

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

**VACANCY NOTICE**

**No.B.12028/9/2021-Admn.II**

**Dated: 7/1/2022**

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 1 (One) Network Administrator 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 detail of the position is given below:

**1. Name of the Post: Network Administrator**

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

**Salary:** Rs. 95,000/- (Rupees Ninety five thousand only) per month

**Essential Qualification and Experience:**

- 1) Postgraduate: MCA in any specialization
- 2) Experience: Post Qualification Experience of minimum 8 years in the area of networking/ related field in any government / autonomous organization.

**Desirable:**

Knowledge of some documentation work like Preparation of Proposals, noting drafting etc.

**Job Responsibilities:**

- Install and configure software, hardware and network.
- Monitor system performance and trouble shoot issues
- Management of Network security
- Handling of multiple operation system
- Work related to enterprise backup and recovery procedures
- Work related to cloud computing (specifically NIC cloud and open source technologies)
- Active directory management related work
- Inventory Management

**Age Limit:** Upper Limit 45 years (on the date of interview)

**Place of Duty:** NIHFW, New Delhi.

**General Instructions:**

- An application duly filled in all respect is to be submitted online to the email id @ [chivacancy@nihfw.org](mailto:chivacancy@nihfw.org) latest by **7/2/2022 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 Network Administrator (On Contract basis)".
- 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 post, 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: \_\_\_\_\_