



**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**

No.B.12028/2/2021-Admn.I

**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 Programme in the country through Education & Training, Research & Evaluation, specialized services, consultancy and advisory service. The National Cold Chain and Vaccine Management Resource Centre (NCCVMRC) placed in the NIHFW is the apex body for technical support on immunization supply chain to the Government of India. The center was established in 2013. It is proposed to engage (1) NCCVMRC Coordinator & Team Lead (1) Technical Officer (Research & Monitoring) and (1) Programme-cum-Data Assistant on contractual basis at National Cold Chain and Vaccine Management Resource Centre under Universal Immunization Programme at the National Institute of Health and Family Welfare. The duration of the appointment will be initially for a period up to 31<sup>st</sup> March, 2026. The contract may be curtailed or extended based on requirement and performance during the period.

S.No.	Name of the post	No. of Post	Consolidated remuneration range in Rs.
1.	NCCVMRC Coordinator & Team Lead	1	Rs.1,30,000 - 1,70,000 P.M
2.	Technical Officer (Research & Monitoring)	1	Rs. 90,000 - 1,50,000 P.M
3.	Programme-cum-Data Assistant	1	Rs. 60,000 - 1,20,000 P.M

The mode of application through online. The URL for online application is <https://recruitment.nihfw.ac.in>. Last date of inviting of applications is 17/04/2025.

**Director, NIHFW**

1. **Name of the post:** NCCVMRC Coordinator& Team Lead  
**No. of Post:** 1 (One)  
**Monthly Remuneration range:** Rs. 1,30,000/- to Rs.1,70,000/- per month

**Essential Qualification:**

MBBS/ BDS with PG Degree/Diploma in Community Medicine/PreventiveandSocialMedicine (PSM)/CommunityHealthAdministration/PublicHealth/HealthCareManagement.

**Experience-**

**Essential:** For MBBS with PG Degree/ Diploma: Minimum 5years'experience post PG degree/diploma in managing public health programs, preferably in immunization at national/State level in government/ NHM/reputed national/international organizations

And

For BDS with PG Degree/ Diploma: Minimum 7 years' experience post PG degree/diploma in managing public health programs, preferably in immunizationatnational/Statelevelin government/ NHM/reputed national/international organizations

**Desirable:** Experience in Reproductive and child health programs, cold chain, Team management, managing trainings, developing proposals, budgeting, and reporting, social research, including development of research methodology and research/assessment tools in national programs is desirable.

**Skills-**Fluent in English, good IT skills, strong interpersonal relations, communication and team-work skills.

**Job responsibilities:**

**Tasks–Managerial Planning**

- Prepare the annual work plan of NCCVMRC in consultationwith supervisors (Director NIHFW, Nodal Officer NCCVMRC) and team of NCCVMRC and get the same approved by Immunization division of MOHFW before stating of thefinancial year. Ensure implementation of the same.
- Take the concurrence/approval of Immunization division of MoHFW before planning and conducting major activities which are approved in annual work plan (Like: Effective Vaccine Management at any level, Review meetings of CCO, Research activities, Studies etc.).
- Take the concurrence/approval of Immunization division of MoHFW for activities which are not part of the annual work plan of NCCVMRC like (MOU with other organization, participation of NCCVMRC staff in any other training, International EVM, studies, guideline preparation/ revision etc.)
- Plan events with budget & schedule for various NCCVMRC activities (Training, course curriculum and content development, assessments, SCCOs' meeting, Consultation meeting with partners, National and state EVMs, publications, research activities and seminar-conference events).
- Plan annual, quarterly and monthly work-plans for planned activities that define roles and responsibilities of NCCVMRC staff.
- Plan NCCMIS augmentation, training on revised MIS, field level implementation.
- Plan, up gradation and up-dation of data in IT applications housed by NCCVMRC.
- Plan quarterly, Half yearly and annual review meeting of NCCVMRC with Immunization division of MoHFW.

