

VACANCY NOTICE

Family Welfare Training & Research Centre, Mumbai, is a Central Training Institute primarily involved in training of paramedical personnel in Health Education, Promotion and Research in public health fields. Applications are invited for the following posts on direct recruitment basis.

Sr. No	Name of Post	No. of Post	Pay band/ Grade pay	Category	Mode of recruitment	Nature of post	Period of probation
1.	Lady Health Visitor	1	5200-20200+ 2800	OBC	Direct	Regular	2 Yrs.
2.	Stenographer	1	21,000/- (Consolidated)	-	Direct	Contractual (11 Months)	Not applicable

The last day for receipt of application will be **Thirty Days from the date of publication** of this advertisement. 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. 200/-**(Rs. Two Hundred only) **and Rs.100/-**(Rs. One 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,

भारत सरकार
GOVERNMENT OF INDIA
परिवार कल्याण प्रशिक्षण तथा अनुसन्धान केंद्र
FAMILY WELFARE TRAINING & RESEARCH CENTRE, MUMBAI
(Ministry of Health & Family Welfare)

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Sd/-
DIRECTOR
Family Welfare Training & Research Centre,

Age Limit, Qualification and Experience Criteria

Serial No	Name of post	Age limit	Educational Qualification	Experience:
1.	Lady Health Visitor	Upto 25 (Twenty Five) Years. Relaxable for Government Servants up to 30 (Thirty) years.	Essential: i) Matriculation ii) General Nursing & Midwifery/ANM/Health Worker Female/MPW Female Training Course/Promotional Training Course recognised by Nursing Council. iii) Registration with State Nursing Council as Health Worker Female/MPW/ANM in Nursing/Midwifery.	-
2.	Stenographer	Upto 65 (Sixty Five) Years.	1. Graduation from recognised university. 2. Skill test norms i) Dictation 10 mts @80 w.p.m. ii) Transcription ; 50 mts (on computer) iii) Typing speed in Hindi and English 30 w.p.m. (on computer) 3. Computer skill in Office suite	5 Years Preference will be given to superannuated staff from Health Department of Central Government for the post of Stenographer

General Guidelines:

1. Selection process will be done by a Selection committee comprising of senior level officers from Government of India, Ministry of Health and Family welfare by Interview/ Written Examination depending on number of applicants. Decision of the Selection Committee will be final.
2. Reservation policy of Government of India will be followed.
3. All applicants should have working knowledge of Local language.
4. Duly completed Application forms must reach by stipulated time with requisite documents and demand draft. Failing which application will not be accepted
5. No T.A. will be paid for attending the interview and joining the appointment.

6. Documents needed to be submitted along with application form:-
 - i. Attested photocopy of all Educational qualification claimed in application form
 - ii. Attested photocopy of Date of Birth Certificate
 - iii. Experience certificate from employer with full details of duration of employment and job responsibilities.
 - iv. No Objection Certificate (if in regular employment in any Govt./Semi Govt./ Government Enterprises/Government funded autonomous Institutions)
 - iv. Medical Fitness certificate from competent authority.
 - v. Attested photocopy of Valid SC/ST/OBC certificate with non-creamy layer certificate for OBC candidates from District Authority.
 - vi. Address proof
7. Recent Photograph should be signed by applicant.
8. Demand Draft to be attached along with application with full details written in application form.
9. The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.

Term & Conditions for contract appointment-

1. The appointment is purely on CONTRACT BASIS for a period of 11 months or till such time the regular appointments against these vacant post is made, whichever is earlier, with effect from the date of joining. If the contract is not extended further, the same will lapse automatically. The appointment can also be terminated at any time, on either side, by giving one month's notice or by paying one month's salary.
2. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the Government Servants, appointed on regular basis.
3. The appointee shall not be granted any claim or right for regular appointment to any post.
4. Leave entitlement of the appointee shall be governed as per the DoP&T'S instructions.
5. The appointee shall not be entitled to avail any allowances/facilities being extended to the regular/permanent employees.

Director
Family Welfare Training and Research Centre
332, SVP Road. Mumbai. 400004