

F.No. A. 11012/04/2019-NMPB (Admn.)
Government of India
National Medicinal Plants Board
Ministry of AYUSH



Red Cross Annexe Building,
Red Cross Road,
New Delhi- 110 001.
Email: info-nmpb@nic.in
Dated: 04/11/2019

OFFICE MEMORANDUM

Subject: Filling up the following vacant posts on Deputation basis in NMPB.

The undersigned is directed to invite applications for filling up the following posts on deputation basis (including short-term contract) in the National Medicinal Plants Board, Ministry of AYUSH:-

S.No.	Name of post	No. of posts	Classification	Scale of pay
S.No.	Name of the Post	No. of post	Classification	Pay Scale
1.	Finance & Administrative Officer	1	General Central Service Group 'A' Gazetted, Non-Ministerial.	Pay Matrix Rs.67,700 – 2,08,700 in Level-11 (Pre-revised Rs.15,600 – 39,100 Grade Pay Rs.6600).
2.	Documentation & Information Technology Assistant	1	General Central Service Group "B" Non-Gazetted Non-Ministerial.	Pay Matrix Rs.35,400 – 1,12,400 in Level- 6 (Pre-revised Rs. 9300-34,800 plus Grade Pay Rs. 4200).

The eligibility and other requirements are given in Annexure-I, II & III. Appointment will be on deputation basis for a period as mentioned in Annexure-I, II & III. The maximum age limit for appointment by deputation shall be as mentioned in Annexure-I, II & III. 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) dt. 5.1.1994 as amended from time to time.

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

B.G.
P.S./CS
13/11/19

SPJ

13.11.19

ISA

14/11

SA

Personnel

14/11

Services-II Branch
File No. 143809
Date 14/11/19
6512

Don

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.

It may also be certified by the forwarding authority that the particulars furnished by the applicant are correct and that no disciplinary/vigilance case is either pending or contemplated against the applicant. It is requested that vacancy may be given wide publicity among Central Govt. Offices, Universities, Recognized Research Institutes, Public Sector Undertakings, Semi-Govt., Autonomous bodies and Statutory Organizations etc. and the particulars of eligible officers who are fulfilling the eligibility prescribed 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 **latest by 31-12-2019**, i.e. 60 days from the date of publication of the advertisement in Employment News dated 2-11-2019. 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)


(Banamali Naik)

Under Secretary to the Govt. of India

To,

1. All Ministries / Departments of the Govt. of India.
2. CCRAS / CCRH / CCRUM / MDNIY / CCRYN / All SMPBs
3. Deputy Secretary, Ministry of AYUSH with the request to upload O.M. on Ministry of AYUSH website / Notice Board.
4. Manager (Marketing & Trade), NMPB with the request to upload this advertisement on NMPB website.
5. Chief Secretaries of all States / UTs for wide circulation.

Copy to:

1. PPS to Secretary (AYUSH)
2. PS to CEO, NMPB
3. Notice Board / Website of NMPB.



Government of India
National Medicinal Plants Board
Ministry of AYUSH
Room No. 309, 3rd Floor,
AYUSH Bhawan, 'B' Block,
GPO Complex, INA,
New Delhi-110023



Sub: Filling up the following vacant posts on Deputation basis in NMPB.

Applications are invited for the following posts in the National Medicinal Plants Board, Ministry of AYUSH:-

S.No.	Name of the Post	No. of post	Classification	Pay Scale
1.	Finance & Administrative Officer	1	General Central Service Group 'A' Gazetted, Non-Ministerial.	Pay Matrix Rs.67,700 – 2,08,700 in Level-11 (Pre-revised Rs.15,600 – 39,100 Grade Pay Rs.6600).
2.	Documentation & Information Technology Assistant	1	General Central Service Group "B" Non-Gazetted Non-Ministerial.	Pay Matrix Rs.35,400 – 1,12,400 in Level- 6 (Pre-revised Rs. 9300-34,800 plus Grade Pay Rs. 4200).

For eligibility and other terms and conditions, please visit website www.nmpb.nic.in The applications should reach within 60 days from the date of publication of this Advertisement in the Employment News.