- Ensure the events or tasks assigned to NCCVMRC are completed timely with quality.
- In consultation with Nodal officer NCCVMRC and in coordination with all staff of NCCVMRC, will ensure that the day to day activities of NCCVMRC are done in an efficient and timely manner.

### **Coordination**

- Coordinate with MOHFW, States, other stake holders in Immunization supply chain, manufacturers, R&D labs academic institutions, and government agencies for assessments, training & facilitation, seminars and research, EVMs and consultation meetings.
- Coordinate with concerned to ensure that all the activities taken up by NCCVMRC are implemented and completed in a timely manner.

### **Monitoring and Evaluation**

- Monitor activities, financial and administrative progress, as per plans/ schedules.
- Monitor and assess quality of intervention (Training, assessment, consultation, EVM) methodology, process of data collection, validation and reports.
- Undertake impact assessment of training programs.
- Follow up /review of National and State Improvement plans and progress their-off.
- Monitor regular updation of NCCMIS/validation for sharing reports/ analysis with MoHFW and partners.
- Monitor the upkeep of all the interventions and portals of NCCVMRC.
- Evaluate effective practices/ examples in the field of immunization/ vaccine management from the field for web / print publication.

### **Ongoing support**

- Supervision of NCCVMRC team for all ongoing activities including managing training center activities, accounting, training calendar, and logistics for the training, facilitators, participants within assigned budgets.
- Reporting progress/participation in consultation meeting organized by Immunization Division, MOHFW, State and other stake holders/partners.

### **Tasks-Technical**

- Lead process to develop NCCVMRC strategic Plan with detailed interventions, activities and budgets.
- Develop methodology and tools for assessments/ reviews, research, analysis of NCCMIS data and EVM data validation and participate in these events.
- Assess quality, adequacy and relevance of training curriculum and course materials, to suggest changes / improvement plan.
- Negotiate with various stakeholders, partners, manufacturers, academic institutions, for successful organization of national seminars / consultations / exhibitions at NCCVMRC or other places etc.
- Advice on inter-state exposure visits of staff and partners engaged with immunization program based on good examples/practices from the field.
- Support technical research (Cold Chain, Logistics, Health Technology, Training Methodology and associated research) and related publications, paper presentation at various forums/ events.

### **Tasks- Others**

- Represent NCCVMRC at various forums, seminars & conferences to share good practices /examples and technology.
- Any other task that may be assigned from time to time by Immunization division of MoHFW, Director NIHFW or Nodal Officer NCCVMRC.

**Age limit:** Upto 50 yrs. (on the last date of applications)

**2. Name of the post:** Technical Officer (Research & Monitoring)  
**No. of Post:** 1 (One)  
**Monthly Remuneration range:** Rs. 90,000/- to Rs.1,50,000/- per month

**Essential qualification:** MBBS / BDS / BHMS/ BAMS Graduate/ AYUSH graduate / B.Sc. (Nursing) with Master in Public Health or Community Health or Community Health Administration or DHA or Preventive & Social Medicine or Community Medicine or PGDPHM.

**Experience: Essential-**

- Minimum 5 Years of relevant experience (minimum 3 years for MBBS with Master in Public Health or DHA) or one-year experience with MD (PSM/CHA)
- Preference will be given to candidates who have worked in RCH/Immunization programme or any other National Health Programme at National / State level at least for 1 year.

**Desirable:** One paper published in Health.

**Job responsibilities:**

- Ensure evidence based review of the supply chain in States,
- Establish standard review and monitoring templates for States,
- Support in Scale up of supportive supervision & iTMIS of immunization supply chain across states,
- Facilitate and coordinate National level reviews of the immunization supply chain,
- Periodic analysis, Review & Monitoring of data maintained at NCCVMRC,
- Develop guidelines and SOPs as directed by the MoHFW,
- Support in designing/planning & conduction of research activities for NCCVMRC as directed by MoHFW,
- Any other task assigned by Nodal Officer NCCVMRC.

