



राष्ट्रीय होम्योपैथी संस्थान/ National Institute of Homoeopathy
(एक स्वायत्त संथा/ An Autonomous Institute)

भारत सरकार/ Govt. of India

आयुष मंत्रालय/ Ministry of AYUSH



ब्लॉक –जी. ई., सैक्टर-३/Block – GE, Sector-3

साल्ट लेक, कोलकाता-700106/ Salt Lake, Kolkata-700106

फोन न./ Phone No. – 033-2337-0969/70

ईमेल:/ admin@nih.nic.in

मिसिल सं/ F. No. 8-009/NIH/Cont-Engagement/2019/1200

Date: 27/11/2021

Walk-in-Interview

Application is invited from eligible candidates for engagement as Consultant against one vacant post of Administrative Officer purely on contractual basis initially for the period ending on 31st March 2022. It may be extended as per the guidelines issued by Ministry of Ayush vide letter no. A-41021/4/2020-E-II dated 13/07/2021. Interested candidates those who fulfill all the criteria may appear before the selection committee at the Institute at above mentioned address with the filled in Application Form (In prescribed application format) and one set of self-attested photocopy of all documents and Original documents at 11 AM on 18th December 2021 (Saturday) for Walk-in-Interview. NIH, Kolkata will not pay any kind of TA/DA/ Local Conveyance/ boarding-lodging charges for attending the Walk-in-Interview.

Director NIH, Kolkata reserves the right to modify or cancel the advertisement partially and/or fully without assigning any reason thereof and the same shall be published in the Institute website only.

Director NIH, Kolkata reserves the right to cancel any and/or all the applications without assigning any reason thereof.

For the detail advertisement and remuneration candidates may visit the Institute website: www.nih.nic.in and/or scan the QR Code.

Director



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Age Limit:

Candidate should not be more than 64 years of age on the date of walk-in-interview. The contract shall not be extended beyond five years after superannuation.

Eligibility:

1. Persons retired from the post of Section officer/ Under Secretary/ Deputy Secretary or equivalent in the Govt. of India, State Govts., Attached and subordinate offices, PSUs, Autonomous Bodies of the Govt. of India are eligible for the position of consultant in their respective sphere of specialization.
2. Candidates must have excellent communication and interpersonal skills. Knowledge of Computer Applications such as MS Word, MS Excel, PowerPoint, etc. is essential.
3. Candidate must be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedure, etc.
4. The retired Govt. Servants will be considered for post-retirement engagement only on receipt of vigilance clearance/ vigilance inputs, subject to conditions laid out by central Vigilance Commissions (CVC) circular No. 07/05/21 dated 03/06/2021

Remuneration:

- A Fixed monthly amount shall be admissible, arrived by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/percentage increases during the contract period.
- No increment and Dearness Allowance shall be allowed during the term of contract.
- A fixed amount as Transport Allowance shall be paid to the consultants who are retired government employees. The entitlement of transport allowance will be as per DOE's OM No. 21/5/2017-E.II(B) dated 07/07/2017. However, No Dearness Allowance shall be allowed. The amount of transport allowance for the appointee shall be as follows:
 - i) Appointee drawing pay in level 8 at the time of retirement will draw a transport allowance of Rs. 3,600/-.
 - ii) Appointee drawing pay in level 9 and above at the time of retirement will draw a transport allowance of Rs. 7,200/-.

Engagement:

- The engagement of consultant on contract basis will be made only in case of vacancies are not filled up on regular basis or to meet the requirement due to additional activities of defined time frame.
- The term of engagement shall ordinarily be for a period not exceeding one year or till the post of Administrative Officer is filled on regular basis whichever is earlier.
- The term of the consultant will be from 01st April till 31st March of any given financial year. For consultants engaged midway through any financial year, their initial period of engagement will be till 31st March of that financial year.
- The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.

Scope of Consultancies/ Responsibilities:

1. Matters relating to Establishment, Administration, Finance and Accounts
2. Policy matters/ Legislation
3. Parliamentary/ Hindi Matters
4. Legal/ IT/ Media Matters/
5. New Projects and Specialized subject areas
6. Any other item of work as per requirement.

Leave:

Paid leave of absence may be allowed @ 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.

Working hours:

- The consultant shall be required to observe the normal office timing and also be called up on to attend the Office on Saturday, Sundays or any holidays in case of urgency.
- They shall mark their attendance in AEBAS mandatorily, failing which it may result in deduction of remuneration.

Tax Deduction at Source:

The Income Tax or any other Tax will be deducted at source as per Govt. instructions. Necessary TDS Certificate will be issued to that effect.

Confidentiality of Data and Documents:

1. The consultant will maintain absolute confidentiality and secrecy of the information handled by him. The secrecy and confidentiality are to be maintained even after the termination of the engagement.
2. The intellectual property rights (IPR) of the data collected as well as deliverables by the consultant produced for the department/ organization shall remain with the department/organization.
3. No consultant shall utilize or publish or disclose or part with to a third party, any part of the data, or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the department/organization, without the expressed written consent of the Institute.
4. The consultant shall be bound to hand over the entire set of records of assignment to the department before the expiry of the contract, and before the final payment is released by the Institute.
5. The consultant would be required to sign a non-disclosure undertaking.

Conflict of interest:

The consultant appointed by the Institute shall in no case represent or give opinion or advice to others in any matters which is adverse to the interest of the Institute nor will he indulge in any activity outside the terms of contractual assignment. The consultant shall not claim any benefit/ compensation/ absorption/ regularization of service with the Institute under the provision of *Industrial Disputes Act. 1947* or *Contract Labour (Regulation and Abolition) Act. 1970*.

Termination of Agreement:

The Institute reserves the right to terminate the agreement at any time without giving any notice and also assigning any reason thereof. Some of the situations under which the Institute may terminate the contract are:

1. The consultant is unable to address the assigned work
2. Quality of the assigned work is not to the satisfaction of the Officer/ Institute
3. The consultant is found lacking in honesty and integrity.

Interpretation Clause:

The power to interpret any of the guidelines or power to settle any dispute arising out of these guidelines shall lie with secretary (Ayush) whose decision shall be final and binding on the consultant. Further, any condition not explicitly covered under these guidelines shall be put up to Secretary (Ayush) for decision which shall be binding on the consultant.

Director

16. Whether you are having all the requisite
Essential qualifications prescribed for the
Post applied for (Write yes/no):

Declaration

I do hereby declare that the information furnished above by me, is correct and true to the best of my knowledge and believe. In case it is found that I have submitted false information or suppressed any information at any stage during the process of selection even thereafter, my candidature will be cancelled and I will be liable for legal action as per Law.

Date:

Place:

Full Signature of the Candidate