



**Advt. No.03/2023**

राष्ट्रीय होमियोपैथीसंस्थान / National Institute of Homoeopathy

एकस्वायत्तसंस्था / An Autonomous Institute

भारतसरकार / Govt. of India

आयुषमंत्रालय / Ministry of Ayush

ब्लॉक-जी.ई.सेक्टर-3 / Block-GE, Sector-III

साल्टलेक, कोलकाता-700106 / Saltlake Kolkata-700106

फोननं / Ph. No. 033-2337-0969/70

वेबसाइट / Website: [www.nih.nic.in](http://www.nih.nic.in)

**APPLICATIONS ARE INVITED FOR THE FOLLOWING POSTS ON  
DEPUTATION/SHORT TERM CONTRACT BASIS.**

National Institute of Homoeopathy, an autonomous Institute under the Ministry of Ayush, Govt. of India, invites application from eligible intending candidates for filling up the following posts in the pay level mentioned below against each posts on **Deputation/Deputation including short term contract**. All other details such as Eligibility Criteria, Qualification, Experience and general Terms and Conditions, prescribed application format etc. may be downloaded from the Institute's website [www.nih.nic.in](http://www.nih.nic.in). Interested candidates may submit their application within sixty (60) days from the date of publication of the Advertisement in the Employment News. Subsequent amendment, addendum, corrigendum, if any, will be uploaded in the Institute's website only, it will not be published in any other media.

Sl. No.	Name of the Post	No. of Posts	Group	Pay Matrix	Corresponding Level in 7 <sup>th</sup> CPC
1	Joint Director (Admin.)	One (1)	A	Rs.78,800-2,09,200	12
2	Administrative Officer	One (1)	A	Rs.56,100-1,77,500	10

## 1. ADMINISTRATIVE OFFICER

a) **Period of Deputation:** Initially for a period of 3 (Three) years.

b) **Eligibility:**

i) Eligible Officers of the Institute and Officers of Central Government, State Government, Statutory Organizations, Autonomous Bodies, PSUs, University or Research Institutions holding analogous post on regular basis with qualification and experience prescribed hereunder :

a) Degree in any discipline from recognized university.

b) At least 10 years experience in a responsible capacity in Govt./Autonomous Department out of which 5 years should be in the supervisory capacity in the scale of PB-II (Rs.9,300-34,800) with GP Rs.4800/- (Level 8 of 7<sup>th</sup> CPC).

c) Adequate experience in personnel management with thorough knowledge of official procedure, Establishment & Accounts.

**OR**

ii) With 10 years experience in a responsible capacity in Govt./Autonomous Deptt. out of which 5 years should be in the supervisory capacity in the pay scale of PB II (Rs.9300-34800) with GP Rs. 4800/- ( Level 8 of 7<sup>th</sup> CPC) with degree in any discipline.

**OR**

iii) Accounts Officer of the Institute with 2 years regular service in the pay scale of PB II (Rs.9300-34800) with GP Rs.4800/- ( Level 8 of 7<sup>th</sup> CPC) or its equivalent.

**OR**

iv) Office Superintendent of the Institute with 8 years regular service in the pay scale of PB II (Rs.9300-34800) with GP Rs. 4200/-.

## **2. JOINT DIRECTOR (ADMIN.)**

a) **Period of Deputation:** Initially for a period of 3 (Three) years.

b) **Eligibility:**

### **Eligibility:**

- a) Officers of Central Government, State Government, Statutory Organizations, Autonomous bodies, PSUs, University or Research Institution not exceeding the age of 56 years as on closing date of receipt of application
- i. holding analogous/equivalent post on regular basis  
OR
- ii. With 5 years experience in Administration/Finance/Vigilance in the pay scale of PB-III (Rs.15,600-39,100) with GP Rs.6,600/- (pre-revised) equivalent scale of pay in Govt./Autonomous bodies/PSUs  
OR
- iii. With 8 years experience, in Administration /Finance/Vigilance in the pay scale of PB-III (Rs.15,600-39,100) with GP Rs. 5,400/-(pre-revised) equivalent scale of pay in Govt./Autonomous bodies/PSUs
- b) Possessing the following Education qualification and experience:
- i. Graduate Degree in any discipline from recognized University.
- ii. Experience in personnel management with thorough knowledge of official procedures of Establishment & Accounts and General Admn.

### **Desirable :**

- 1.(i) MBA/PG diploma in HRD/Finance/Law
- (ii) Working experience in teaching institute preferably in medical Institute.
- 2.Working knowledge of Computers.

### **Duties and Responsibilities :**

- a) Require to look after day to day administration.
- b) Overall supervision of Establishment, Accounts, Store and purchase including Legal matters, Audit, Vigilance matters, RTI, Parliament Questions etc.
- c) Any other assignment, duties assigned by the authority from time to time.

## **GENERAL INSTRUCTIONS**

1. Application in the prescribed proforma, complete in all respect and submitted only through proper channel must reach the Director, National Institute of Homoeopathy, Block-GE, Sector-III, Salt Lake, Kolkata-700 106 by speed post within sixty (60) days from the date of publication of the Advertisement in the Employment News. Last date of receipt of application is **01/08/2023** (Both days inclusive).
2. **Candidates need not send the advance copy of their application and applications sent through email will not be considered.**
3. The period of deputation/short term contract shall be for 3 (Three) years or until the age of superannuation / retirement in the parent organization or as decided by the Government / Head of the Institute, whichever is earlier.
4. Applicants already on Deputation including short term contract must en-route their application through their parent employer.
5. The terms and conditions of deputation will be regulated as per extant Rules & Regulations issued by Govt. of India from time to time.
6. Incomplete applications or application received after the cut-off date shall be summarily rejected and no communication in this regard shall be entertained.
7. Crucial date for calculation of age, etc. shall be the last date for receipt of the completed application.
8. Upper age limit should not exceed fifty-six(56) years on the closing date of receipt of application.
9. Application in prescribed Format Complete in all respects and has to be forwarded by the cadre controlling authority.
10. Self-attested photocopies of Admit Cards, Marksheets, Certificates in support of educational qualification, age proof, Caste, experience etc. should also be enclosed with the application.
11. All the Documents should be page numbered in a chronological order.
12. Authority reserves the right to cancel or modify the advertisement without assigning any reason thereof.

**Director, NIH.**







