

NATIONAL INSTITUTE OF HOMOEOPATHY
(An Autonomous Institute)
Government of India
Ministry of AYUSH
Block-GE, Sector-III, Salt Lake, Kolkata – 700 106.

WALK-IN-INTERVIEW

Application is invited for engagement against the following categories on contractual basis with a fixed consolidated remuneration initially for a period of one year:

Sl. No.	Categories	Remuneration
1	Consultant : 5 - (Library-1)	Rs.50,000/-p.m.
	Accounts-1; Establishment-2; Stores-1	Rs.40,000/-p.m.
2	Radiographer : 1	Rs.25,000/-p.m.
3	Program Associate (Pharmacovigilance)	Rs.40,000/-p.m.
4	Legal Consultant	Rs.50,000/-p.m.

Interested candidates fulfill the '**Essential Criteria**' may appear before the 'Selection Committee' at the Institute with application in the 'Prescribed Format' and all documents at **10-30 AM on 7th December, 2019**. Officers preferably in Central Govt./Central Autonomous Organization who shall retire by next 6-months may also apply. For details visit the website www.nih.nic.in of the Institute.

DIRECTOR, NIH

ANNEXURE-I

Application for contractual engagement as Consultant in National Institute of Homoeopathy, Autonomous Institute, Govt. of India, Ministry of AYUSH, Kolkata.

Recent Passport
Size Photograph

1.	Full Name (in Block Letters)						
2.	Father's/Husband's Name						
3.	Date of Birth						
4.	Contact Details	Mobile No./Tel No.					
		Email ID					
5.	Address for communication						
		PIN					
6.	Date of Joining to Government Service						
7.	Age as on date						
8.	Whether SC/ST/OBC						
9.	Whether Physically handicapped						
10	Date of retirement/to be retired and the post (enclose copy of retirement order)						
11.	Name of the Ministry/Department /Autonomous organization from which retired or to be retired.						
12	Last pay Drawn (Please enclose copy)						
13	Education/Technical Qualification.						
14	PPO No. (Please enclose copy)						
15	Details of Computer Knowledge						
16	Brief particulars of Experience of the last 10 years (assignment-wise) [A separate sheet may be annexed] – (Enclose copy of Experience certificate)						

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the National Institute of Homoeopathy, Kolkata. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

Signature.....

Place:

Date:

(Full name of the applicant)

GUIDLINES FOR ENGAGEMENT OF CONSULTANTS IN NATIONAL INSTITUTE OF HOMOEOPATHY, KOLKATA

The engagement is of the nature of fee-based consultancy, and does not in any way tantamount to an appointment for employment or job the engagement of Consultant on contract basis in the Ministry of AYUSH shall henceforth be regulated as per the following guidelines:

1. Eligibility:

- 1.1 Persons retired or shall retire from the post of Deputy Secretary/ Director or equivalent/ Under Secretary/ Section Officer or equivalent in the Government of India/Accounts and Audit Officer from Attached & Subordinate Offices, Autonomous Bodies of the Government of the India are eligible for the position of Consultant in their respective spheres of Specialization **for engagement as Consultant/Sr. Consultant** in the area of Accounts/Establishment/Stores. The engagement shall be made in the event of retirement only.
- 1.2 Minimum Educational Qualification should be 'Graduate' with 10-years' experience in the area of work in supervisory capacity.
- 1.3 **Consultant for the Library** : Sr. Library & Information Officer/Library Information Officer/Librarian: Degree in Library Science from a recognized university/institution and PG in Lib. Science with 10-years' service experience.
- 1.4 **Radiographer**- Degree in Science with Diploma or Certificate in Radiography from recognized institution/university and Minimum 10-years' experience in relevant filed.
- 1.5 **Program Associate: MD (Hom). Age not exceeding 35-yrs. As on date of interview.**
- 1.6 Candidates should have excellent communication and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc is essential.
- 1.7 Candidates should be well conversant with the functions like drafting, nothing, budget, accounts, office procedure and System, Rules & Regulations of Central Autonomous organization etc.

2. Age Limit:

- 2.1 Should not be more than 64 years of age on the last date for receipt of application, except person against sl.no.1.5 above.
- 2.2 The age ceiling for continuation of contract shall be 65 years as on the date of renewal of contract on year to year basis. However, a relaxation of two years can be made in exceptional cases involving sensitive matters for the sake of continuity or technical expertise. Such continuation shall be taken on a year-to-year basis, and shall depend on the quality of services rendered subject to satisfaction and recommendation of Director, NIH.

3. Remuneration:

- 3.1 A monthly consolidated remuneration will be paid to the Consultants as approved by the Competent Authority from time to time for different classes of Consultants.
- 3.2 In case the contract is renewed after satisfactory completion of one year service, 05% increase in remuneration shall be given every year.
- 3.3 Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CCHS, Medical Reimbursement etc.

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4. Engagement:

- 4.1 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.
- 4.2 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/Organization.
- 4.3 The contract initially would be for a maximum period of one year and may be further extended on year to year basis, subject to functional requirements and also subject to appraisal of the performance.
- 4.4 There shall be no change in the terms and conditions of the contract once it is finalized.
- 4.5 The Institute (NIH) has the right to cancel advertisement issued for engagement of Consultants and not to proceed in the matter for engagement of Consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

5. Scope of Consultancy/Responsibility:

- i. Matters relating to Establishment, Administration, Finance and Accounts.
- ii. New Projects and specialized subject-areas.
- iii. Any other item of work as per requirement.

6. Retired Government Servants:

- 6.1 The retired Govt. servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant.
- 6.2 The engagement as Consultant shall not be considered as a case of re-employment.

7. Leave:

- 7.1 The consultant shall be entitled to avail 12 days of Leave in a calendar year. The reimbursement will be on pro rata basis, therefore, he shall not draw any remuneration in case of his absence beyond 12 days in a year.
- 7.2 The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.

8. Working Hours:

- 8.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or nay holiday in case of urgency.
- 8.2 They shall mark their attendance in AEBAS mandatorily, failing which it may result in deduction of remuneration.

9. Tax Deduction at Sources:

9.1 The Income Tax or any other tax will be deducted at sources as per Government instructions. Necessary TDS Certificate will be issued to them.

10. Confidentiality of data and documents:

10.1 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.

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10.2 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.

10.3 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 express written consent of the Department/organization.

10.4 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 Department/organization.

11. Conflict of interest:

11.1 The Consultant appointed by the Department, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department/organization nor will he indulge in any activity outside the terms of employment/contractual assignment.

11.2 The consultant shall not claim any benefit/compensation/absorption/regularization of service with this Ministry under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

12. Termination of Agreement:

The Institute (NIH) retains the right to terminate the contract at any time without giving any notice and also without assigning any reason. Some of the situations under which the Institute may terminate the contract are:

- (i) The consultant is unable to address the assigned work.
- (ii) Quality of the assigned work is not to the satisfaction of the Officer/Department.
- (iii) The consultant is found lacking in honesty and integrity.

13. Reporting System and other issues:

13.1 The consultant of the level of SO/US/Legal Consultant shall report to Administrative Officer. The Consultant of the level of DS/Dir and shall report to Jt. Director as per internal mechanism.

14. Police verification:

14.1 The Consultant from open market, if any, shall be engaged only after verification of antecedent by the Police.

15. Relaxation:

15.1 The criteria may be relaxed in exceptional cases based on justification in the interest of Government/Organization Autonomous Institute if otherwise found suitable by the Selection Committee.

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