



National Institute of Public Health Training and Research, Mumbai
(Ministry of Health & Family Welfare, Government of India)
Website: <https://www.niphtr.mohfw.gov.in/>
Intermediate Field Epidemiology Training Programme (I-FETP)



Ref No: NIPHTR/FETP/2026-27/580

Date: 07/09/2026

Last date of application: 30th Sept. 2026.

Advertisement for engagement of Programme Support Associate: I-FETP

Applications are invited from eligible Indian citizens for engagement of **One (01) Programme Support Associate: I-FETP** on a purely contractual basis under the Intermediate Field Epidemiology Training Programme (I-FETP), implemented under PM-ABHIM at the National Institute of Public Health Training and Research (NIPHTR), Mumbai (Panvel Campus). The engagement will be supported from the approved Grant-in-Aid provided by the National Centre for Disease Control (NCDC), Ministry of Health & Family Welfare, Government of India.

1. Details of the Position:

Name of Position	Programme Support Associate: I-FETP
Number of Posts	01 (One)
Nature of Engagement	Purely contractual, project-specific and Co-terminus with the I-FETP project
Place of Posting	I-FETP Hub, NIPHTR, Mumbai (Panvel Campus).
Duration	Initially for One Year or till completion/continuation of the project, whichever is earlier. Extension may be considered subject to satisfactory performance, continuation of the programme, availability of Grant-in-Aid and approval of the Competent Authority.
Consolidated Remuneration	Up to ₹50,000/- per month, inclusive of all allowances. No DA, HRA, TA, Medical Allowance or any other allowance shall be admissible separately. Applicable statutory deductions shall be made.
Age Limit	Not exceeding 40 years as on the last date of application. Relaxation, if any, shall be according to the Government of India norms.

2. Essential Educational Qualification:

Graduate Degree from a recognized University.

3. Desirable Educational Qualification:

Preference may be given to candidates possessing qualifications in one or more of the following disciplines:

- Public Health / Hospital Administration / Health Management
- Business Administration / Commerce / Statistics
- Computer Applications / Information Technology



4. Essential Experience:

Minimum three (03) years of post-qualification experience in one or more of the following:

- Government Department, Central/State Government Institution or Government Medical College
- Autonomous Body under Central/State Government or Public Sector Undertaking
- National Health Mission, Government-funded Public Health Institution or National Health Programme

Relevant experience in programme coordination, office administration, official record maintenance, report preparation, procurement documentation, workshop/event coordination, Government correspondence or financial documentation will be preferred.

5. Desirable Skills and Experience:

- Experience in epidemiology/public health programmes, PM-ABHIM, NHM or Field Epidemiology Training Programmes
- Working knowledge of GeM, PFMS, e-Office and Government office procedures
- Proficiency in Microsoft Word, Microsoft Excel and Microsoft Power Point; data management, MIS, documentation and report writing

6. Nature of Duties and Responsibilities:

The selected candidate shall provide programme coordination and administrative support to the I-FETP Hub, including:

- Registration of trainees, maintenance of trainee database, training schedules and programme calendar.
- Coordination of contact sessions, field assignments, workshops, meetings involving faculties, mentors and mentees.
- Maintenance of programme files, physical and digital records; drafting official correspondence, official reports, office noting, procurement proposals and minutes of meetings.
- Coordination with NCDC, State Governments, partner organizations and other stakeholders.
- Assistance in procurements, GeM/quotation documentation, maintenance of procurement records and stocks.
- Assistance in preparation, verification and maintenance of PFMS records, Statements of Expenditure and Utilization Certificates etc.
- Preparation of monthly progress reports, programme reports, attendance records, certificates, inventory and asset registers.
- Any other work assigned by the Nodal Officer/Hub Coordinator or Competent Authority.

7. Selection Procedure:

The selection shall be carried out in the following stages:

- (i) Applications received through the online Google Form shall be screened for eligibility, and eligible candidates shall be shortlisted for the written test subject to number of applications.
- (ii) Shortlisted candidates shall be informed of the date, time and venue of the written test by email only. No separate communication shall be sent by post.



- (iii) The written test shall be conducted at the NIPHTR, Mumbai (Panvel Campus). Candidates need appear for written test or interview and skill test at their own expense.
- (iv) On the basis of merit in the written test, 50% of the candidates who appear, subject to a maximum of thirty (30) candidates, shall be called for the skill test and interview.
- (v) The skill test and interview shall be conducted for the shortlisted candidates.
- (vi) On the basis of the performance in the skill test and interview, one (01) candidate shall be selected for engagement. A waitlist of candidate maximum to five, in order of merit, shall be maintained. The waitlist shall be operated only in the event of the selected candidate not joining or vacating the position.

The selection shall be made by a Selection Committee constituted by the Competent Authority, NIPHTR, Mumbai. The Institute reserves the right to modify/cancel the selection process.

8. How to Apply:

Eligible candidates must submit the online application form by **5:00 PM of 30th September, 2026** through the given link and upload the completely filled application form along with all self-attested documents as required in a single consolidated scanned PDF.

[Google Form link]: <https://forms.gle/QdZArObVDmZvpQLH6>

For any queries or clarifications, please contact: Email: niphtr.fetp@gmail.com.

Eligible candidates shall submit the following documents in a single application set:

1. Duly filled and signed application form.
2. Updated Curriculum Vitae.
3. Self-attested copies of educational qualification certificates.
4. Self-attested copies of relevant experience certificates.
5. Proof of age and identity.
6. Recent passport-size photograph.
7. Any other document supporting the candidature.

Applications sent by post, email or in person shall not be entertained.

Only shortlisted candidates shall be called for the written test at the NIPHTR, Mumbai (Panvel Campus). All the communication shall be made by email ONLY. Candidates are therefore advised to furnish a valid and regularly checked email ID in the application.

