

No: R-21011/2/2023-HS

(FTS No 171271)

भारत सरकार /Government of India

आयुष मंत्रालय /Ministry of Ayush

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आयुष भवन/ AYUSH Bhawan,  
'बी' ब्लॉक, जी.पी.ओ कॉम्प्लेक्स, आई.एन.ए.,  
'B' Block, GPO Complex, INA,  
नई दिल्ली - 110023/  
New Delhi-110023.  
दिनांक: 14 August, 2023

To

The Director,  
National Institute of Homoeopathy,  
Block-GE, Sector-3, Salt Lake,  
Kolkata- 700106.

**Subject:- Framing of Recruitment Rules of various posts for National Institute of Homoeopathy (NIH), Delhi- reg.**

Sir,

I am directed to refer to your letter No. 8-054/NIH/Revision/RRs/2021/Pt.1/852 dated 06.06.2023 on the subject mentioned above and to forward herewith the final RRs for the posts of (i) Hospital Superintendent (ii) Account Officer (iii) Assistant Admin Officer (iv) Assistant Account Officer duly approved by the Hon'ble Minister of Ayush in the Capacity as the President, Governing Body of NIH, Kolkata.

Yours faithfully

Encl:- as above

*Mamta Yadav*  
14/8/2023  
(Mamta Yadav)

Under Secretary to the Govt. of India

1. a) Name of the Post: **Hospital Superintendent**  
 b) Name of the Institute: **National Institute of Homoeopathy, An autonomous Institute, Ministry of Ayush, Govt. of India**  
 2. Reference No. in which Ministry initial Approval was conveyed: **R-21011/2/2023-HS dated 14.08.2023**

Sl. No.	Name of the Post	No. of Posts	Classification	Pay Band & Grade Pay/ Pay Scale	Whether Selection Post or Non-Selection Post	Age limit for Direct recruitment	Educational & Other Qualifications required for direct recruitment	Whether Age & Educational Qualification Prescribed for Direct Recruitment will apply in case of Promotion
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Hospital Superintendent	One (01) (subject to variation depending on workload)	Group – A	Rs. 1,23,100/- - 2,15,900/- ( Pay level 13 + NPA)	Not applicable	Not exceeding Fifty (50) Years as on the closing date of receipt of application. (relaxable in respect of candidates belonging to SC/ST/OBC community and Govt. / Autonomous body employees in accordance with orders issued by the Central Govt. from time to time).	<p><b>Essential Qualification:</b></p> <p>1. Post Graduate Degree in Homoeopathy as recognized under the erstwhile Homoeopathy Central Council Act, 1973 or National Commission for Homoeopathy Act, 2020.</p> <p>2. Registered with State Medical Council/ Board for Homoeopathy or erstwhile Central Council of Homoeopathy or Board of Ethics and Registration for Homoeopathy, National Commission for Homoeopathy.</p> <p>3. 5 years of experience as Deputy Medical Superintendent or its equivalent from recognized Govt./Autonomous or reputed institution /Hospital in the pay scale Rs. 78,800/- PayLevel 12 + NPA</p> <p><b>Or</b></p> <p>Fifteen (15) years of combined experience as Deputy Medical Superintendent/ Senior Physician/ RMO-1/ RMO-2/MO from Govt./Autonomous or Govt. recognized reputed Institution/Hospital in the pay scale Rs. 78,000/- PayLevel-12, Rs. 67,700/- Pay Level-11, Rs. 56,100/- Pay Level-10 + NPA respectively, out of which minimum two years in pay scale of Rs. 78,800/- Pay Level-12 + NPA</p> <p><b>Desirable Qualification:</b></p>	Except age Essential Qualification will be applicable.

