

Govt. of India
Family Welfare Training & Research Centre, Mumbai
Ministry of Health & Family Welfare

Recruitment of Consultants & Staff on contractual basis

Family Welfare Training & Research Centre, Mumbai, a Central Training Institute of Ministry of Health and Family Welfare, Government of India is primarily involved in training of Medical & Paramedical personnel in Public Health, Health Education, Promotion and Research. Applications are invited for the following posts on purely contract basis for one year.

S. No	Post	No	Qualifications	Consolidated pay/month
1	Consultant- Public Health	1	Medical Postgraduate in Community Medicine/Public Health with 3-5 years' experience in Health Management and Research.	80,000
2	Consultant- IEC	1	Post Graduate Degree/Diploma In Mass Communication / Social Work/ Business Administration/ Rural Development from a recognized Institute with 5 years' experience in Advertising / Media Industry/ Social Media Communication.	60,000
3	Consultant- Training	1	Post Graduate Degree/Diploma with 5 years' experience in developing & evaluating training programmes. Preference will be given for post graduation in Public Health/ Preventive & Social Medicine.	60,000
4.	Consultant- Civil Engineer/ Architect		Graduate Degree (BE/ B. Tech/ B. Arch) in the related field with 5 years' experience in planning, tendering, execution and management of civil/electrical/allied works.	50,000
5.	Statistical Officer	1	Postgraduate degree in statistics from recognized institute.	40,000
6.	Sociologist	1	Postgraduate in sociology from recognized institute with 3 years' experience.	40,000

The last day for receipt of application will be 29th **June 2018**. Duly completed application form along with necessary documents must reach the undersigned by Registered post/Speed post within stipulated time along with a **demand draft of Rs. 500/-**(Rs. Five Hundred only) **and Rs. 200/-**(Rs. Two Hundred only) in case of SC/ST applicants in favor of **“Director, Family Welfare Training & Research Centre, Mumbai”** payable at Mumbai. For further details regarding eligibility criteria, application format, list of supporting documents and other information please visit website- <http://www.fwtrc.gov.in/htmldocs/recruitment.htm>

Sd/-
DIRECTOR
Family Welfare Training & Research Centre,
Mumbai

Terms of Reference

Consultant (Public Health)

FWTRC, Mumbai on behalf of Ministry of Health & Family Welfare, Govt. of India is seeking applications from qualified candidates for the above mentioned post purely on contract basis

POSITION: Consultant (Public Health)

1. ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

MBBS with post-graduation in Community Medicine/Public Health with 3-5 years' experience in Public Health, Health Management and Research.

2. SKILLS AND COMPETENCIES:

Knowledge of Public Health Management and Research, Knowledge of the latest health policies and procedures, Public Health Programmes, Effective communication skills, with demonstrated ability to talk and listen to people and build rapport with them and computer proficiency and familiarity with database programmes & commonly used packages like MS Word, Excel, PowerPoint, Epi Info and SPSS.

3. JOB DESCRIPTION/ RESPONSIBILITIES:

- i. Conduct situational analysis and understand public health need.
- ii. Coordinate with various key stakeholders for facilitation of institutional activities.
- iii. Monitor & evaluate public health activities.
- iv. Develop research studies/ evaluation protocols for any given scope of work.
- v. Identify, prepare, plan and implement new training programmes under National Health Mission.
- vi. Prepare report and publish institutional research data.
- vii. Provide technical support in implementation of institutional activities.
- viii. Develop training materials and content in the area of public health.
- ix. Assist in conducting trainings, workshops, seminars etc.
- x. Plan and implement new regular courses for doctors and para-medics in the field of public Health.

4. AGE LIMIT:

Up to 40 years as on the last date of receiving of application. Retired Government / Public Sector Officers up to the age of 65 years are eligible to apply.

5. NUMBER OF VACANCIES: 1 Vacancy, UR.

6. CONTRACT TYPE AND PERIOD: The position is on contractual basis, initially for a period of one year, extendable thereafter, on the basis of performance and subject to further approval by the Government of India.

