

No. A. 11012/04/2019 -NMPB (Admn.)  
Government of India  
**National Medicinal Plants Board**  
Ministry of AYUSH  
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1<sup>st</sup> & 2<sup>nd</sup> Floor,  
Red Cross Annexe Building,  
Red Cross Road,  
New Delhi-110 001.  
Email: [info-nmpb@nic.in](mailto:info-nmpb@nic.in)

09 March, 2021

Subject: Filling up of the post of Finance & Administrative Officer on deputation (including short term contract) basis in the National Medicinal Plants Board (NMPB), Ministry of AYUSH reg.

Applications are invited for filling up one post of Finance and Administrative Officer in the Pay Matrix Rs.67,700 – 2,08,700 in Level-11 (Pre-revised Rs.15, 600 – 39,100 GP Rs. 6600)/General Central Service Group 'A' Gazetted, Non-Ministerial on deputation (including short-term contract) in the National Medicinal Plants Board (NMPB), Ministry of AYUSH, New Delhi, as per details mentioned below:-

2. The eligibility and other requirements are given in Annexure-I.
3. 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.
4. Applications should be sent through proper channel in the prescribed Proforma (Annexure-II). While forwarding the applications, concerned department should send up-to-date APARs of last five years, Vigilance clearance certificate & Integrity Certificate etc. of the applicant in the prescribed proforma (Annexure- III).
5. It is requested that vacar.cy may be given vide publicity 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 the Chief Executive Officer, National Medicinal Plants Board (NMPB), Ministry of AYUSH, 1<sup>st</sup> & 2<sup>nd</sup> Floor, Red Cross Annexe Building, Red Cross Road, New Delhi- 110 001 within 42 days from date of publication of



Services-II Branch  
Diary No. 29870  
Date 17/3/2021

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) and [www.ayush.gov.in](http://www.ayush.gov.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 this advertisement on Ministry of AYUSH website / Notice Board.
4. Manager (M & T), NMPB with the request to upload this advertisement on NMPB official website.
5. Chief Secretaries of all States / UTs for wide circulation.

Copy to:

1. PPS to Secretary (AYUSH)
2. PS to CEO, NMPB
3. Dy. CEO, NMPB.



## Finance and 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 7<sup>th</sup> 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 7<sup>th</sup> 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.

**Annexure- II****Application for the post of Finance & Administrative Officer**

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)

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

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

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



10. 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 pre-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\_\_\_\_\_

Place:\_\_\_\_\_

Address\_\_\_\_\_

Date\_\_\_\_\_

CERTIFICATE

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

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the advertisement.
3. Certified also that no Vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is also certified.
4. Photocopies of complete and up to date CR dossier of the officer for the last five years, duly attested, on each page enclosed.
5. 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 \_\_\_\_\_