

F.No.21/2/2010-CS-I(D) Misc
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)
(CS Division)

2nd Floor, Lok Nayak Bhavan, New Delhi-03
Dated the 23rd May, 2011

OFFICE MEMORANDUM

Subject:-Filling up the post of Deputy Director(Admn.) (PB-3 –Rs. 15600-39100+7600 GP) in the National Institute of Health and Family Welfare, New Delhi on deputation basis – regd.

National Institute of Health & Family Welfare an apex Technical Institute under the Ministry of Health & Family Welfare, New Delhi, have, vide communication No. A-12023/1/2010-Admn. dated 11-05-2011 (Copy attached), invited applications for the post mentioned above on deputation basis. Detailed eligibility conditions, job profile etc. for the post are at Annexure.

2. All Ministries/Departments are requested to give wide publicity of the vacancy among CSS officers working under their control and forward duly completed application (as per proforma enclosed), if any, alongwith detailed Bio-data, copies of last 5 years APARs i.e. from 2005-06 to 2009-10 and Vigilance Clearance etc. of the applicants to Director, National Institute of Health & Family Welfare, New Mehrauli Road, New Delhi-110067 latest by 20th June, 2011.



(G C Rout)

Under Secretary to the Government of India

☎:24629413

Joint Secretary (Admn./Estt)
Ministries/Departments _____ (As per list)

Copy to :

1. Shri V K Tiwari, Actg. Dy. Director (Admn.), National Institute of Health & Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi 110067
2. Technical Director, NIC, Computer Cell, LBN-with the request to upload in the website of the DOP&T.
3. Guard file.

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NATIONAL INSITUTE OF HEALTH & FAMILY WELFARE
BABA GANG NATH MARG. MUNIRKA, NEW DELHI-110067.

This autonomous Institute funded by Ministry of Health and Family Welfare 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 from the Citizens of India for the following post on Deputation basis:

1. Dy. Director (Admn.): One post

Scale of pay: PB-3 Rs.15600-39100+7600 GP

Age limit: not be exceeding 56 years

Method of Recruitment: On deputation

By deputation of an officer with 3 years experience in Administration, Budgeting, Financial and Personnel Management as Under Secretary of the Central Govt. or equivalent post in scale of pay PB-3 Rs.15600-39100+6600 GP in an Institution / Organization of repute.

How to apply:

1. Applications may be sent through proper channel in the proforma given in Annexure-I alongwith the complete and upto-date bio-data.
2. Mere fulfilling the essential qualifications does not entail a candidate to be called for interview and NIHFV reserves the right to fill up all or some of the posts or none of them without assigning any reason.
3. Completed applications along with attested copies of confidential reports (for last 5 years) and vigilance clearance should reach to the Director, National Institute of Health & Family Welfare, New Mehrauli Road, New Delhi-110067 latest by **20.6.2011** Candidates working in Govt./Semi Govt. organizations must apply through Proper Channel. Applications received after the last date or otherwise found incomplete will not be considered.

Proforma

1. Name:
2. Date of Birth:
3. Date of retirement under Central govt. Rules:
4. Qualifications:
5. Present Post held, date from which held, scale of pay and existing pay therein:
6. Experience:
7. Details of service:

- i. Name of post and employer:
- ii. From _____ to _____
- iii. Scale of pay
- iv. Nature of appointment i.e. whether adhoc or regular
- v. Nature of duties in brief:

8. Whether belongs to SC/ST:
9. Address for correspondence:

Office: Tel.No.
Residence: Tel.No.

10. Remarks:

Dated: Signature of candidate

Certificate by Head of Department

1. Certified that the particulars of the officer have been verified and found to be correct.
2. It is certified that no disciplinary proceedings are either pending and / or contemplated against the officer. Integrity of the officer is also certified.

Date: Signature of Head of Department (with stamp)