7. Remuneration: Consolidated remuneration is Rs. 80,000/-PM.

8. LOCATION: Family Welfare Training & Research Centre, Mumbai.

9. CONTACT INFORMATION:

Director,
Family Welfare Training & Research Centre,
(M/o Health & Family Welfare, Govt. of India)
332 SVP Road, Khetwadi, Mumbai-400004
off: +91 22 23881724/238393165
Tel/Fax: +91 22 23862736
Web Site: <http://www.fwtrc.gov.in>

10. LAST DATE FOR APPLICATIONS:

The last day for receipt of application will be 29th June 2018. Duly completed application form along with necessary documents must reach Family Welfare Training & Research Centre by Registered post/Speed post within stipulated time along with a **demand draft of Rs. 500/-**(Rs. Five Hundred only) **and Rs.200/-**(Rs. Two Hundred only) in case of SC/ST applicants in favour of “**Director, Family Welfare Training & Research Centre, Mumbai**” payable at Mumbai. Please ensure to mention the name of post applied for on the envelop.

Note: TA/DA will not be paid for attending the interview.

Terms of Reference

Consultant (IEC)

FWTRC, Mumbai on behalf of Ministry of Health & Family Welfare, Govt. of India is seeking applications from qualified candidates for the above mentioned post purely on contract basis

POSITION: Consultant (IEC)

1. QUALIFICATIONS AND EXPERIENCE:

Post Graduate Degree/Diploma in Mass Communication / Social Work/ Business Administration/ Rural Management from a recognized Institute with 5 years' post qualification experience in Advertising / Media Industry/ Social Media Communication.

2. SKILLS AND COMPETENCIES:

Knowledge of Public Health; Knowledge of Hindi, English and Marathi language, strong communication skills, with demonstrated ability to talk and listen to people and build rapport with them, should have sound understanding of participatory training methodology and skills of trainer, computer proficiency and familiarity with database programmes & commonly used packages like MS Word, Excel, PowerPoint etc.

3. JOB RESPONSIBILITIES:

- i. Develop an integrated IEC strategy on public health programmes as per need.
- ii. Conduct communication need assessment.
- iii. Develop and implement IEC activities by selecting appropriate medium of communications.
- iv. Develop audio visual, print, outdoor outreach IEC materials in Hindi, English and local language and disseminate at various levels.
- v. Liaise with Programme Divisions for planning & implementing IEC services.
- vi. Prepare annual report, programme report, bring out monthly newsletters and other printed materials and prepare press releases including websites, blogs, & campaign sites.
- vii. Prepare, plan and conduct trainings, workshops, seminars for Health Educators or Communication Officers.
- viii. Develop concept and design of campaign materials.
- ix. Develop newsletter, case studies, documentation, best practices/learnings.
- x. Develop, implement and evaluate behaviour and social change programmes at individual/ household/ societal levels.
- xi. Undertake duties/assignments which may be assigned from time to time.

4. AGE LIMIT: Up to 40 years as on the last date of receiving of application. Retired Government / Public Sector Officers up to the age of 65 years are eligible to apply.

5. NUMBER OF VACANCIES: 1 Vacancy, UR.

6. CONTRACT TYPE AND PERIOD:

The position is on contractual basis, initially for a period of one year, extendable thereafter, on the basis of performance and subject to further approval by the Government of India.

8. Remuneration: Consolidated remuneration is Rs. 60,000/-PM.

9. LOCATION: Family Welfare Training & Research Centre, Mumbai.

10. CONTACT INFORMATION:

Director,
Family Welfare Training & Research Centre,
(M/o Health & Family Welfare, Govt. of India)
332 SVP Road, Khetwadi, Mumbai-400004
off: +91 22 23881724/238393165
Tel/Fax: +91 22 23862736
Web Site: <http://www.fwtrc.gov.in>

11. LAST DATE FOR APPLICATIONS:

The last day for receipt of application will be 29th June 2018. Duly completed application form along with necessary documents must reach Family Welfare Training & Research Centre by Registered post/Speed post within stipulated time along with a **demand draft of Rs. 500/-** (Rs. Five Hundred only) **and Rs.200/-** (Rs. Two Hundred only) in case of SC/ST applicants in favour of “**Director, Family Welfare Training & Research Centre, Mumbai**” payable at Mumbai. Please ensure to mention the name of post applied for on the envelop.

