

International Institute for Population Sciences

(Deemed University)

Govandi Station Road, Deonar, Mumbai – 400 088.
Ph. No. 2556354/55/56, Web site: www.iipsindia.org

Applications are invited for the following posts purely on a temporary basis in a project - **National Family Health Survey (NFHS-5)** on or before **31st July, 2018**. The **NFHS-5** is sponsored and funded by Ministry of Health and Family Welfare, Government of India. The Details of qualification along with role & responsibilities for each post are given below.

Sr. No.	Designation	No of Posts	Consolidated Salary per month	Qualification/Experience	Roles & responsibilities in NFHS-5
1	Senior Project Officer (Admin & Accounts)	1	60,000	<p>Essential Qualification MBA finance/ M.Com or equivalent degree with 5 years' experience or B.Com with 7 years' experience Experience in developing and managing RFPs contract documents Excellent oral & written communication skill in English Experience in financial management. The retired persons from State and Central Governments, who worked in finance and account division in group A and B categories may also apply. However, the remuneration will be negotiable for them. Desirable Experience: Must be well versed with GFR, Accounting Standards, Accounting process Audit requirement in GOI setups, Tally ERP 9.</p>	Managing all Administrative and Financial matters of NFHS-5. Preparation of RFPs for selection of FAs/other services Technical and Financial evaluation of bids. Preparation of contract with FAs. Release of payments to FAs as per payment plan. All above will be done in consultation with competent authority of IIPS
2	Senior Project Officer (Statistics/Social Science for office)	2*	60,000	<p>Essential Qualification P.h.D. degree (Awarded or submitted) in Demography/Mathematics/Statistics or M. Phil in Demography/Mathematics/ Statistics with working experience of 3 years</p>	Sample selection, estimation procedures (weights, etc.), Coordinate between the IIPS Coordinators and the FAs. Arranging meetings, workshops and seminars (M & L), Preparation excel sheet for household listing. And monitoring and providing feedback to the listing teams.

3	Project Officer (for office)	1*	40,000	<p>Essential Qualification M. Phil in Demography/Mathematics/ Statistics with working experience of 1 years</p> <p>or</p> <p>Master degree in Demography/ Mathematics/Statistics with working experience of 3 years</p>	Sample selection, estimation procedures (weights, etc.), Coordinate between the IIPS Coordinators and the FAs. Arranging meetings, workshops and seminars (M & L), Preparation excel sheet for household listing. And monitoring the and providing feedback to the listing teams
4	Senior Project Officer (Data Processing)	1	60,000	<p>Essential Qualification Master's Degree in Computer Science / Computer Application with 2 years working experience</p> <p>or</p> <p>BE / B. Tech Computer Sciences with working experience of 5 years</p>	Managing all IT software and data processing related issues during the course of the survey. Close coordination with the agencies selected for development of IT tools. Any other task assigned by coordinator
5	Senior Project Officer Social (Field)	4	60,000	<p>Essential Qualification PhD (Awarded or submitted) in Demography/Mathematics/Statistics/ Public Health/Social Sciences</p> <p>or</p> <p>M. Phil in Demography/Mathematics/ Statistics/Public Health/Social Sciences with working experience of 3 years</p>	Monitoring and supervision of NFHS-5 field work. Regular reporting to IIPS.
6	Project Officer Social (Field)	1	40,000	<p>Essential Qualification M. Phil in Demography/Mathematics/ Statistics/Social Sciences with 1 year experience</p> <p>or</p> <p>Master degree in Demography/ Mathematics/Statistics/Social Sciences with working experience of 2 years</p>	Monitoring and supervision of NFHS-5 field work. Regular reporting to IIPS.
7	Project Officer CAB (Field)	7	40,000	<p>Essential Qualification MBBS/BDS/BAMS/BUMS /BHMS Working experience at least 1 years in the large scale survey Experience of integrating CAB with national level household surveys in Population, Health and Development Note: The candidate will be prefer who knows the language Bengali, Punjabi, Tamil, Telagu and Kannada</p>	Monitoring and supervision of NFHS-5 field work (CAB components). Regular reporting to IIPS.
8	Office Assistant	2	25,000	<p>Essential Qualification BA/ BCom/ BSc/ /BBA or equivalent. Knowledge of computer applications, Good knowledge and working experience of office management, maintaining official records, general administration, Good communication skills, word processing and good skills in MS-Office. The interested candidate should have a minimum of 2 years of experience</p>	Maintaining office, admin & accounts work as assigned by the project Coordinators and other project staff.

9	MTS	2	20,000	<p>Essential Qualification</p> <ol style="list-style-type: none"> 1. 12th Class passed 2. Communication skill in Hindi and English <p>Desirable: Knowledge of using internet, typing, handing of office files, documents, etc.</p>	Maintaining office, attending to work as assigned by the Project Coordinators and other project staff
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Instruction for applicant: The interested candidates are requested to apply with Current CV, Xerox copies of the degrees, certificates and other relevant documents. The candidate will be required to submit one recent photo along with application. The candidates are informed that all above posts are purely on temporary basis. Individual application for per post is mandatory. The selected candidate will be provided appointment initially for six months in the beginning and may be extended base on work performance. Please note that IIPS will NOT provide any TA/DA and accommodation to any candidate for attending the interview. All the applications should be sent along with covering letter by mentioning

"Application for 'Post Name' to Asst. Registrar, Admin, International Institute for Population Sciences (IIPS), Govandi Station Road, Deonar, Mumbai – 400 088. Ph. No. 022 42372467.

Note: *One SPO and One PO will be placed at MoHFW, New Delhi.

Only shortlisted candidates will be called for personal interview through e-mail.

Institute reserves the right to relax qualification and experience in deserving cases and also the numbers of SPO and PO to be appointed under different categories.