

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

**VACANCY NOTICE**

**No.B.12028/4/2022-Admn.II (CHI)**

**Dated: 30/11/2022**

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

It is proposed to engage the following positions on contract basis under Centre of Health Informatics (CHI) project. The duration of the appointment will be initially for a period of **one year**. The details of the positions are given below:

**1. Name of the Post: Finance / Accounts Assistant**

**No. of the Post:** 1 (One)

**Salary range:** Rs. 40,000 – Rs.70,000 per month

**Essential:**

- Graduate degree in finance or MBA (Finance) from Govt. recognized university.
- Minimum 03 years of total experience with relevant domain experience and handling large projects.

**Desirable:**

- Minimum 1 or 2 years of experience in health domain working.
- Experience relevant certification.
- Knowledge of Procurement of Goods & Services, Vendor Management and Management of out-sourced support services.

**Age Limit:** 45 Years (at the time of Interview)

**Responsibilities:**

- Undertake regular evaluation and ensure that such service organisations are compliant to existing labour laws, rules & regulation such as PPF, ESI, etc.
- Coordination of Printing & translation of reports & papers
- Supervision of office support staff.  
Any other task given by seniors

**2. Name of the Post: Administrative Assistant**

**No. of the Post:** 2 (Two)

**Salary range:** Rs. 40,000 – Rs.70,000 per month

**Essential:**

- Candidate should possess Graduate Degree from recognized university in BA/B.Com/B.Sc./BBA
- Minimum 03 years of total experience with relevant domain experience and as Administrative staff or back office manager or Receptionist or Front Office Representative

**Desirable:**

- Minimum 1 or 2 years of experience in health domain working.
- Experience relevant certification.

**Age Limit:** 50 Years (at the time of Interview)

**Responsibilities:**

- Office Procedure – File maintenance, meeting schedules, facilitating travel plans including booking of Air & Rail tickets and accommodation, managing appointments, routine correspondence, drafting & noting.
- Coordination & Liaising with other departments & organizations
- Diary management and management of meeting rooms.
- Any other task given by seniors

**3. Name of the Post: Store Assistant**

**No. of the Post:** 1 (One)

**Salary range:** Rs. 40,000 – Rs.70,000 per month

**Essential:**

- Bachelor in commerce from a recognized University; or Graduate in any discipline from a recognized university with one year Diploma in Book Keeping or Store Keeping; and
- Three years' experience handling stores or Accounts;

**Desirable:**

- Minimum 1 or 2 years of experience in health domain working.
- Experience relevant certification.

**Age Limit:** 45 Years (at the time of Interview)

**Responsibilities:**

- To maintain the documentation regarding Store keeping and inventory management in the office.
- Any other task given by seniors

- 4. Name of the Post:** Cyber Security Expert
- No. of the Post:** 1 (One)
- Salary range:** Rs. 90,000 – Rs.1,40,000 per month

**Essential:**

- Minimum B.E. / B-Tech in Computer Science / IT / Electronics and communications / MCA from Govt. recognized university.
- Minimum 03 years of total experience with relevant domain experience and handling large projects.
- Knowledge of designing of firewalls and other security measures to make sure that information and proprietary networks are compliant with the most recent security standards.

**Desirable:**

- Minimum 1 or 2 years of experience in health domain working.
- Experience relevant certification.

**Age Limit:** 45 Years (at the time of Interview)

**Responsibilities:**

Ensuring overall protection of application and data from digital attack vectors and mechanisms, to protect against emerging threats.

- 5. Name of the Post:** Cloud Computing Expert
- No. of the Post:** 1 (One)
- Salary range:** Rs. 90,000 – Rs.1,40,000 per month

**Essential :**

- Minimum B.E. / B-Tech in Computer Science / IT / Electronics and communications / MCA from Govt. recognized university
- Minimum 03 years of total experience with relevant domain experience and handling large projects.
- Experience in Designing and deploying dynamically scalable, available, fault-tolerant, and reliable applications on the Cloud

**Desirable:**

- Minimum 1 or 2 years of experience in health domain working.
- Experience relevant certification

**Age Limit:** 45 Years (at the time of Interview)

**Responsibilities:**

- Selecting appropriate Cloud services to design and deploy an application based on given requirements
- Migrating complex, multi-tier applications on Cloud Platforms
- Designing and deploying enterprise-wide scalable operations on Cloud Platforms implementing cost-control strategies

**6. Name of the Post: Data Analytics Expert**

**No. of the Post:** 1 (One)

**Salary range:** Rs. 90,000 – Rs.1,40,000 per month

**Essential:**

- Minimum B.E. / B-Tech in Computer Science / IT / Electronics and communications / MCA from Govt. recognized university.