Note: TA/DA will not be paid for attending the interview

Terms of Reference

Consultant (Training)

FWTRC, Mumbai on behalf of Ministry of Health & Family Welfare, Govt. of India is seeking applications from qualified candidates for the above mentioned post purely on contract basis

POSITION: Consultant (Training)

1. ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

Post Graduate Degree/Diploma with 5 years' post qualification experience in developing & evaluating training programmes. Preference will be given to post graduation in Public Health/ Preventive & Social Medicine.

2. SKILLS AND COMPETENCIES:

Knowledge of Public Health, Knowledge of English and Hindi language, both written and oral, good communication skills, computer proficiency and familiarity with database programmes & commonly used packages like MS Word, Excel, Power-Point etc.

3. JOB DESCRIPTION/ RESPONSIBILITIES:

- i. Conduct training needs assessment for the health workforce vis-a-vis the programme needs.
- ii. Develop training strategy as per the training needs.
- iii. Develop training materials and content in the area of public health.
- iv. Review and coordinate in updating of training modules.
- v. Develop and implement innovative training methodology like E-Learning.
- vi. Supervise trainings programmes conducted by the institute for quality and content and provide feedback for improvement as needed.
- vii. Develop tools for evaluation of training programmes.
- viii. Conduct training programmes, workshops, seminars etc.
- ix. Undertake any other assignments, which may be assigned from time to time.

4. AGE LIMIT:

Up to 40 years as on the last date of receiving of application. Retired Government / Public Sector Officers up to the age of 65 years are eligible to apply.

5. NUMBER OF VACANCIES: 1 Vacancy, UR.

6. CONTRACT TYPE AND PERIOD:

The position is on contractual basis, initially for a period of one year, extendable thereafter, on the basis of performance and subject to further approval by the Government of India.

7. Remuneration: Consolidated remuneration is Rs. 60,000/-PM.

8. LOCATION: Family Welfare Training & Research Centre, Mumbai.

9. CONTACT INFORMATION:

Director,
Family Welfare Training & Research Centre,
(M/o Health & Family Welfare, Govt. of India)
332 SVP Road, Khetwadi, Mumbai-400004
off: +91 22 23881724/238393165
Tel/Fax: +91 22 23862736
Web Site: <http://www.fwtrc.gov.in>

10. LAST DATE FOR APPLICATIONS:

The last day for receipt of application will be 29th June 2018. Duly completed application form along with necessary documents must reach Family Welfare Training & Research Centre by Registered post/Speed post within stipulated time along with a **demand draft of Rs. 500/-**(Rs. Five Hundred only) **and Rs.200/-** (Rs. Two Hundred only) in case of SC/ST applicants in favour of “**Director, Family Welfare Training & Research Centre, Mumbai**” payable at Mumbai. Please ensure to mention the name of post applied for on the envelop.

Note: TA/DA will not be paid for attending the interview.

Terms of Reference

Consultant (Civil Engineer/Architect)

FWTRC, Mumbai on behalf of Ministry of Health & Family Welfare, Govt. of India is seeking applications from qualified candidates for the above mentioned post purely on contract basis.

POSITION: Consultant (Civil Engineer/Architect)

3. JOB DESCRIPTION/ RESPONSIBILITIES:

The post is meant to be placed at new Institutional & Hostel complex, New Panvel, (under construction), FWTRC Staff Quarters, New Panvel (construction to begin shortly) and repair & revamping of the existing building of FWTRC at Khetwadi, Mumbai.

