



**Advt. No. 10/2021**  
**National Institute of Homoeopathy**  
(An Autonomous Institute)  
Govt. of India, Ministry of Ayush  
Block- GE, Sector- 3, Salt Lake, Kolkata -700106  
Website: [www.nih.nic.in](http://www.nih.nic.in)

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detailed advertisement

## **VACANCY NOTICE FOR DEPUTATION/ DEPUTATION INCLUDING SHORT TERM CONTRACT**

National Institute of Homoeopathy, an autonomous Institute, Ministry of Ayush, Govt. of India, invites application from eligible candidates for filling up the following vacant posts on **Deputation/Deputation including short term contract basis**. Further details/ updates/addendum/ corrigendum etc. will be published only in the Institute website [www.nih.nic.in](http://www.nih.nic.in). Last date for receipt of application by India Post-Speed Post is within sixty (60) days from the date of publication of the Advertisement in the Employment News dated 25-31 December,2021 in Page no.17 i.e. **22<sup>nd</sup> February, 2021**.

Sl. No.	Name of the Post	No. of Posts	Group	Pay Band	PayScale Pre-revised	GP Pre-revised	Corresponding Level in 7 <sup>th</sup> CPC
1.	Nursing Superintendent	One (01)	B	II	Rs.9, 300/- Rs.34,800/-	Rs 5,400/-	09
2.	Nurse Grade – 1 (Nursing Sister)	One (01)	B	II	Rs.9, 300/- Rs.34,800/-	Rs.4,200/-	06
3.	Office Superintendent	One (01)	B	II	Rs.9,300/- Rs.34,800/-	Rs.4,200/-	06

### **NURSING SUPERINTENDENT**

Name of the Post: **Nursing Superintendent**  
No. of Post: One (01)  
Tenure: Three (03) years or until the age of superannuation/retirement in the parent organization or as decided by the Government/ Head of the institute whichever is earliest.  
Mode of Appointment: Deputation including short term contract  
Category: 'B'  
Pay Scale: PB-II (Rs, 9, 300/- -Rs. 34,800/-) with GP Rs. 5,400/- (Corresponding Level in 7<sup>th</sup> CPC – 09)

Educational & Other Qualifications:

1. B.Sc. in Nursing from a recognized University and registered with Nursing Council.
2. Ten (10) years experience in the relevant field in a Govt. Dept/autonomous body out of which three (03) years should be in the scale of PB-II (Rs. 9,300/- -Rs. 34,800/-) with GP Rs. 4,800/-

Officers of Central Government, State Government, Statutory Organisations, Autonomous Bodies, PSUs, University or Research Institutions holding analogous post on regular basis with essential qualifications as prescribed at Sl. No. 1 and 2 above.

OR

Matron with three (03) years regular service in the pay scale of PB-II (Rs. 9,300/- -Rs. 34,800/-) with GP Rs. 4,600/- or two (02) years regular service in the pay scale of PB-II (Rs. 9,300/- -Rs. 34,800/-) with GP Rs. 4,800/- its equivalent with qualification as prescribed at Sl. No. 1 and 2 above and Registration with Nursing Council.

**NURSE (GRADE – I) (NURSING SISTER)**

Name of the Post: **Nurse (Grade – I) (Nursing Sister)**  
No. of Post: One (01)  
Tenure: Three (03) years or until the age of superannuation/retirement in the parent organization or as decided by the Government/Head of the institute whichever is earliest.  
Mode of Appointment: Deputation including short term contract  
Category: 'B'  
Pay Scale: PB-II (Rs. 9, 300/- -Rs. 34,800/-) with GP Rs. 4,200/- (Corresponding Level in 7<sup>th</sup> CPC – 06)

**Educational & Other Qualifications:**

1. B.Sc. in Nursing from a recognized University and registered with Nursing Council.

**Desirable:**

1. Three (03) Years' Experience in the Relevant Field in Govt. / Autonomous Department. Experience in handling medical / surgical instruments in OT.