**Experience:**

- Sr. Data Analytics Expert: More than 3 Year
- Experience in data visualization tools such as Tableau, or PowerBI or any other similar tool. Experience in preparing data using Microsoft Excel or Google Sheets
- Experience in Knowledge of R / Python / related language for data analysis, visualization.

**Desirable:**

- Minimum 1 or 2 years of experience in health domain working.
- Experience relevant certification.

**Age Limit:** 45 Years (at the time of Interview)

**Responsibilities:**

- To provide insights on the basis of data analysis.
- Prepare reports on the basis of data analysis.

**7. Name of the Post: AI and Machine Learning Expert**

**No. of the Post:** 1 (One)

**Salary range:** Rs. 90,000 – Rs.1,40,000 per month

**Essential:**

- Minimum B.E. / B-Tech in Computer Science / IT / Electronics and communications / MCA from Govt. recognized university.
- Minimum 03 years of total experience with relevant domain experience and handling large projects.
- Experience in data science. Coding and programming languages, including Python, Java, C++, C, R and JavaScript. Experience in working with ML frameworks. Experience working with ML libraries and packages.

**Desirable:**

- Minimum 1 or 2 years of experience in health domain working.
- Experience relevant certification.

**Age Limit:** 45 Years (at the time of Interview)

**Responsibilities:**

- Designing ML systems. Research and implementing ML algorithms and tools, performing statistical analysis.
- Apply different AI & ML techniques on the health data for better policy making.

**8. Name of the Post: Project Manager****No. of the Post:** 1 (One)**Salary range:** Rs. 90,000 – Rs.1,40,000 per month**Essential:**

- Minimum B.E. / B-Tech in Computer Science / IT / Electronics and communications / MCA from Govt. recognized university.
- Minimum 03 years of total experience relevant domain experience and handling large projects.
- Experience in solid understanding of business cases and risk management processes

**Desirable**

- Minimum 1 or 2 years of experience in health domain working.
- Relevant certification is preferred like PRINCE2/PMP

**Age Limit:** 45 Years (at the time of Interview)**Responsibilities:**

- To monitor and control project budgets.
- Lead overall proposal plan and project management

**9. Name of the Post: Software Developer****No. of the Post:** 2 (Two)**Salary range:** Rs. 90,000 – Rs.1,40,000 per month**Essential:**

- Minimum B.E. / B-Tech in Computer Science / IT / Electronics and communications / MCA from Govt. recognized university.
- Minimum 03 years of total experience relevant domain experience and handling large projects.
- Strong working knowledge in PHP-Codeigniter / Laravel, Ajax, Javascript, jQuery, Json, Html, Css, Mysql, Version Control (GIT). Framework related knowledge and experience.

**Desirable:**

- Minimum 1 or 2 years of experience in health domain working.
- Experience relevant certification.

**Age Limit:** 45 Years (at the time of Interview)

**Responsibilities:**

- Work with developers to design algorithms and flowcharts.
- Produce clean, efficient code based on specifications.
- Integrate software components and third-party programs.

**10. Name of the Post:** DevOps Developer

**No. of the Post:** 2 (Two)

**Salary range:** Rs. 90,000 – Rs.1,40,000 per month

**Essential:**

- Minimum B.E. / B-Tech in Computer Science / IT / Electronics and communications / MCA from Govt. recognized university.
- Minimum 03 years of total experience with relevant domain experience and handling large projects.
- Experience in development of large scale software solutions in at least one of these languages Python, .NET, Java, and JavaScript.

**Desirable:**

- Minimum 1 or 2 years of experience in health domain working.
- Experience relevant certification.

**Age Limit:** 45 Years (at the time of Interview)

**Responsibilities:**

Implement automation tools and frameworks (CI/CD pipelines). Able to carry out approaches such as risk-management, clustering, load balancing, and failover.

