



## THE NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE

Baba Gang Nath Marg, Munirka, New Delhi-110067

No.B.12028/3/2022-Admn.II

Date: 30/8/2022

### 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 Technical Advisory Group on Immunization” (NTAGI Secretariat) Project was established in 2013, to provide techno-managerial support to the NTAGI, STSC and its working groups. The NTAGI Secretariat has been functioning in NIHFW since May, 2017 by Ministry of Health and Family Welfare (MoHFW). The following posts need to be filled on contractual basis in NTAGI Secretariat. The duration of the appointment will be initially for a period of **one year** and will be extended after one year subject to satisfactory performance up to maximum of 3(three) years.

S.No.	Name of the post	No. of Post	Consolidated monthly remuneration in Rs.
1.	Associate Advisor – Vaccine Research and Policy	1	Rs.1,80,000/- p.m.*
2.	Senior Research Scientist - Epidemiology	1	Rs.1,70,000/- p.m.*
3.	Senior Research Scientist – Infectious Disease	1	Rs.1,70,000/- p.m.*
4.	Research Scientist – Immunology	1	Rs.1,50,000/- p.m. *
5.	Research Scientist – Disease Modeling	1	Rs.1,50,000/- p.m.*
6.	Research Analyst - Biostatistics	1	Rs.95,000/- p.m.*
7.	Research Analyst – Health Economics	1	Rs.95,000/- p.m. *
8.	Project Associate – Office-cum-Data Management	1	Rs.80,000/- p.m. *
9.	Research Scientist	1	Rs.1,50,000/- p.m.*

**\*Remuneration may be increased maximum up to ten percent based on performance after successfully completing one year of work.**

1. **Name of the post:** Associate Advisor – Vaccine Research and Policy  
**No. of Post:** 1 (One)  
**Monthly remuneration:** Rs.1,80,000/- per month  
**Essential Qualification:**

**Education:** Advance degree in Public Health (Masters or above) with a specialty or concentration in epidemiology, health systems, public health interventions. Training in qualitative & quantitative research methods and mathematical modeling. Advanced training in the field of Vaccinology.

**Experience:** Minimum 8 years of experience in the field of Public Health with at least 5 years in the field of immunization and vaccines at national or global level, Experience of conducting applied research, qualitative research and systematic reviews, summarizing complex data, preferably in the field of Immunization / Vaccines / Infectious Disease.

**Publications:** At least 20 articles in peer-reviewed journals with at least 5 articles in the field of immunization and vaccines.

**Note:** The screening committee at its discretion may relax any of the conditions prescribed above in favor of a candidate of exceptional merit.

**Job responsibilities:**

- Identified opportunities and establishes priorities in vaccine research, specifically implementation research to test effectiveness of the vaccines in the program, health system strengthening, including at primary care level
- Working in collaboration with national and global leaders in this field, develop a research agenda and strategy to use different interventions to improve access to and coverage of evidence based immunization programmes
- Assist in the Standing Working Group on Immunization and Vaccine Research and Capacity Building efforts to expand research in the field of Immunization and Vaccines, with particular emphasis on coverage improvement of existing vaccines, sero-surveys, and new vaccines.
- Assumes primary responsibility for the scientific and managerial aspects of implementing the research and research synthesis activities described in the strategy (formulation of research questions, development and implementation of research protocols, communicating effectively results of research)
- Manages collaborations with relevant organizations and institutions, including ICMR, NCDC, DBT, WHO, UNICEF, academic institutions and relevant partners, in order to develop, implement and validate various tools and interventions with research protocols and achieve the objectives of the NTAGI work
- Assures publications of synthesized work in the scientific literature and identifies means by which to widely disseminate findings and their implications for policy and programmes
- Prepares technical progress reports for NTAGI members as per the requirements
- Conducts the development and implementation of research capacity approaches including country-level training of research investigators and decision-makers who prioritize research areas and make use of research findings for country planning related to immunization and vaccines.
- Where appropriate, provide guidance to NTAGI Secretariat staff on evidence review, GRADE evaluation and scientific writing.
- Any other task assigned by the Supervisor.

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

**Mode of Selection:** Through Interview.

2. **Name of the post:** Senior Research Scientist – Epidemiology  
**No. of Post:** 1 (One)  
**Monthly remuneration:** Rs.1,70,000/- per month  
**Essential Qualification:**

**Education:** An advance degree (Masters or PhD) in Epidemiology / Public Health / Community Medicine or closely related field and must include quantitative components of epidemiology and statistics.

