

F. No. R.13017/24/2018-NI(III)
Government of India
Ministry of AYUSH



AYUSH Bhavan, B Block,
GPO Complex INA,
New Delhi-110023,
Dated, the 19/11/2018.

VACANCY CIRCULAR

Sub: Filling up one post of Director, National Institute of Homoeopathy, Kolkata -reg.

1. It is proposed to fill up one post of Director, National Institute of Homoeopathy, Kolkata, an autonomous body under the Ministry of AYUSH, Government of India.

2. The post is proposed to be filled up on deputation including short term contract basis for a period not exceeding 5 years. The details for filling up the post are given in Annex-I.

3. The application complete in all respect should reach in the prescribed proforma through proper channel to Shri Yash Veer Singh, Under Secretary, NI(III), Ministry of AYUSH, Government of India, AYUSH Bhavan, B-Block, GPO Complex, INA, New Delhi-110023 within 45 days from the date of publication of the advertisement for this post in the Employment News/Rozgar Samachar. The format for the application is given at Annex-II. Details are also available on the website of this Ministry (www.ayush.gov.in) and National Institute of Homoeopathy (www.nih.nic.in)

4. Hindi version will follow.

Yash Veer Singh
(Yash Veer Singh)

Under Secretary to the Government of India
Telefax: 011-24651644

End: as above

To:

All Ministries/ Departments/ Chief Secretaries to State Governments/ Administrators, UT Administrations for wider circulation of the vacancy.

Copy to:-

Services-II Branch

Diary No. 145795

Date 19/11/18

- Director, NIH, Kolkata. It is requested that it may be posted on the website of NIH.
- All field organizations of Ministry of AYUSH.
- DOPT with the request to upload it on their website.
- Director, NIC, Ministry of AYUSH for posting on the Ministry's website.

**Government of India
Ministry of AYUSH**

Filling up one post of Director, National Institute of Homoeopathy, Kolkata-reg.

Applications are invited, **in duplicate**, from eligible candidates for filling up one post of Director, Director, National Institute of Homoeopathy, Kolkata, an autonomous body under the Ministry of AYUSH, Government of India. The eligibility criteria and other details are given below. Details are also available on the website of this Ministry (www.ayush.gov.in) and National Institute of Homoeopathy (www.nih.nic.in).

1	Name of the post	Director
2	Number of post	One
3	Mode of Recruitment	Deputation/Short Term Contract
4	Scale of pay/ Grade Pay	Level 14 of the pay matrix (Rs. 1,44,200-218200) plus NPA.
5	Age limit for applying (as on the closing date for receipt of application)	Not exceeding 58 years as on the closing date of receipt of application.
6	Eligibility Criteria	<p>Officers of Central Government, State Government, Statutory Organizations, Autonomous Bodies, PSUs, University or Research Institutions:</p> <p>(i) Holding analogous post on a regular basis in the parent cadre or department or organization</p> <p align="center">OR</p> <p>(ii) 18 years' standing in the profession of which at least 3 (three) years' experience of regular service in Professor grade at Level-13 of Pay Matrix (Rs. 118500-240100) (pre-revised- PB-IV Rs. 37400-67000 with GP Rs. 8700) or 8 (eight) years of regular service in the grade of Associate Professor / Reader, Level-12 of Pay-matrix (Rs.78800-209200) (pre-revised-PB-III Rs. 15600-39100 with GP Rs. 7600) or equivalent;</p> <p align="center">And</p> <p>Possessing the essential educational qualification and experience prescribed below:</p> <p><u>Essential Qualification</u> Postgraduate qualification in Homoeopathy recognized under Second Schedule of Homoeopathy Central Council Act, 1973.</p> <p><u>Desirable</u></p> <ol style="list-style-type: none"> 1. Published Research Work in peer reviewed research journals/ high quality academic publication. 2. Postgraduate Diploma or Degree in Health Care Management /Hospital Administration.

7	Tenure of appointment	The tenure will be of 5 years or upto the date of retirement in the parent organization, whichever is earlier.
8	Duties and Responsibilities	<ol style="list-style-type: none"> To act as in charge of overall administration for proper management and affairs of the NIH, Society. To function as the Member Secretary of the Governing Body.
9	Place of duty	Kolkata, West Bengal
10	Last Date for receipt of applications	The application complete in all respect should reach in the prescribed proforma through proper channel to Shri Yash Veer Singh, Under Secretary, NI(III), Ministry of AYUSH, Government of India, AYUSH Bhavan, B-Block, GPO Complex, INA, New Delhi-110023 within 45 days from the date of publication of the advertisement for this post in the Employment News/Rozgar Samachar.
11	General Instructions	<ol style="list-style-type: none"> Applications not received through proper channel as well as those received after closing date of receipt of Application shall not be entertained and summarily rejected. While forwarding the application, the sponsoring authority shall ensure that the particulars of the candidate are verified and that he/she fulfils the eligibility conditions and may be forwarded alongwith vigilance clearance certificate and attested photocopies of ACRs/APARs of the candidate for the last five years. The candidate once selected will not be allowed to withdraw. The crucial date of determination of eligibility regarding age, experience, etc shall be the last dated for receipt of applications. Applicant will be fully responsible for the accuracy of the information furnished in the application. Any information furnished by the candidate if found wrong/ false at any stage will result in disqualification of the candidate and/ or action as per relevant rules, at any stage. The terms & conditions for appointment will be as per prevailing DOP&T's instructions. Ministry of AYUSH reserved the right not to fill up the post without assigning any reason thereof at any stage of the recruitment process.

Application for the post of Director, National Institute of Homoeopathy, Kolkata

1	Name in Block letters				Affix recent passport size Photograph duly self attested		
2	Address /Tel No./Mobile No./ E-mail ID						
3	Date of Birth (in Christian era)						
4	Age as on the as on the closing date for receipt of application						
5	Age of superannuation in the present organisation						
6	Educational and other Qualifications						
	S. No.	Qualification	Board/ Institution	Year of Passing	Percentage/ Position/ Division		
7	Published research work						
	S.No.	Topic	Name of Publication				
8.	Details of Employment, in chronological order.						
	Name of Office	Post held	Nature of employment i.e. Ad-hoc or temporary or quasi-permanent or permanent or deputation	From	To	Scale of Pay	Nature of duties performed
9	Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post.						
10	Additional information, if any, which you would like to mention in support of your suitability for the post.						
11	List of documents attached (All documents should be duly self attested. Application should be continuously page numbered)						
	S No.	Name of the documents			Page No		

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the selection, my candidature/appointment is liable to be cancelled.

Signature of the candidate_____

Name of Candidate_____

Place : _____

Date : _____

CERTIFICATE/DOCUMENTS TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the official are correct.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from the Vigilance angle.
3. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.
4. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. This office has no objection and the applicant will be immediately relieved consequent upon his/her selection for the post of Director, NIH, Kolkata.
6. The photocopies of ACRs for the last 5 years duly attested on each page are enclosed.

Date:.....

Place:.....

Signature:.....

Name:.....

Designation:.....

Name of organization-----

OFFICIAL SEAL