**11. Name of the Post:** Database Administrator

**No. of the Post:** 2 (Two)

**Salary range:** Rs. 90,000 – Rs.1,40,000 per month

**Essential:**

- Minimum B.E. / B-Tech in Computer Science / IT / Electronics and communications / MCA from Govt. recognized university.
- Minimum 03 years of total experience with relevant domain experience and handling large projects.
- Experience in establishing the needs of users and monitor user access and security. monitor performance and manage parameters in order to provide fast responses to front-end users. map out the conceptual design for a planned database

**Desirable:**

- Minimum 1 or 2 years of experience in health domain working.
- Experience relevant certification.

**Age Limit:** 45 Years (at the time of Interview)

**Responsibilities:**

- Consider both back-end application data and front-end accessibility for end-users. Refine the logical design so that it can be translated into a specific data model
- Maintain data standards, including adherence to the Data Protection Act. write database documentation, including data standards, procedures and definitions for the data dictionary (metadata)

**12. Name of the Post:** **Mobile Application Developer**

**No. of the Post:** 1 (One)

**Salary range:** Rs. 90,000 – Rs.1,40,000 per month

**Essential:**

- Minimum B.E. / B-Tech in Computer Science / IT / Electronics and communications / MCA from Govt. recognized university.
- Minimum 03 years of total experience with relevant in building mobile applications and mobile websites for Android, iOS
- Experience in App coding, testing, debugging, documenting and monitoring, Interacting with different departments within the organization regarding new deployments, Contributing to the development of project schedules and workflows.

**Desirable:**

- Minimum 1 or 2 years of experience in health domain working.
- Experience relevant certification.

**Age Limit:** 45 Years (at the time of Interview)

**Responsibilities:**

- Recommending developments and enhancements to software applications

**13. Name of the Post:** **Solution Architect**

**No. of the Post:** 1 (One)

**Salary range:** Rs. 90,000 – Rs.1,40,000 per month

**Essential:**

- Minimum B.E. / B-Tech in Computer Science / IT / Electronics and communications / MCA from Govt. recognized university.
- Minimum 03 years of total experience with relevant domain experience and handling large projects.

**Desirable:**

- Minimum 1 or 2 years of experience in health domain working.
- Experience relevant certification.

**Age Limit:** 45 Years (at the time of Interview)

**Responsibilities:**

- Craft a technical vision to exhibit how the software will meet the business requirements.
- Recommending changes and enhancements to software applications.
- Supports the team, guiding the project at the implementation phase

**Mode of Selection:** Through Skill Test and Interview **(for all the posts)**

**Place of duty:** NIHFV, New Delhi



**General Instructions:**

- An application duly filled in all respect is to be submitted latest by **23/12/2022 upto 5.00 p.m.** and the self-attested copy of the same has to be produced at the time of interview.
- Applications must be submitted in the attached format only.
- Applications must be duly supported by self-attested documents related to age, educational qualifications and experience etc.
- The candidates are required to submit their application with a subject "Application for the post of \_\_\_\_\_".
- Those candidates who are applying for more than one post, to apply in a separate application form for each post.
- Applications received in the format other than as attached and without supported documents will not be considered and shall be rejected summarily.
- The candidature of finally selected candidate's will be provisional and subject to verification of original documents.
- The NIHFW reserves the right to either fill up the posts, or not, without assigning any reason.
- The application and self-attested copies of certificates so submitted at the time of verification will not be returned to candidates.
- Candidates must ensure that he/she fulfils the requisite essential qualifications, experience and age etc. on the date of submission of filled application form.
- Without original certificates, the candidates will not be considered for appointment. In all cases the decision of this Institute shall be treated as final.
- Canvassing of any form will render candidate as disqualified.

**DIRECTOR (Addl. Charge)**



**Annexure 'B'**

**The National Institute of Health & Family Welfare  
Baba Gang Nath Marg, Munirka, New Delhi-110067**

Recent  
Pass port size  
colour photo

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

- (i) \_\_\_\_\_ (ii) \_\_\_\_\_ (iii) \_\_\_\_\_  
(iv) \_\_\_\_\_ (v) \_\_\_\_\_ (vi) \_\_\_\_\_

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

\_\_\_\_\_  
Signature of the applicant  
Name: \_\_\_\_\_