N.B.: No TA/DA will be paid to the candidate for appearing in the written test, skill test or interview.

9. General Instructions:

1. The engagement is purely contractual, project-specific and Co-terminus with the I-FETP project (initially till 31st March 2027). It may be extended based on the candidate's performance and as per the directions received from the funding agency. It shall not confer any right to regular/permanent appointment, absorption or continuation in service under the Government of India, NCDC or NIPHTR Mumbai, an agreement will be obtained in this regard.



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2. If the performance of the appointee is not found satisfactory by the Nodal Officer/Hub Coordinator, the engagement can be terminated at any time without any reason, prior notice or compensation.
3. Mere fulfilment of eligibility criteria shall not confer any right to be called for the selection process.
4. Applications of only candidates with Indian nationality will be considered for this post.
5. Applications received after the prescribed last date/time, incomplete applications or applications without supporting documents are liable to be rejected.
6. Canvassing in any form shall lead to disqualification or legal action.
7. The selected candidate may be required to work beyond office hours, on weekends or holidays for training programmes, workshops, field visits, meetings or other programme activities as per the requirements of the project, without additional remuneration.
8. Continuation of engagement shall depend upon satisfactory performance, programme continuation and availability of Grant-in-Aid.
9. The engagement may be terminated by the candidate by giving one month's notice or one month's remuneration in lieu thereof, subject to the terms of the contract. However, the engagement may be terminated with immediate effect by the Institute/Nodal Officer/ Hub Coordinator in cases of misconduct, fraud, breach of confidentiality, unsatisfactory performance, indiscipline, in-subordination, submission of false information or documents, conflict of interest, discontinuation of the programme, withdrawal or non-availability of Grant-in-Aid, or any act prejudicial to the interests of the I-FETP programme or the Institute.
10. The Institute reserves the right to cancel, modify, postpone or withdraw the advertisement/selection process without assigning any reason at any point of time.
11. The decision of the Competent Authority, NIPHTR Mumbai, shall be final and binding in all matters relating to this engagement.
12. All terms and conditions of the engagement shall be governed by the approved Terms of Reference (ToR) for the Programme Support Associate: I-FETP and the applicable rules, regulations and administrative procedures of NIPHTR, Mumbai.
13. Submission of wrong or false information during the process of selection shall disqualify the candidature at any stage and the candidate will be liable to return the total remuneration credited to his/her account.
14. Candidates must bring a hard copy of the completely filled application form and all original documents at the time of the written test and interview for document verification. Any mismatch in the application and the original documents will lead to disqualification.
15. Experience should have been gained after acquiring the minimum essential qualification.
16. The selected candidate will have to join within 15 days of the intimation of selection.

Dr Dhaval M Thorat
Director
NIPHTR, Mumbai



APPLICATION FORM FOR PROGRAMME SUPPORT ASSOCIATE: I-FETP

Advertisement No.:	Date:
Please fill this form completely and upload appropriately.	Paste recent passport-size self-attested photograph here

A. PERSONAL DETAILS

1. Full Name (in BLOCK LETTERS)	
2. Father's/Mother's/Spouse's Name	
3. Date of Birth (DD/MM/YYYY)	
4. Age as on last date of application	____ Years ____ Months ____ Days
5. Gender: Male / Female / Other	
6. Category: UR / OBC / SC / ST / EWS / PwBD	
7. Marital Status: Married / Unmarried / Others	
8. Nationality	
9. Aadhaar/Other ID Number	
10. Mobile Number	
11. Email ID	
12. Correspondence Address	
13. Permanent Address	



B. EDUCATIONAL QUALIFICATIONS

S. No.	Examination/Degree	Discipline/Subject	Board/University	Year	Marks/CGPA
1	Graduation				
2	Postgraduation				
3	Other relevant qualification				

C. POST-QUALIFICATION EXPERIENCE

Provide experience beginning with the most recent appointment. Attach self-attested experience certificates clearly indicating designation, period and nature of duties.

S. No.	Organization (Govt./Autonomous/PSU/NHM/National Programme)	Designation	From	To	Total Duration
1					
2					
3					
4					

Total post-qualification experience: _____ Years _____ Months



D. RELEVANT SKILLS AND EXPERIENCE

Area	Details of experience/proficiency
Programme coordination / office administration	
Official record maintenance / Government correspondence	
Workshop/event coordination	
Procurement documentation / GeM / quotation processing	
PFMS / SoE / Utilization Certificate / financial documentation	
eOffice / MS Word / Excel / PowerPoint / MIS / data management	
Public Health / Epidemiology / PM-ABHIM / NHM / I-FETP	

E. DOCUMENTS ENCLOSED

S. No.	Document	Tick (✓)
1	Signed application form	
2	Updated Curriculum Vitae	
3	Proof of date of birth/age	
4	Photo identity proof	
5	Graduation certificate and mark sheets	
6	Other educational qualification certificates	
7	Relevant experience certificates	
8	Category/PwBD certificate, if applicable	
9	Recent passport-size photograph	
10	Other supporting documents	



F. DECLARATION

I hereby declare that all information furnished in this application is true, complete and correct to the best of my knowledge and belief. I understand that my candidature/engagement is liable to be cancelled or terminated at any stage if any information or document is found false, incorrect or suppressed. I have read and agree to abide by the advertisement, the approved Terms of Reference for Programme Support Associate (I-FETP), and the applicable rules, regulations and administrative procedures of NIPHTR Mumbai. I understand that the engagement is purely contractual, project-specific and co-terminus with the I-FETP project, and shall not confer any right to regular appointment, absorption or continuation in service.

Place: _____

Signature of Applicant: _____

Date: ____ / ____ / 2026

Name: _____