



NNF RECRUITMENT NOTIFICATION-2023

NNF is inviting applications for the position of **Office Administrator**.

Last Date for Submission of Application is 10/10/2023

Post:-Office Administrator– 01

Type of Appointment: Full Time

Profile: Experience of handling Administrative work, maintenance of day to day functioning of NNF Office, Knowledge and exposure to statutory compliance. Good communication and report writing skills, proficiency in English, computer savvy – knowledge of Word, Excel, Power Point, & website maintenance.

Experience: More than 5years (person with recommendation letters will be given preference)

Salary: Rs.55000/-Consolidated

Job Location: The position will be based at the NNF headquarters, NewDelhi.

Educational Qualification: Wanted to have more qualified person: BAMS/BHMS/BUMS/Post Graduate MSc with postgraduate diploma or degree in Hospital management/Public Health/Hospital Administration/Business Administration.

Age: Between 30 to 50 Years.

Note: To apply submit your resume and write to NNF Office at secnnf@nnfi.org/info@nnfi.org

Candidates will be informed the date & process of Interview. Travel Expenses would be borne by the candidates themselves.

Thanks & Regards

Dr. Surender Singh Bisht
Secretary, NNF