

No.8-138/NIH/2010
National Institute of Homoeopathy
(An Autonomous Institute under the D/o. AYUSH)
Ministry of Health Family Welfare, Govt. of India.



Ministry of Health & Family Welfare, Department of AYUSH invites applications from Indian citizens for filling up one post of DIRECTOR by deputation/contract for a fixed tenure of 5-years or upto the date of retirement, whichever is earlier in National Institute of Homoeopathy, Kolkata (An Autonomous Institution of the Government of India) in the Pay Band of Rs.37, 400-67,000/-+10,000(GP)+NPA as admissible for Central Government doctors. The Institute is affiliated to the West Bengal University of Health Sciences and recognized by Central Council of Homoeopathy to conduct regular Bachelor of Homoeopathic Medicine & Surgery (B.H.M.S.) and Doctor of Medicine in Homoeopathy MD (Hom.).

The applications in the following proforma complete in all respects should reach to Shri S. D. Sharma, Under Secretary (AYUSH), IRCS Building, Red Cross Road, New Delhi-110 001 within 40-days from the date of publication of this advertisement. The envelope should bear the superscription "Application for the post of Director, NIH, Kolkata.

1. Age limit: Not exceeding 55 years (Upper age limit not applicable to persons in the service of the Institute).

2. Essential Qualifications: (i) Post Graduate qualification in Homoeopathy included in the Second Schedule of Homoeopathy Central Council Act, 1973; (ii) 20-years standing in the profession of which at least 3 (three) years regular service in Professor grade or 8(eight) years combined experience in the Post Graduate teaching in the grade of Professor/Associate Professor/Reader or Research and Administration (Homoeopathic Medical Education) in Central/State Govt./Autonomous Body/Statutory Organization/Recognized Research Councils/Universities.

Desirable: (i) Published Research Work in peer reviewed research journals/high quality academic publication.

(ii) Post Graduate Diploma or Degree in Health Care Management/Hospital Administration.

Candidates already in service must route their applications through the proper channel enclosing vigilance clearance certificate from the employer. An advance copy may be sent by the candidate directly. Two recent passport size photographs duly attested by a Gazetted Officer/Notary must accompany the application, Government of India, Ministry of Health & Family Welfare, and Department of AYUSH reserves the right not to fill up the post without assigning any reason thereof at any stage of the recruitment process. Incomplete application will not be accepted. The details and proforma can also be downloaded from the website of Department of AYUSH (www.indianmedicine.nic.in) and National Institute of Homoeopathy website (www.nih.nic.in)

Recruitment Rules for the post of Director, NIH, Kolkata.

Sl. No.	Item	National Institute of Homoeopathy
1	Name of the Post	Director
2	Scale of pay	Rs.37,400-67,000/- + Rs.10,000/- (GP)+ NPA
3	Classification	Group 'A'
4	Whether Selection post or Non-Selection post	Selection Post
5	Maximum age limit	Not exceeding 55-years (Upper age limit not applicable to persons in the service of the Institute).
6	Method of recruitment whether by direct recruitment or by promotion or by transfer of deputation or on Contractual basis.	By deputation/contract for a fixed tenure of 5-years or upto the date of retirement, whichever is earlier.
7	Whether benefit of added years of service admissible under Rule 30 CCS (Pension) Rules, 1972	Not applicable
8	Educational and other qualifications required for the post	<p><u>Essential :</u></p> <p>(i) Post Graduate qualification in Homoeopathy included in the Second Schedule of Homoeopathy Central Council Act, 1973.</p> <p>(ii) 20-years standing in the profession of which at least 3 (three) years regular service in Professor grade or 8 (eight) years combined experience in Post Graduate teaching in the grade of Professor/Associate Professor/ Reader or Research and Administration (Homoeopathic Medical Education) in Central/State Govt./Autonomous Body Statutory Organization/ Recognized Research Councils/Universities.</p> <p><u>Desirable:</u></p> <p>(i) Published Research Work in peer reviewed research journals/high quality academic publication.</p> <p>(ii) Post Graduate Diploma or Degree in Health Care Management/Hospital Administration.</p>

9	Whether any Selection Committee exists, what is its composition?	<p><u>Search-cum-Selection Committee with the following constitution:</u></p> <p>(i) Secretary (AYUSH) - Chairman Ministry of Health & Family Welfare</p> <p>(ii) Vice-Chancellor of West Bengal - Member University or the Sectary(Homoeo) Government of West Bengal</p> <p>(iii) One member to be nominated by - Member Secretary, DOPT</p> <p>(iv) Two outside eminent experts - Member & in Homoeopathy to be nominated (v) by Secretary (AYUSH)</p>
10	Method to be adopted for appointment on deputation/ contract.	Applications will be invited through advertisement published in the leading Newspapers, Employment News, AYUSH, Websites by Department of AYUSH and selection will be made by Search-cum-Selection Committee after interview of eligible candidates.
11	Circumstances in which UPSC is to be consulted in making recruitment.	Consultation with UPSC is not necessary.