**Experience:** Minimum 5-7 years of experience of in interpreting of epidemiological data, strong quantitative, ability to distil insights from large amount of data and advanced proficiency with Excel and STATA / SPSS / Python / MATLAB / SAS. Preferably in the field of Immunization / Vaccines / Infectious Disease.

Proficiency in SQL and / or Python pertaining to data handling i.e. Pandas, NumPy would be ideal.

**Note:** The screening committee at its discretion may relax any of the conditions prescribed above in favor of a candidate of exceptional merit.

**Job responsibilities:**

- Develop scientific papers to explain complex epidemiological concepts, drivers of trends over time and resulting public health implications.
- Research assigned vaccine preventable diseases and their risk factors to estimate incidence / prevalence and develop defensible, evidence based – forecasts over a ten or twenty year period
- Conduct research using data sources such as NFHS, SRS, ICMR registries, IDSP, DBT, MoHFW, survey data and proprietary real world datasets
- Gather and conduct evidence review and synthesis of relevant scientific literature on pertinent immunization related issues as needed by NTAGI, STSC and working group
- Effectively use SQL to analyze epidemiological datasets
- Develop presentations for NTAGI, STSC and working group meetings
- Maintain and update epidemiology forecasts for assigned vaccine preventable diseases
- Conduct other research and programmatic work as needed within the unit
- Supervise research staff on tasks related to epidemiology of vaccine preventable disease, development of data-drive decision tools, writing reports and papers and other related research work.
- Under take any other tasks assigned by the Supervisor

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

**Mode of Selection:** Through Interview.

3. **Name of the post:** Senior Research Scientist – Infectious Disease  
**No. of Post:** 1 (One)  
**Monthly remuneration:** Rs.1,70,000/- per month  
**Essential Qualification:**

**Education:** Advanced degree (Masters or above) in Microbiology/ Infectious Disease / Public Health / Community Medicine or closely related field.

**Experience:** Minimum 5-7 years of experience in the field of microbiology / infectious disease. Experience of clinical trials will be an added advantage.

**Publications:** At least five articles in peer-reviewed journals

**Job responsibilities:**

- Conduct desk-reviews for laboratory network annual accreditation and review of external quality assessment results and accreditation checklists for assessment of national vaccine preventable disease laboratories.
- Review the laboratory component of annual country reports on vaccine preventable diseases and assist in preparing relevant laboratory documents for the NTAGI meetings.
- Liaison with laboratory network of ICMR, DBT, CSIR and academic institutions to timely collate the evidence on vaccine preventable disease
- Undertake onsite laboratory assessments
- Assist in planning and execution of complex research projects, such as improving sterilization procedures or developing new vaccines to combat infectious diseases
- Conduct data quality assessments and develop data quality improvement plans
- Develop vaccine-preventable diseases profile of different states
- Validate annual immunization data collected through WHO / UNICEF Joint Report Form (JRF) and vaccine-preventable diseases surveillance data to improve data quality.
- Gather and conduct evidence review and synthesis of relevant scientific literature on pertinent immunization related issues as needed by NTAGI, STSC and working group.
- Write reports / review papers and prepare presentations on relevant immunization related issues,
- Disseminate the investigation and review findings in form of manuscript or conference papers.
- Conduct other research and programmatic work as needed within the unit.
- Present research findings to scientists, nonscientist executives, other colleagues and the public
- Support in identification and classification of microorganisms found in specimens collected from humans, plants, animals, or the environment
- Supervise research staff on task related to evidence review and synthesis, development of data-drive decision tools, writing reports and papers and other related research work.
- Any other tasks assigned by the Supervisor.

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

**Mode of Selection:** Through Interview.

4. **Name of the post:** Research Scientist – Immunology  
**No. of Post:** 1 (One)  
**Monthly remuneration:** Rs.1,50,000/- per month  
**Essential Qualification:**

**Education:** Advanced degree (Masters or above) in the field of Immunology / Clinical Virology / Medial Microbiology or related field.