- i. Establish a base program schedule and master track the project performance against base program schedule.
- ii. Examine & review construction plans and project reports.
- iii. Examine & review tender documents for civil, electrical and other allied works and submit advice.
- iv. Examine all technical issues related to and arising during implementation of civil, electrical and allied works.
- v. Prepare architectural drawings and internal designs.
- vi. Provide technical inputs in consultation with Architects, Structural, MEP Consultants to ensure smooth, coordinated construction execution.
- vii. Supervise & monitor work and assist in evaluation of specification and quality assurance.
- viii. Coordinate and liaison with CIDCO, CPWD, Contractor, FWTRC and other allied agency for facilitating the work of construction.
- ix. Completion and handover of the project as per existing norms of corporation.

1. ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

Graduate Degree (BE/ B. Tech/ B. Arch) in the related field with 5 years' post qualification experience in planning, tendering, execution and management of civil/electrical/allied works. Should have valid registration with recognized institutions.

2. SKILLS AND COMPETENCIES:

Experience in handling civil construction projects/CPWD procedures etc. computer proficiency and familiarity with database programmes & commonly used packages.

4. AGE LIMIT: Up to 50 years as on the last date of receiving of application. Retired Government / Public Sector Officers up to the age of 65 years are eligible to apply.

5. NUMBER OF VACANCIES: 1 Vacancy, UR.

6. CONTRACT TYPE AND PERIOD:

The position is on contractual basis, initially for a period of one year, extendable thereafter, on the basis of performance and subject to further approval by the Government of India.

7. Remuneration: Consolidated remuneration is Rs. 50,000/-PM.

8. LOCATION: Family Welfare Training & Research Centre, Mumbai.

9. CONTACT INFORMATION:

Director,
Family Welfare Training & Research Centre,
(M/o Health & Family Welfare, Govt. of India)
332 SVP Road, Khetwadi, Mumbai-400004
off: +91 22 23881724/238393165
Tel/Fax: +91 22 23862736
Web Site: <http://www.fwtrc.gov.in>

10. LAST DATE FOR APPLICATIONS:

The last day for receipt of application will be 29th June **2018**. Duly completed application form along with necessary documents must reach Family Welfare Training & Research Centre by Registered post/Speed post within stipulated time along with a **demand draft of Rs. 500/-**(Rs. Five Hundred only) **and Rs.200/-** (Rs. Two Hundred only) in case of SC/ST applicants in favour of “**Director, Family Welfare Training & Research Centre, Mumbai**” payable at Mumbai. Please ensure to mention the name of post applied for on the envelop.

Note: TA/DA will not be paid for attending the interview.

Terms of Reference

Statistical Officer

FWTRC, Mumbai on behalf of Ministry of Health & Family Welfare, Govt. of India is seeking applications from qualified candidates for the above mentioned post purely on contract basis

POSITION: Statistical Officer

1. ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

Post Graduate Degree in Statistics /Operational Research/ Mathematical Statistics / Applied Statistics from recognized University with 3 years' experience of Statistical work involving collection, compilation and interpretation of statistical data.

2. SKILLS AND COMPETENCIES:

Knowledge of Public Health, Knowledge of English and Hindi language, excellent computer skills using computer programmes and statistical software/ packages.

3. JOB DESCRIPTION/ RESPONSIBILITIES:

- i. Apply techniques of Research Designs on various operational research planned by the organization.
- ii. Carry statistical estimations, editing and data encoding.
- iii. Develop data encoding logic for data processing;
- iv. Developing statistical tools for data collection.
- v. Collect, analyse and interpret statistical data, prepare reports and facilitate publication in peer reviewed journals.
- vi. Conduct and organize research in public health involving the use of statistical methods/ quantitative techniques/ qualitative techniques.
- vii. Conduct teaching sessions for various training courses run by the institute.
- viii. Undertake any other assignments, which may be assigned from time to time.

4. AGE LIMIT:

Up to 40 years as on the last date of receiving of application. Retired Government / Public Sector Officers up to the age of 65 years are eligible to apply.