Note: - Initially recruitment rule was framed with the approval of President of Governing Body of NIH vide file No.R.13017/16/97-HD dated 15.12.1997.

Rules were further amended with the approval of President of Governing Body, NIH vide file No. R-13017/5/97-HD dated 21.06.2007.



No.8-120/NIH/Rectt.Addl.Post/2010
National Institute of Homoeopathy
(An Autonomous Institution under the D/o. AYSH)
Ministry of Health & F.W., Govt. of India
Block-GE, Sector-III, Salt Lake, Kolkata – 700 106.
Website: www.nih.nic.in

VACANCY NOTICE

1. **Applications** from eligible Candidates are invited for filling up of the following categories of posts on **Direct Recruitment/Deputation/Contract basis**, as the case may be, in National Institute of Homoeopathy presently for its above located office at Kolkata but transferable to anywhere in India.
2. **Reservation** will be applicable as per extant norms. The vacancies mentioned are provisional and subject to variation.
3. **Age Relaxation:** Relaxation in upper age limit is applicable in accordance with the relevant orders issued by the Govt. of India time to time.
4. The candidate should affix 2-passport size coloured photographs along with the application. The envelope should bear the superscription “Application for the post of _____ (Name of the Post) in NIH”.
5. Candidates already in Govt. service should follow the prescribed procedure for applying for the post.
6. **A Bank Draft for Rs.100/-** in favour of Director, NIH payable at Kolkata should be deposited alongwith the application for the post to be filled up on **Direct Recruitment** basis. The SC/ST and others is exempted from such payment as per Govt. of India notification in this regard.
7. **Girls/Women** candidates are exempted from payment of application fees as per Govt. of India instructions.
8. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Deptt. of the Central Government shall ordinarily not exceed 3 years.
9. The maximum age limit of appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of application.
10. **Closing date :** The duly filled in application in the prescribed form indicated in given **ANNEXURES** alongwith requisite documents should reach at the O/o. the Director, NIH, Kolkata **within 6-weeks** from the date of publication of the notice in **Employment News** , excluding the day of publication, and **within 7-weeks** for the candidates who are residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul & Spiti district and Pangi sub-division of Chamba district of Himachal Pradesh, A&N Islands or Laksha Dweep or abroad.

1. Post to be filled up on Deputation/Contract.

Sl. No.	Name of the post	No. of Vacancy	Education and other qualification	Experience
i.	Dy. Director (Admn & Fin) Rs. 15600-39100/-+GP 7600/-	One	Degree in any discipline from a recognized University.	Holding analogous/equivalent posts in Govt./Autonomous bodies/PSUs OR Under Secretary/equivalent with 5-years experience in the post of pay scale of Rs.10000-15200 (Pre-revised)/equivalent scale in Govt./Autonomous bodies/PSUs OR Section Officers/equivalent post with 8 yrs. Regular service in the pay scale of Rs.8000-13500 (Pre-revised)/equivalent scale in Govt./Autonomous bodies/PSUs. OR Section Officer/equivalent posts with 12-yrs. Regular service in the pay scale of Rs.6500-10500 (Pre-revised)/equivalent scale in Govt./Autonomous bodies/PSUs.
ii	Administrative Officer PB-3 Rs.15600-39100/- Plus Rs.5400/-GP	One	Degree in any discipline from recognized University.	(i) Holding analogous post OR (ii) At least 10-years experience in a responsible capacity in Govt./Autonomous Deptt. of which 5-years should be in the supervisory capacity in the scale of Rs.6500-200-10500/- (iii) Adequate experience in personnel management with thorough knowledge of official procedure, Establishment & Accounts. (iv) Age limit : As per rule of the Govt. of India applicable for deputation.
iii	Sr. Accountant. PB-2 Rs9300-34800/-+ GP 4200/-	One	Degree in Commerce from a recognized University.	1.Holding analogous post. 2.Accountant with 3-yrs regular service in the pay scale of Rs.5000-8000/- (PR) or its equivalent. OR Junior Accountant or equivalent with 10-yrs. Regular service with Degree in Commerce.
iv	Assistant. PB-2 Rs9300-34800/-+ GP 4200/-	one	Degree in any discipline from recognized University.	1.Holding analogous post with degree from recognized university. 2.UDC or equivalent with 8 yrs. Regular service and experience in Estt/Admn. In Govt./Autonomous Dptt.
v	Upper Division Clerk. PB-1 Rs9300-34800/-+ GP 2400/-	one	Degree in any discipline from recognized University.	1.Holding analogous post with degree from recognized university. OR 2.With 8-yrs. Experience as LDC or equivalent in Govt. /Autonomous Dptt. 3.Qualified with speed of 30 WPM Type writing in English/Hindi.