Officers of Central Government, State Government, Statutory Organisations, Autonomous bodies, PSUs, University or Research Institutions holding analogous post on regular basis with essential educational qualifications and desirable qualification prescribed for direct recruitment.

OR

Nurse Gr.-II (Staff Nurse) with six (6) years regular service in the pay-scale of PB-I (Rs. 5200-20200) with GP Rs. 2800/- or its equivalent with qualification as prescribed for direct recruitment and registered with Nursing Council

**OFFICE SUPERINTENDENT**

Name of the Post: **Office Superintendent**  
Tenure: Three (03) years or until the age of superannuation/retirement in the parent organization or as decided by the Government/Head of the institute whichever is earliest.  
No. of Posts: One (01)  
Group: 'B'  
Mode of Appointment: Deputation including short term contract  
Pay Sale: 6<sup>th</sup> CPC PB-II (Rs.9,300/- -Rs.34,800/-) with GP Rs.4,200/- (Corresponding Level in 7<sup>th</sup> CPC – 06)

**Educational & Other Qualifications:**

Officers of Central Government, State Government, Statutory Organisations, Autonomous bodies, PSUs, University or Research Institutions holding analogous post on regular basis and having adequate experience of Establishment/Administration with Degree from recognised University.

OR

Persons holding the regular post in the scale of pay of PB-I (Rs.5,200-Rs. 20,200/-) with GP Rs.2,800/- with six (06) years with experience of Establishment/Administration with Degree from recognized University.

OR

Persons holding the regular post in the scale of pay of PB-I (Rs. 5,200/- -Rs. 20,200/-) with GP Rs. 2,400/- with eleven (11) years with experience of Establishment/ Administration with Degree from recognized University.

### **GENERAL INSTRUCTIONS**

1. Application in the prescribed proforma, complete in all respects and submitted only through proper channel must reach the Director, National Institute of Homoeopathy, Block- GE, Sector – III, Salt Lake, Kolkata –700106 by speed post within sixty (60) days from the date of publication of the Advertisement in the Employment News i.e. **22<sup>nd</sup> February, 2022.**
2. Candidates need not send the advance copy of their application and applications sent through email will not be considered.
3. Tenure: Three (03) years or until the age of superannuation/ retirement in the parent organization or as decided by the Government whichever is earliest.
4. Applicants already on Deputation including short term contract must route their application through their parent employer.
5. Incomplete applications or applications received after the cut-off date shall be summarily rejected and no communication in this regard shall be entertained.
6. Crucial date for calculation of age, etc. shall be the last date for receipt of the completed application.
7. Upper age limit not exceeding fifty-six (56) years on the closing date of receipt of application.
8. Applicants intending to apply for multiple posts must apply separately for each post.
9. Following documents must be self-attested and enclosed along with the Application Form.
  - i. Application in prescribed Format Complete in all respects, forwarded through proper channel.
  - ii. Cadre Clearance Certificate from the competent authority
  - iii. ACR/APAR dossier for the last five years
  - iv. Vigilance Clearance for the last five years in prescribed proforma.
  - v. Integrity Certificate issued by competent authority in prescribed proforma.
  - vi. Salary Certificate issued by competent authority
  - vii. Experience Certificate issued by competent authority in prescribed proforma
  - viii. Undertaking from the cadre controlling authority mentioning that upon selection the applicant shall be released immediately for joining to the new assignment at NIH, Kolkata
10. Self-attested photocopies of Admit Cards, Marksheets, Certificates in support of educational qualification, age proof, Caste, etc. must be also enclosed with the application form.
11. All the Documents must be page numbered in a continuous manner.
12. Authority reserves the right to cancel or modify the advertisement without assigning any reason thereof.

