



No.E(1271)A-12036/5/2023-Admin II

Date: 03.03.2026

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. This Institute has been appointed by MOHFW, GOI.

It is proposed to engage the following positions purely on contract basis in the Nodal Agency under MoHFW for monitoring e-advertisement violating Section 22 of PC & PNDT Act 1994 project. The duration of the appointment is for one year or till the validity of the project including its extension, based on time-to-time approval from MoHFW, whichever is earlier. The details of the positions are given below:

S.No.	Name of the post	No. of Post	Consolidated monthly remuneration in Rs.
1.	Internet Monitoring Expert	1	Rs.60,000/- p.m.
2.	Data Entry Operator	1	Rs.20,000/- p.m.

1. Name of the post: Internet Monitoring Expert
No. of Post: 1 (One)
Monthly remuneration: Rs. 60,000/- per month

Essential Qualification:

Education: BE / B.Tech. from UGC recognized university.

Experience:

- At least 2-3 years in Social Media Marketing, Content Strategy and experience in Search Engine Marketing (SEM) and Search Engine Optimization (SEO).
- Experience working with popular keyword tools (Google, Word Tracker, Keyword Discovery etc.).
- Experience in Search Engine techniques.
- Experience in Search Engine Techniques
- Experience in web scripting like JavaScript/HTML.
- Experience with website analysis using a variety of analytics tools including Google Analytics as well as internal reporting tool.

Job responsibilities:

- Maintain Communication with SEPs & ISPs.
- Action taken in consultation with Ministry, other stakeholders and Legal Aspects.

Age limit: Up to 40 yrs.(as on the last date of inviting of application)

Mode of Selection: Through Interview.

Duration: Appointment will be initially for a period of one year.

2. Name of the post: Data Entry Operator

No. of Post: 1 (One)

Monthly remuneration: Rs. 20,000/- per month

Essential Qualification:

- Graduate (UGC recognized university) with 50% marks,
- Computer Diploma

Experience:

- One year in data entry

Key responsibilities and duties:

- Searching the web for specific keyword
- Maintain the Source List with Action taken
- Maintain the keyword database
- Updating Defaulter Database

Age limit: Up to 30 yrs.(as on the last date of inviting of application)

Mode of Selection: Through Skill Test and Interview.

The applications should reach NIHFWS latest by 01/04/2026 upto 05:00 PM.

Duration: Appointment will be initially for a period of one year.

Place of Duty: NIHFWS, New Delhi.

General Instructions:

- Interested and eligible candidates may send their application along with detailed CV as per performa enclosed and self-attested copies of age proof, photo ID proof, qualifications and experience certificates latest by **01/04/2026 upto 5.00 pm**, to the Deputy Director (Admn.), The National Institute of Health & Family Welfare, Baba Gangnath Marg, Munirka, NewDelhi-110067. The application received after last date will not be considered. 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.
- The crucial date for determining age will be the last date of inviting of application i.e. **01/04/2026**.
- Applications must be submitted in the attached format only.
- 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.
- The candidates are required to submit their application with a subject "Application for the post of _____".
- Incomplete application / partially filled application / application without supporting documents will summarily be rejected. Interim enquiries will not be entertained.

- Mere fulfilling the essential qualifications does not entitle a candidate to be called for interview.
- The Institute at its discretion may conduct written examination/interview for the above posts to select the candidate on the basis of merit. The decision of the Director, NIHFW shall be final in this regard.
- 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.
- The applicants shall have to appear for the interview at their own expenses.
- 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 the post.
- The eligible candidate has to submit the application within specified time.
- **The period of working experience shall be counted only after the acquiring of essential qualification for the post.**
- 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.
- The candidature of finally selected candidate will be provisional and subject to verification of original documents.
- Canvassing of any form will render candidate as disqualified.

DIRECTOR (Addl. Charge)



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

**Nodal Agency under moHFW for monitoring e-advertisement violating Section 22 of
PC&PNDT Act 1994**

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)
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. / Organization	From	To	Nature of duties performed

10. Enlist – List of publications, journals with indexing _____

11. Details of professional training attended: _____

12. Any other relevant information: _____

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

14. List of enclosures

(i) _____ (ii) _____ (iii) _____

(iv) _____ (v) _____ (vi) _____

15. I undertake that the information submitted by me is correct to the best of my knowledge and in case of any suppression of information or incorrect information, my services be terminated with immediate effect

Signature of the applicant

Date: _____

Name: _____