

F. No. A. 11019/66/2017-NMPB (Admn.)  
Government of India  
Ministry of AYUSH  
National Medicinal Plants Board  
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Red Cross Annexe Building,  
Red Cross Road,  
New Delhi-110 001.  
Email: [info-nmpb@nic.in](mailto:info-nmpb@nic.in)  
Dated: 25-01-2020.

OFFICE MEMORANDUM

Subject:- Filling up the post of Deputy Director (Medicinal Plants) in the National Medicinal Plants Board (NMPB) on deputation basis - reg.

The undersigned is directed to invite applications for filling up the post of Deputy Director (Medicinal Plants) on deputation basis (including short-term contract) in the National Medicinal Plants Board, Ministry of AYUSH as per details below:-

S.No.	Name of post	No. of posts	Classification	Scale of pay
1.	Deputy Director (Medicinal Plants)	1	General Central Service Group 'A' Gazetted, Non-Ministerial.	Pay Matrix Rs.78, 800 – 2, 09,200 Level- 12 / pre-revised Rs.15, 600 – 39,100 GP Rs.7600.

2. The eligibility and other requirements are given in Annexure-I. The terms and conditions of the deputation would be the same as prescribed by the Department of Personnel & Training Vide their O.M.No.2/29/91-Estt. (Pay II) dated 5.1.1994 as amended from time to time.

3. Applications should be sent through proper channel in the prescribed Proforma (Annexure-II). While forwarding the applications, concerned department should send the up-to-date ACRs of last five years and Vigilance clearance certificate of the applicant. It may also be ensured that no major/ minor penalty has been imposed on the concerned officer and the particulars furnished by the applicant are correct and that no disciplinary/vigilance case is either pending or contemplated against the applicant.

4. It is requested that vacancy may be given wide publicity and the particulars of eligible officers who are fulfilling the eligibility criteria and who are willing to be considered for deputation and also possessing requisite experience and whose services can be spared by the parent

department may kindly be forwarded to this office within 60 days from date of publication of the advertisement in Employment News. Applications received after the last date or without the ACRs or otherwise found incomplete will not be considered. No applicant will be permitted to withdraw his / her name after selection. This advertisement and other details / annexures are also available on the website of the Board i.e. [www.nmpb.nic.in](http://www.nmpb.nic.in))



(Banamali Naik)

Under Secretary to the Govt. of India

To,

- i. All Ministries / Departments of the Govt. of India.
- ii. All Research Councils and National Institutes under the Ministry of AYUSH
- iii. All SMPBs.
- iv. Chief Secretaries of all States / UTs for wide circulation

Copy to:

- i. The Web Manager, Ministry of AYUSH with the request to upload the O.M. on Ministry of AYUSH website / Notice Board.
- ii. Manager (Marketing & Trade), NMPB with the request to upload this advertisement on NMPB's website.

Copy also to:

- i. PPS to Secretary (AYUSH)
- ii. PS to CEO, NMPB.



Deputy Director (Medicinal Plants)

Eligibility conditions, Educational Qualification, Experience etc. for filling the post on Deputation Basis.

Officers under the Central or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Autonomous Bodies or Statutory Organizations:

- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or
- (ii) With five years' regular service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.15,600-39,100/- plus Grade Pay Rs.6,600/- (pre-revised scale of Rs. 10,000-15,200/-) in the parent cadre or department; and
- (b) possessing the following educational qualifications and experience:-

**Essential:-**

- (i) Master's degree in Botany or Pharmacognosy or Agriculture or Agronomy or Forestry from a recognized University or Institute or equivalent; and
- (ii) Ten years post qualification experience of working in the areas of research, development, policy, programmes and implementation relating to medicinal plants in a Government department or organization or Institute of repute.

**Note:** Period of deputation (including short-term contract) including period of deputation (including short – term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall be not exceeding (56) fifty-six years as on the closing date of receipt of applications.

Bio-Data/ Curriculum Vitae Proforma

1. Name and Address (IN BLOCK LETTERS)	
2. Date of Birth (In Christian era)	
3. i) Date of entry into service ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications.	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same).	
<p>Qualifications/Experience required as mentioned in the advertisement/ Vacancy circular.</p> <p>Essential: A) Qualification: B) Experience.</p> <p>Desirable: A) Qualification. B) Experience</p>	<p>Qualifications/experience possessed by the officer:</p> <p>Essential: A) Qualification: B) Experience.</p> <p>Desirable: A) Qualification: B) Experience.</p>
<p>5.1 Note: The column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department /Office at the time of issue of Circular and Issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications, Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	



6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied for

\*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.	
9. In case the present employment held on deputation/contract basis, please state-	

a)The date of initial appointment	b)Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization.

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:	
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column). a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others	



12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
14. Total emoluments per month now drawn.	

Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief / other Allowances etc., (with break-up details)	Total Emoluments

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy Circular /Advertisement).

(Note: Enclose a separate sheet, if the space is insufficient).

**16.B. Achievements:**

The candidates are requested to indicate information with regard to;

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarships/Official appreciation
- (iii) Affiliation with the professional bodies/Institutions/Societies and ;
- (iv) Patents registered in own or achieved for the organization
- (v) Any research/innovative measure involving official recognition
- (vi) Any other information.

(Note: Enclose a separate sheet if the space is insufficient)

<p>17. Please state whether you are applying for deputation (ISTC)/ Absorption/Re-employment basis (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract).</p> <p>*(The option of 'STC' /'Absorption' /'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualifications/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Date: \_\_\_\_\_



**Certificate by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He /she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/will be relieved immediately.

2. Also certified that:

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_

ii) His/Her integrity is certified.

iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with seal)