and the applicable rules, regulations, and administrative procedures of NIHFW, Delhi.

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DIRECTOR

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Recent Passport size colour photo

Learning Management Information System (LMIS) of Stimulating Advanced Knowledge for Sustainable Health Management(SAKSHAM) Project

1. Name of the position applied for : _____

2. Name of the candidate in full : _____(Hindi)

_____(English)

3. Father's Name : _____

4. (a) Address for correspondence : _____

(b) Mobile phone No. : _____

(c) Email address : _____

5. Permanent Address : _____

6. Date of birth and present age : _____
(As on date of interview)

7. Whether belongs to SC/ST/OBC /EWS/PWD(Please specify) : _____

8. Educational Qualifications:

Sr. No.	Qualification	Board / University	Year of passing	Max. Marks	Marks obtained	Percentage (%)

9. Details of employment:

Post held	Name of Deptt. / Organisation	From	To	Nature of duties performed

10. Any other relevant information:

_____

11. Please link the self-attested copies of certificates in support of your educational qualification, experience, Date of Birth, Caste etc.

12. List of enclosures

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	

_____

Signature of the applicant

Name:

Date: _____

_____