5. NUMBER OF VACANCIES: 1 Vacancy, UR.

6. CONTRACT TYPE AND PERIOD: The position is on contractual basis, initially for a period of one year, extendable thereafter, on the basis of performance and subject to further approval by the Government of India.

7. Remuneration: Consolidated remuneration is Rs. 40,000/-PM.

8. LOCATION: Family Welfare Training & Research Centre, Mumbai.

9. CONTACT INFORMATION:

Director,
Family Welfare Training & Research Centre,
(M/o Health & Family Welfare, Govt. of India)
332 SVP Road, Khetwadi, Mumbai-400004
off: +91 22 23881724/238393165
Tel/Fax: +91 22 23862736
Web Site: <http://www.fwtrc.gov.in>

10. LAST DATE FOR APPLICATIONS:

The last day for receipt of application will be 29th June **2018**. Duly completed application form along with necessary documents must reach Family Welfare Training & Research Centre by Registered post/Speed post within stipulated time along with a **demand draft of Rs. 500/-** (Rs. Five Hundred only) **and Rs.200/-** (Rs. Two Hundred only) in case of SC/ST applicants in favour of “**Director, Family Welfare Training & Research Centre, Mumbai**” payable at Mumbai. Please ensure to mention the name of post applied for on the envelop.

Note: TA/DA will not be paid for attending the interview.

Terms of Reference

Sociologist

FWTRC, Mumbai on behalf of Ministry of Health & Family Welfare, Govt. of India is seeking applications from qualified candidates for the above mentioned post purely on contract basis

POSITION: Sociologist

1. ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

Postgraduate in sociology/ social work from recognized institute with 3 years' experience preferably in Health Research.

2. SKILLS AND COMPETENCIES:

Knowledge of Public Health, Knowledge of English and Hindi language, good communication skills, computer proficiency and familiarity with database programmes & commonly used packages like MS Word, Excel, MS Power-Point etc.

3. JOB DESCRIPTION/ RESPONSIBILITIES:

- i. Design research projects to test theories about social issues.
- ii. Collect data through surveys, observations, interviews, and other sources.
- iii. Analyse and draw conclusions from the data.
- iv. Prepare reports, articles, or presentations detailing their research findings.
- v. Coordinate and collaborate with other sociologists or social scientists.
- vi. Consult with and advise clients, policymakers, or other groups on research findings and sociological issues.
- vii. Conduct teaching sessions for various training courses run by the institute.
- viii. Undertake any other assignments, which may be assigned from time to time.

4. AGE LIMIT:

Up to 40 years as on the last date of receiving of application. Retired Government / Public Sector Officers up to the age of 65 years are eligible to apply.

5. NUMBER OF VACANCIES: 1 Vacancy, UR.

6. CONTRACT TYPE AND PERIOD: The position is on contractual basis, initially for a period of one year, extendable thereafter, on the basis of performance and subject to further approval by the Government of India.

7. Remuneration: Consolidated remuneration is Rs. 40,000/-PM.

8. LOCATION: Family Welfare Training & Research Centre, Mumbai.

9. CONTACT INFORMATION:

Director,
Family Welfare Training & Research Centre,
(M/o Health & Family Welfare, Govt. of India)
332 SVP Road, Khetwadi, Mumbai-400004
off: +91 22 23881724/238393165
Tel/Fax: +91 22 23862736
Web Site: <http://www.fwtrc.gov.in>

10. LAST DATE FOR APPLICATIONS:

The last day for receipt of application will be 29th June **2018**. Duly completed application form along with necessary documents must reach Family Welfare Training & Research Centre by Registered post/Speed post within stipulated time along with a **demand draft of Rs. 500/-**(Rs. Five Hundred only) **and Rs.200/-**(Rs. Two Hundred only) in case of SC/ST applicants in favour of “**Director, Family Welfare Training & Research Centre, Mumbai**” payable at Mumbai. Please ensure to mention the name of post applied for on the envelop.

Note: TA/DA will not be paid for attending the interview.