2. Post to be filled up on Direct Recruitment basis

i	Receptioninst-cum-T.O. PB-1 Rs9300- 34800/-+ GP 2400/-	One	Degree in any discipline from a recognized University. Desirable Qualified in Computer Office Automation Course from a recog. University/ Institute	Age Limit : Not exceeding 30-years as on the prescribed date of receipt of applications (relaxable upto 5-yrs for candidates belonging to SC/ST community and Govt./Autonomous body employees in accordance with order issued by the central Govt. from time to time).
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- NOTE:** (i) Number of vacancy is subject to variation.
(ii) Applicant should possess the requisite qualifications on the last date prescribed for receipt of applications.
- (i) The selection to the post to be filled on deputation mentioned [Sl.No.(i) to (v)] will be made through interview.
- (ii) The selection to the post of Receptionist-cum-T.O. will be made through written examination and oral interview.

ANNEXURE-I

APPLICATION FORMAT FOR THE POSTS TO BE FILLED ON DEPUTATION

1. Post applied for :
2. Name and address in Block Letters :
3. Date of Birth :
4. Date of Retirement as per Central Govt. rules. :
5. Date of entry into Govt. Service :
6. Present post held :
7. Nature of appointment :
(Substantive/officiating/ad-hoc)
8. Educational Qualifications with % of marks
Obtained in chronological order :

Qualification Required	Qualifications Possessed

9. Details of employment, in chronological order:
(enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)

Ministry/Department/ office & Post held	From	To	Scale of Pay & Basic Pay/Pay Band + Grade Pay	Nature of appointment (substantive/officiating/ad- hoc)	Nature of duties

10. Please state clearly whether in the light of entries made by you above, whether you meet the qualification and Experience prescribed for the post? :
11. In case the present employment is held on :
Deputation basis/contract basis please state:
- a) The date of initial appointment :
 - b) Period of appointment on deputation :
 - c) Name of the present Office/Organization to which you belong

12. Additional details about present employment
Please state whether working under
- a) Central Government
 - b) State Government
 - c) Autonomous Organization
 - d) Universities
 - e) Others

13. Are you in the revised scale of Pay? If yes, :
give the date from which the revision took
place and also indicate the pre-revised scale.

14. Total emoluments per month now drawn.

15. Whether belongs to SC/ST

16. Additional information, if any

Signature of the Candidate
Address

Service particulars given by the applicant are verified with reference to service records and found to be correct.

Signature with seal of the competent Authority

CHECK LIST

- (1) Certified that the particulars furnished by the applicant have been checked from available records and found correct.
- (2) Certified that no disciplinary proceeding /vigilance case either pending or contemplated against the officer
- (3) List of punishments awarded, if any, during the last 10 years attached.
- (4) Integrity Certificate is attached
- (5) CR Dossier attached or Photocopies of up-to-date CR dossier of the officer for the last five years, duly attested, attached.
- (6) Certified that in the event of selection, the officer will be relieved of his duties immediately.

Signature.....
Name and Designation of the
forwarding officer with seal and
Telephone No with STD Code:

ANNEXURE-II
APPLICATION FORMAT FOR DIRECT RECRUITMENT

1. ADVT. NO: Affix colored
Self photograph

2. NAME OF THE POST APPLIED FOR : _____

3. FULL NAME (IN CAPITALS) :

FIRST NAME	MIDDLE NAME	SURNAME
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4. Fathers' Name : _____.

5. Address for Communication : _____.

6. Date of Birth (In figures & In words): ____/____/____ (_____)

7. Academic Qualification, Chronologically :

Sl.No.	Name of Board/University	Year of Passing	Marks Obtained

8. SEX : (Male / Female)

9. PHYSICALLY HANDICAPPED : **Yes / No**

10. COMMUNITY: **SC/ ST/ OBC / GENERAL**: _____

11. If in Government service, please mention Dept., Designation and Pay Band _____.

12. Is any age relaxation being claimed: Yes / No. Number of years _____.
(If **'YES'** furnish details under the relevant provisions of the Govt. of India).

13. Do you possess the essential educational qualifications as mentioned in the Advertisement? **YES/NO**

14.(a) Do you possess requisite experience for the post applied for ? _____.

(b) If 'YES'. Please indicate length of experience in years as on closing date _____.

15. Bank Draft No. & Date _____.

16. Mode of submission of application: **By Hand/Courier/Post/Speed Post**: _____.

(i) I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Institute if I am declared by them to be guilty of any type of misconduct mentioned herein.

(ii) I have informed my Head Office/Deptt. in writing that I am applying for this selection (If applicable).

Date :
Place:

Signature of the Candidate

N.B. Furnish necessary documentary proof duly attested by a Gazetted Officer in support of claim at sl.no. 6,9,10,11,12,13 and 14(a)&(b).