

## NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

Baba Gang Nath Marg, Munirka, New Delhi – 110 067

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. The Institute is proposing to fill the following post.

Post: **IT Specialist** (one)

Salary: Rs. 35,000/- P.M. (Consolidated)  
(Higher salary may be considered for the deserving candidates by the selection committee as per rules).

Age limit: Not exceeding 35 years

### Essential Qualifications & Experience

- (i) B.Tech/ MCA
- (ii) 3 years demonstrated experience in IT in large organization/s

### Skills and awareness required

- (i) Operating Systems : Windows 9x/2000,XP/Vista, RedHat Linux
- (ii) Programming Languages : Java, C++,VC++, Visual Basic
- (iii) Database : SQL/MySQL, DBI, MS-Access, Oracle
- (iv) Presenting, Scripting & Interfacing languages such as HTML, Java Script, VB Script, .net.(C#), ASP, Java Servlets, JDBC etc.
- (v) Knowledge of Networking Technology, Designing & Testing Tools.

### Job Responsibilities

- (i) Managing & supervising the entire IT infrastructure including server & network administration. Management of office automation, e-governance / e-learning software & institute's website.
- (ii) Development of software as per need of the institute.
- (iii) Teaching and conducting training programmes.

Note: (i) Unfurnished accommodation may be provided in the campus as per rule and subject to availability.

- (vi) Consolidated 30 days leave per year shall be admissible.

**Last date for submission of application:** within 3 weeks from the date of advertisement.

Interested candidates may apply as per the format given below along with the photocopies of the certificates & testimonials addressed to The Dy. Director (Admin) on the address given above. Candidates working in Govt./Semi-Govt. organizations must produce NOC of their employer. Incomplete applications shall summarily be rejected and no communication shall be entertained in this regard.

**Director**

# PROFORMA

Paste self  
attested  
Pass-port  
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photograph

1. Name of the Post Applied for: **IT Specialist**
2. Name of the candidate in full:  
(in CAPITAL letters)
3. Address for correspondence:  
  
Mobile/Phone No. :  
Email :
4. Date of Birth(DD/MM/19YY):
5. Educational qualifications :
6. Details of Employment/Experience:  
(Starting with the present/latest employment giving details of Post held,  
Period, Name of the company/organization and nature of duties.)
7. Any other relevant information:
8. Signature of the applicant with date