(Finance & Administrative Officer)
NMPB

"If the Wisdom is herbal, many ailments are curable"

Finance & administrative Officer

Eligibility Conditions, Experience etc. for filling up of the post on Deputation Basis (including short-term contract basis)

Officers under the Central or State Governments or Union Territories or Universities or recognized Research Institute or Public Sector Undertakings or Semi Government Autonomous or Statutory organizations:

- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or
- (ii) With five years' service in the grade rendered after appointment thereto on regular basis in the pre revised scale of pay of Rs.9,300-34,800/- plus grade pay Rs.5,400/- (pay matrix 53,100-1,67,800/-, Level-9 of 7th Pay Commission) or equivalent in the parent cadre or department; or
- (iii) With eight years' service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of pay of Rs.9300 – 34,800 plus Grade Pay Rs.4,200/- (pay matrix 35,400 – 1,12,400/-, Level-6 of 7th Pay Commission) in the parent cadre or department; and
- (b) Possessing five years' experience in administration, establishment and accounts matters.

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 not be exceeding (56) fifty-six years as on the closing date of receipt of applications.

Documentation & Information Technology Assistant

Eligibility conditions, Educational Qualification, Experience etc. for filling up of the post on Deputation Basis (including short-term contract basis)

Officers under the Central/State Governments or Union Territories or Universities or recognized Research Institute or Public Sector Undertakings or Semi Government Autonomous or Statutory organizations:

- (a) (i) Holding analogous post on regular basis in the parent cadre or department; or
- (ii) With three years' service in the grade rendered after appointment thereto on regular basis in the pre revised scale of pay of Rs.9,300-34,800/- plus grade pay Rs.4,200/- (pay matrix 35400-112400/-, Level-6 of 7th Pay Commission) or equivalent in the parent cadre or department; or
- (iii) With six years' service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of pay of Rs.5200 - 20,200/- plus Grade Pay Rs.2,800/- (pay matrix 29200-92300/-, Level-5 of 7th Pay Commission) in the parent cadre or department; and
- (b) Possessing the following educational qualifications and experience:-

Essential:-

- (i) Bachelor's Degree from a recognised University or Institute or equivalent.
- (ii) One Year Certificate or Diploma course in Computer Application or Information Technology from a recognised Institution.

Note 1: The qualifications are relaxable at the discretion of the Staff Selection Commission for reasons to be recorded in writing. In case of candidates otherwise well-qualified.

Note 2: The qualifications regarding experience are relaxable at the discretion of the Staff Selection Commission for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection the Staff Selection Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

Note 3: Period of deputation (including short term contract) including period of deputation 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 three years. The maximum age limit for appointment by deputation shall not be exceeding (56) fifty-six years as on the closing date of receipt of applications.

Application for the post of Finance & Administrative Officer / Documentation & Information Technology Assistant

1	Name and Address (in Block letter)	
2	Date of Birth (in Christian era)	
3	Date of retirement under Central/State Government rules	
4	Educational Qualification	
5	Whether Educational and other qualification 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)	

		Qualification/Experience required	Qualification/Experience possessed by the officer
Essential	(1)		
	(2)		
Desired	(1)		
	(2)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.

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	From	To	Scale of pay and basic pay	Nature of duties (in detail)

10. Nature of present employment, i.e., ad hoc or Temporary or Quasi- Permanent or Permanent.

11. In case the present employment is held on Deputation/Contract basis, please state:

- d) The date of initial appointment
- e) Period of appointment on deputation/Contract
- f) Name of the parent office/organization to which you belong

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 -

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the previous revised scale.

13. Total emoluments per month now drawn

14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular /Advertisement).

15. Whether belongs to SC/ST

16. Remarks

(The candidates may indicate information with regard to (1) Awards / Scholarship / Official appreciation (2) Affiliation with the professional bodies / Institutions / Societies and (iv) any other information)

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature_____

Address_____

Place:_____

Date_____

CERTIFICATE

(To be filled in by the Parent Office /Department)

Certified that the particulars furnished by the applicant have been checked from available records and found correct.

Certified that the candidate is eligible for the post as per conditions mentioned in the advertisement.

Certified also that no Vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is also certified.

Photocopies of complete and up to date CR dossier of the officer for the last five years, duly attested, on each page enclosed.

No major/minor penalty has been imposed on the concerned officer during the preceding ten years.

Signature _____

Name & Designation of the Head of the Department/

Authorised Signatory with seal

Telephone Number _____