

VACANCY CIRCULAR

Subject: Filling up of one post of Director in the Level-14 of the pay matrix (Rs.1,44,200-2,18,200/-) plus NPA in the National Institute of Homoeopathy, Kolkata -reg.

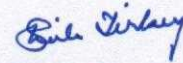
It is proposed to fill up one post of Director in the National Institute of Homoeopathy, Kolkata, an autonomous body under the Ministry of Ayush, Government of India.

2. The post is on deputation basis including short term contract for a period not exceeding 5 years. The details and the eligibility criteria for filling up this post are given in **Annex-I**.

3. The application complete in all respects in the prescribed proforma through proper channel should reach Smt. Shiela Tirkey, Under Secretary, Homoeopathy Section, 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 in **Annex-II**. Details are also available on the website of this Ministry (www.ayush.gov.in) and National Institute of Homoeopathy, Kolkata (www.nih.nic.in)

4. Hindi version will follow.

Encl: As above



(Shiela Tirkey)

Under Secretary to the Government of India

Telefax: 011-24651962

To:

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

Copy to:-

1. The Director, NIH, Kolkata with the request to post this vacancy circular on the website of NIH.
2. All the field organizations of Ministry of Ayush.
3. DoP&T with the request to upload it on their website.
4. Director, NIC, Ministry of Ayush for posting on the Ministry's website.

**Government of India
Ministry of Ayush**

Filling up one post of Director in the Level-14 of the pay matrix (Rs.1,44,200-2,18,200/-) plus NPA (GP Rs.10,000/- as per 6th CPC) in the National Institute of Homoeopathy, Kolkata -reg.

Applications are invited, **in duplicate**, from eligible candidates for filling up one post of Director in the 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. 1,44,200-2,18,200) 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 applications.
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 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.123100-215900) (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>And Possessing the essential educational qualification and experience prescribed below: Essential Qualification: Postgraduate qualification in Homoeopathy recognized under Second Schedule of Homoeopathy Central Council Act, 1973. Desirable: 1. Published Research Work in peer reviewed research Journals/ high quality academic publication. 2. Postgraduate Diploma or Degree in Health Care Management/Hospital Administration.</p>

7.	Tenure of appointment	The tenure will be of 5 years or upto the date retirement in the parent organization, whichever earlier.
8.	Duties and Responsibilities	<p>i. To act as in charge of overall administration for proper management and affairs of the NIH, Society.</p> <p>ii. To function as the Member Secretary of the Governing Body.</p> <p>(iii) Establishment / General administration matters relating to the satellite institute of NIH, Kolkata namely NIH, Delhi.</p>
9.	Place of duty	Kolkata, West Bengal
10	Last Date for receipt of applications	<p>The application complete in all respect in the prescribed proforma through proper channel should reach</p> <p>Smt. Shiela Tirkey, Under Secretary, Homoeopathy Section, 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.</p>
11.	General Instructions	<p>i. Applications not received through proper channel as well as those received after closing date of receipt of Application shall not be entertained and will summarily be rejected.</p> <p>ii. While forwarding the application, the sponsoring authority shall ensure that the particulars of the candidate are verified and that he/she fulfills all 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.</p> <p>iii. The candidate once selected will not be allowed to withdraw.</p> <p>iv. The crucial date of determination of eligibility regarding age, experience, etc shall be the last date of receipt of applications.</p> <p>v. 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.</p> <p>vi. The terms and conditions for appointment will be as per extant DOP&T's instructions.</p> <p>vii. Ministry of Ayush reserves the right to cancel the process of recruitment at any stage without assigning any reason thereof.</p>

Shiela Tirkey

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

1.	Name in Block letters		Affix recent passport size Photograph duly self-attested				
2.	Address /Tel No./ Mobile No. / Email ID						
3.	Date of Birth (in Christian era)						
4.	Age as on the closing date of receipt of application						
5.	Age of superannuation in the present organisation						
6.	Educational and other Qualifications						
Sl. No.	Qualification	Board/Institution	Year of passing	Percentage/Position/Division			
7.	Published research work						
Sl. 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)						
Sl. 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/APARs for the last 5 years duly attested on each page are enclosed.

Date: _____

Place: _____

Signature _____

Name _____

Designation _____

Name of organization _____

OFFICIAL SEAL

B. S. Sarkar