**Experience:** Minimum **3-5** years of experience of conducting evidence reviews and summarizing complex data, preferably in the field of Immunization / Vaccines / Infectious Disease. Demonstrated experience in vaccines or vaccine clinical trials or vaccine preventable diseases will be an added advantage

**Publications:** At least two articles in peer-reviewed journals

**Job responsibilities:**

- Gather and conduct evidence review and synthesis of relevant scientific literature on pertinent immunology related issues as needed by NTAGI, STSC and working group.
- Develop data driven decision support tools.
- Write reports / review papers and prepare presentations on relevant immunization related issues.
- Conduct other research and programmatic work as needed within the unit.
- Supervise research staff on task related to evidence review and synthesis, development of data-drive decision tools, writing reports and papers and other related research work.
- Support in development of meeting minutes and meeting dossiers.
- Any other tasks assigned by the Supervisor.

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

**Mode of Selection:** Through Written Test and Interview.

5. **Name of the post:** Research Scientist – Disease Modeling  
**No. of Post:** 1 (One)  
**Monthly remuneration:** Rs.1,50,000/- per month

**Essential Qualification:**

**Education:** An advanced degree (Masters or above) in Public Health / Community Medicine / Epidemiology / Applied Mathematics / Computational Biology or related field.

**Experience:** Minimum 3-5 years of experience in quantitative science and / or modeling, Stochastic modeling and/or disease modeling preferred (e.g., stochastic processes, compartmental models, or agent based models). Experience in statistical inference preferred (e.g. maximum likelihood, Bayesian statistics, optimization). Strong data analysis skills are preferred. Proficiency in at least one scripting language (e.g. R or Python).

**Publications:** At least two articles in peer-reviewed journals.

**Note:** The screening committee at its discretion may relax any of the conditions prescribed above in favor of a candidate of exceptional merit.

**Job responsibilities:**

- Support the NTAGI work with disease modeling, risk analysis, and assessment of interventions
- Identify impactful problems in VPD control and elimination, and address them by applying existing models / methods or developing novel models / methods as needed
- Envision innovative framings of problems to simplify work and cut to essential issues.
- Work closely with internal team and external partners to understand the current policy and program questions
- Develop and maintain productive and engaging collaborations with internal and external strategic partners
- Clearly communicate sophisticated methods to diverse audiences
- Identify knowledge or data gaps in settings and propose solutions
- Address complex research questions in vaccine preventable disease transmission and mitigation
- Survey scientific literature and remain current on fast-moving research topics
- Design and execute an analytical plan with input from teammates
- Quickly prototype solutions to challenging problems through scripting or web-based platforms
- Lead / support manuscript preparation and publication
- Undertake any other tasks assigned by the Supervisor.

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

**Mode of Selection:** Through Written Test and Interview.

6. **Name of the post:** Research Analyst - Biostatistics  
**No. of Post:** 1 (One)  
**Monthly remuneration:** Rs. 95,000/- per month  
**Essential Qualification:**

**Education:** An advanced degree (Masters or above) in biostatistics, statistics, mathematics, or another relevant discipline

**Experience:** Minimum 3 years in public health industry (or directly relevant) experience. A thorough understanding of the statistical aspects of either clinical trials and / or observational studies. Experience in statistical analysis in a clinically related subject, either within clinical trials or in Epidemiology.

**Desired:** SAS programming or R programming skills

**Job responsibilities:**

- Lead research design and analytical strategies, provide input into protocols, develop and review statistical analysis plans and draft reports, abstracts and manuscripts.
- Advise, provide guidance and to oversee the quality control of statistical deliverables
- Director the Biostatistical activities on vaccine preventable disease and immunization data and be accountable for the deliverables
- Develop complex analysis strategies and execute them using efficient programming techniques (software: STATA, SAS, R, SPSS)
- Perform intricate statistical analyses and provide input to statistical reports
- Provide input on analysis plans, statistical reports, statistical sections of integrated reports and manuscripts
- Review analysis data sets and quality control all types of statistical analysis deliverables
- Train and uplift junior team members and interns
- Liaise with other biostatisticians to optimize global efficiency
- Coordinate biostatistics related project activities for successful completion within given timelines
- Any other tasks assigned by the Supervisor.

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

**Mode of Selection:** Through Written Test and Interview.

7. **Name of the post:** Research Analyst – Health Economics  
**No. of Post:** 1 (One)  
**Monthly remuneration:** Rs.95,000/- per month  
**Essential Qualification:**

**Education:** Advanced degree (Masters or above) in Public Health / Community Medicine / Health Economics or related field with evidence of coursework or training in decision analytic modeling or economic evaluation.

