



### **Advt. No.05/2022**

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 POST OF JOINT DIRECTOR (ADMINISTRATION)  
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 1 (one) post of Joint Director (Administration) in the pay,(pre-revised) pay level of **Rs.15,600-39,100/- Grade pay- Rs.7600/- corresponding revised pay Level-12 of 7<sup>th</sup> CPC (Pay matrix of Rs.78800-209200/-) on Deputation/Deputation including short term contract basis.** All other details such as Eligibility Criteria, Qualification, Experience and general Terms and Conditions, prescribed application format etc.may be down loaded 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 Subsequent amendment, addendum, corrigendum, if any, will be up-loaded in the Institute's website only, it will not be published in any other media.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 Band | Pay Scale Pre-revised | GP Pre-revised | Corresponding Level in 7 <sup>th</sup> CPC |
|---------|---------------------------------|---|-------|----------|-----------------------|----------------|--|
| 1       | Joint Director (Administration) | One (1)   | A     | III      | Rs.15,600-39,100/-    | Rs.7,600/-     | 12   |
| 2       | Period of deputation            | Initially for a period of 3 (Three) years.  |       |          |                       |                |  |
| 3       | Duties and responsibilities.    | a) Require to look after day to day administration.<br>b) Overall supervision of Establishment, Accounts, Store and purchase including Legal matters, Audit, Vigilance matters,RTI, Parliament Questions etc.<br>c) Any other assignment, duties assigned by the authority from time to time. |       |          |                       |                |  |

|   |             |  |
|---|-------------|--|
| 4 | Eligibility | <p><b><u>Deputation including short term contract.</u></b></p> <p>a) <b>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</b></p> <p>1. <b>holding analogous/equivalent post on regular basis</b><br/><b><u>OR</u></b></p> <p>2. <b>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</b><br/><b><u>OR</u></b></p> <p>3. <b>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></p> <p>b) <b>Possessing the following Education qualification and experience:</b></p> <p>1. <b>Graduate Degree in any discipline from recognized University</b></p> <p>2. <b>Experience in personnel management with thorough knowledge of official procedures of Establishment &amp; Accounts and General Admn.</b></p> <p><b>Desirable :</b></p> <p>1.(i) <b>MBA/PG diploma in HRD/Finance/Law</b></p> <p>(ii) <b>Working experience in teaching institute preferably in medical Institute.</b></p> <p>2. <b>Working knowledge of Computers.</b></p> |
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## **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.**
- 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, Kolkata.**