Director  
NIH, Kolkata

## PROFORMA OF APPLICATION

1. Name of the Post Applied for:
2. Name of the Applicant in Capital Letters:
3. Husband's/Father's Name:
4. Date of Birth in Christian Era:
5. Age as on Closing Date of receipt Application:
6. Age of Superannuation in the present Organisation:
7. Nationality:
8. Gender:
9. Category: UR/OBC/SC/ST/EWS
10. Physically Handicapped (PH): Yes/ No. If yes then nature of physical disability:
11. Present Designation:
12. Name of Present Organisation:  
(Mention whether Central Govt./ State Govt./ Autonomous Body/ PSU/ University/ Research Institutes)
13. Nature of Post: (Officiating/ Substantiative)
14. Nature of Present Employment: Temporary/Ad-hoc/Quasi-Permanent/Permanent:
15. Present Pay Scale:
16. Date of Initial Appointment:
17. Date of Joining to the Present Designation:
18. Educational and other Qualifications:

Affix self-attested recent passport size photograph



Sl. No.	Qualification	Board/Institution	Year of passing	Percentage/Position/Division

### 19. Details of Employment in Chronological Order (recent on top)

Sl. No.	Office	Post held on substantiative basis	From	To	Pay scale with Pay band, GP, Group	Nature of duties and job responsibilities

Qualification and experience advertised for the Post	Qualification and experience possessed by the Applicant

20. Please state clearly whether in the light of the entries made by you, meet the requisite qualification and experience for the post you are applying: Yes/No
21. Additional Information, if any, which you would like to mention in support of your suitability for the post.
22. Qualifying Period of Service rendered in the present Designation:
23. Present Office Address:
24. Details of the Head of the Office:
25. Address for correspondence:
26. AADHAR Card No.
27. PAN CARD No.
28. Email ID:
29. Mobile No.

### Applicant's Declaration

I do hereby declare that all the information stated above are correct and true 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 at any time before or after the selection, my candidature/ appointment is liable to be cancelled and I shall be liable for disciplinary action as per the rules of Govt. of India.

Date:

Full Signature of the Applicant

Place:

**DECLARATION BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY**

1. The information provided in the application by the applicant \_\_\_\_\_(Name), Designation \_\_\_\_\_are true and correct as per the facts available on records. She/He possesses the educational qualification and experience mentioned in the vacancy circular.
2. If selected she/he will be released immediately to join the NIH, Kolkata.

It is also certified that

3. There is no vigilance or disciplinary case is either pending /contemplated against \_\_\_\_\_ (Name of the Applicant), Designation\_\_\_\_\_.
4. His/ Her integrity is certified.
5. Photocopies of his/ her CR dossier for the last five years duly certified by an officer of the rank of Under Secretary to the Govt. of India is enclosed.
6. No major or minor penalty has been imposed on him / her during the last 10 years or details of major / minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be).

Signature of the Issuing Authority

Counter signed by Head of the Office  
with seal

**Format of Experience Certificate**

**Letterhead of the Office/ Institute**

Telephone No.

Fax No.

Name of the Organisation

Address of the Organisation

Date:

This is to certify that Sh./Ms. \_\_\_\_\_ S/o, D/o, W/o Sh. \_\_\_\_\_  
was/is an employee of this Organisation/Department/Ministry, Govt. of \_\_\_\_\_  
and duties performed by him/her as under:

Name of the Post Held	From	To	Total period of the Post Held	Nature of Appointment Permanent/ Temporary/ Ad-hoc/ Contractual/ Parttime/ Fulltime/ Guest/ Honorary/ Etc.	Department/ Specialty/ Filed of Experience
	dd/mm/yyyy	dd/mm/yyyy	dd/mm/yyyy		
1	2	3	4	5	6

Pay scale & Last Salary Drawn	Duties performed/ experience gained in brief in each post (if needed attach a separate sheet) (In case of Medical posts pleas mention area of specialization)	Place of Posting	Worked at Supervisory Level/ Middle Management Level/ Head of Branch
7	8	9	10

1. It is certified that the facts and figures mentioned here are true and based on Service Records available with the Organisation/Department/Ministry.

Signature  
Name of the Competent Authority  
Seal of the Competent Authority