**Experience:** Minimum 2 years of experience of policy, programmatic, clinical and economic aspects of infectious diseases. Experience in evidence synthesis for decision modeling. Demonstrated experience of analyzing quality of life data.

**Publications:** At least one article in peer-reviewed journal.

**Job responsibilities:**

- Undertake high quality research, contribute in drafting of research proposals and presentations
- Contribute to peer-reviewed Publications
- Help to ensure compliance with good practice in relation to the conduct of research, the ethics policy and other relevant policies
- Support in designing and implementation of decision model
- Assist in analysis of quality of life, cost and other relevant health systems data
- Support to primary data collection and reviewing of relevant literature and collating secondary data
- Develop data driven decision support tools.
- Write reports, review papers and prepare presentations on relevant vaccine cost effectiveness issues and other immunization related issues.
- Conduct other research and programmatic work as needed within the unit
- Any other tasks assigned by the Supervisors

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

**Mode of Selection:** Through Written Test and Interview.



8. **Name of the post:** Project Associate – Office cum Data Management  
**No. of Post:** 1 (One)  
**Monthly remuneration:** Rs.80,000/- per month  
**Essential Qualification:**

**Education:** MBA / MCA or related field. Excellent knowledge of correct spelling, grammar and punctuation.

**Experience:** Minimum 2 years of proven data entry work experience. Experience with MS Office and data programs. Familiarity with administrative duties

**Job responsibilities:**

- Office Secretarial work including preparing reports, making hard copy of the dossiers for correspondence.
- Ensuring hotel and travel arrangements for seniors, NTAGI members and special invitees
- Maintaining minutes of meetings in a prescribed format to follow up on steps to be taken as a follow up on such action points.
- Maintaining of the office, management of office supplies, fixed asset registers
- Record keeping of minutes, reports, confidentiality documents etc.
- Conduct a follow up with the NTAGI members and special invitee for reimbursements, etc.
- Help in making of Power Point presentations, dashboards, etc.
- Assist in data entry of relevant data.

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

**Mode of Selection:** Through Written Test and Interview.

**9. Name of the post:** Research Scientist  
**No. of Post:** 1 (One)  
**Monthly remuneration:** Rs.1,50,000/- per month  
**Essential Qualification:**

**Education:** MBBS with Masters in Public Health /Community Medicine/Epidemiology

**Experience:**

- Minimum 3-5 years of experience of conducting evidence reviews and summarizing complex data, preferably in the field of Immunization / Vaccines / related fields of Public Health/Community Medicine/Epidemiology.
- Publication record in peer –reviews journals.

**Relevant Skills:**

- Excellent skills in literature search, review and synthesis
- Expertise in scientific writing and publication
- Good communication skills, both written and verbal

**Job Responsibilities:**

- Gather and conduct evidence review and synthesis of relevant scientific literature on pertinent immunization related issues as needed by NTAGI, STSC and working group.
- Develop data-driven decision-support tools.
- Write reports / review papers and prepare presentations on relevant immunization related issues.
- Conduct other research and programmatic work as needed within the unit.
- Supervise research staff on task related to evidence review and synthesis, development of data-drive decision tools, writing reports and papers and other related research work.
- Any other tasks assigned by the Director / Advisor, NTAGI Project.

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

**Mode of Selection:** Through Written Test and Interview.

**The applications should reach NIHFW latest by 26/09/2022 upto 5.00 p.m.**

**Duration:**

Appointment will be initially for a period of one year and will be extended after one year subject to satisfactory performance up to maximum of 3(three) years.

**Place of Duty:** “National Technical Advisory Group on Immunization (NTAGI Secretariat), NIHFW, New Delhi.

**General Instructions:**

- Interested candidates may send their application in the prescribed format latest by **26/09/2022 upto 5.00 p.m.** to the Deputy Director (Admn.), The National Institute of Health & Family Welfare, Baba Gang Nath Marg, Munirka, NewDelhi-110067.
- Candidates working in Central Govt./State Govt./Autonomous Bodies/Universities/PSUs are requested to apply through proper channel.
- 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 “\_\_\_\_\_”**”.
- 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 posts, 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)**



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

Recent  
Pass port  
size colour  
photo

**“National Technical Group of Advisory on Immunization (NTAGI Secretariat)**

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. 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) \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the applicant  
Name: \_\_\_\_\_