**Age limit:** Up to 45 yrs. (on the last date of applications)

**3. Name of the post:** Programme-cum-Data Assistant  
**No. of Post:** 1 (One)  
**Monthly Remuneration range:** Rs. 60,000/- to Rs.1,20,000/- per month

**Essential qualification:** MCA / Post Graduate Degree / Diploma in Computer Application /IT.

**Experience: Essential-**

- Desirable - 5 years' post qualification experience in health program/ MIS/Operation development and implementation, preferably in health sector/ vaccine management / cold Chain.
- Desirable- Fluent English, good IT skills, strong interpersonal relations, communication and team-work skills

## **Job responsibilities:**

### **Tasks–Managerial Planning**

- Plan training schedules and training load of CC and VLM
- Prepare MIS implementation status report and schedule plan for state visits.
- Prepare list of health facilities with poor data quality in NCCMIS.

### **Coordination**

- Coordinate with states for MIS implementation, review & training
- Actively participate in Assessment/Studies
- Coordinate with developer for further development in MIS

### **Monitoring and Evaluation**

- Monitor Training and MIS implementation status and
- Prepare analytical report from NCCMIS.

### **Tasks–Technical**

- Support in development of SoPs and manuals for training, evaluation
- Support data analyst in NCCMIS development and debugging
- Support in development of web/mobile based Supportive supervision checklists.
- Support in training module development.

### **Tasks–Others**

Any other task that may be assigned from time to time.

**Age limit:** Up to 64 yrs. As per (on the last date of applications) refer letter no. E. (221) A.12024/7/2022-Admin-II dated 23.08.2024

**Place of Duty:** National Cold Chain and Vaccine Management Resource Center (NCCVMRC) NIHFW, MoHFW, New Delhi.

**Mode of Selection:** Through interview for all the posts.

**GENERAL INSTRUCTIONS TO THE CANDIDATES**

- i. The application will be filled through online mode only. The URL for online application is <https://recruitment.nihfw.ac.in>. There is no need to send any printout of filled-in online application or other documents to the organization. Candidates have to make sure that they are fully eligible for the post they are applying for and the original certificates/documents in support of the information furnished in the application form are to be provided at a later stage of recruitment process. No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.
- ii. The crucial date for determining age will be the last date of inviting of application i.e. ....
- iii. 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.
- iv. Incomplete application / partially filled application / application without supporting documents will summarily be rejected. Interim enquiries will not be entertained.
- v. The Candidates are advised to retain a printout of the online complete application form, which may be required for future references.
- vi. Mere fulfilling the essential qualifications does not entitle a candidate to be called for written examination/interview.
- vii. NIHFW reserves the right not to fill up the post, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final and binding. The vacancies are tentative in nature and may **decrease or increase**.
- viii. The Institute at it's discretion may conduct written examination/interview for all/any of the above posts to select the candidates on the basis of merit. The decision of the Director, NIHFW shall be final in this regard.
- ix. The original degrees/certificates/proof of date of birth towards fulfillment of specified eligibility conditions shall be required to be produced by the candidate, at the time of their final selection.
- x. 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.
- xi. The eligible candidate has to submit the application within specified time. Application forwarded through any other means including by post or e-mail etc. will not be entertained and summerly rejected.
- xii. The period of working experience shall be counted only after the acquiring of essential qualification for the post.
- xiii. Candidates will have to make their own arrangement for appearing in interview and no TA / DA will be paid to them.
- xiv. The positions are purely contractual basis. They will have no claim for regular employment under NIHFW.
- xv. The appointee will not be granted any claim or right or preference for regular appointments to any posts under the Government of India or any institutions funded by Government of India.
- xvi. 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.
- xvii. During the terms of service, he/she shall not engage in any private business of professional activity which could conflict with interest of the Government.
- xviii. He/She will not be entitled for any other allowance, financial benefits or concessions and medical facilities apart from the consolidated remuneration.
- xix. 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 visit the NIHFW website for updates, if any.