1. Degree or Diploma in Hospital Administration
2. Working knowledge in computer

Period of Probation if any	Method of Recruitment whether by Direct Recruitment or by Promotion or by Deputation/ Absorption and Percentage of the vacancies to be filled up by various methods	In Case of recruitment by Promotion/ Deputation/ Absorption Grades from which Promotion/ Deputation/ Absorption is to be made by	If a Departmental Promotion Committee exists what is its composition	Circumstances in which Union Public Commission to be consulted in making the recruitment.
(10)	(11)	(12)	(13)	(14)
One (01) Year for Direct recruitment only	Direct Recruitment failing which by Deputation failing both by Promotion.	<p><b>Promotion:</b> Deputy Medical Superintendent with five (05) years of regular service in the scale of Level – 12 as per 7<sup>th</sup> Pay Commission Pay Matrix plus NPA as admissible as per the Govt. of India Rules. (PB-III (Rs.15,600/- - 39,100/-) with GP7,600/- plus NPA as admissible as per the Govt. of India Rules. (6<sup>th</sup> Pay Commission)</p> <p style="text-align: center;"><b>Or</b></p> <p>Fifteen years of experience as RMO in Level – 12/Level 11/Level 10 as per 7<sup>th</sup> Pay Commission Pay Matrix plus NPA as admissible as per the Govt. of India Rules. (PB-III (Rs.15,600/- - 39,100/-) with GP 7,600/-, GP 6,600/-, GP 5,400/- plus NPA as admissible as per the Govt. of India Rules. (6<sup>th</sup> Pay Commission)</p> <p><b>Deputation:</b> Officers of the Central/ State/ UT Govt., Autonomous Institutes/ PSUs of Central/State/UT Govt., Universities of Central / State/UT Govt. in the equivalent pay scale on regular basis as per the Essential Qualification prescribed for direct recruitment in Column (8).</p>	<ol style="list-style-type: none"> <li>1. Secretary Ayush, or Nominee not below the rank of Joint Secretary to Govt. of India. – Chairman</li> <li>2. Director, NIH - Member Secretary</li> <li>3. One expert of concerned subject – Member.</li> <li>4. An officer to represent the reservation policy – Member</li> </ol> <p>Note: 3-4 to be nominated by the Chairman.</p>	Consultation with UPSC is not required.

1. a) Name of the Post: **Assistant Admin Officer**  
 b) Name of the Institute: **National Institute of Homoeopathy, An autonomous Institute under Ministry of Ayush, Govt. of India**
2. Reference No. in which Ministry initial Approval was conveyed: **R-21011/2/2023-HS dated 14.08.2023**

SL. No.	Name of the post	No. of posts	Classification	Scale of pay Existing	Whether selection or Non-selection	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and qualifications prescribed for direct recruits will apply in case of promotion
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2	Assistant Admin Officer	One (subject to variation depending on workload)	Group 'B'	Rs. 44,900/- 1,42,400/- (Level-7)	Not applicable	Not exceeding 35 years as on the prescribed date for receipt of applications (relaxable in respect of candidates belonging to SC/ST/OBC community and Govt. / Autonomous body employees in accordance with orders issued by the Central Govt. from time to time).	<b>Essential Qualification:</b> 1. Graduate Degree in any discipline from recognized University. 2. Knowledge of office procedures /budget /accounts and commercial audit / Internal audit/administration/ Vigilance 3. 3 years of experience as Office Superintendent or in equivalent post in Central/State. Govt./Autonomous Bodies <b>Desirable Qualification:</b> Working Knowledge in computer.	N/A

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14/08/2023

Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion/deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Selection Committee/Departmental Promotion Committee exists, what is its composition	Circumstances in which UPSC is to be consulted
(10)	(11)	(12)	(13)	(14)
Two years in the case of Direct Recruitment	Direct Recruitment failing which by Deputation failing both by Promotion.	<b>Deputation:</b> Officers of the Central/ State/ UT Govt., Autonomous Institutes/ PSUs of Central/State/UT Govt., Universities of Central / State/UT Govt. holding analogous post in the equivalent pay scale on regular basis with Essential Qualification prescribed for direct recruitment in Column (8).	1. Joint Secretary to Govt. of India, Ministry of Ayush – Chairman 2. Director, NIH - Member Secretary 3. One expert of concerned subject – Member. 4. An officer to represent the reservation policy – Member  Note: 3-4 to be nominated by the Chairman.	Not required.

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14/11/2023

1. a) Name of the Post: **Assistant Accounts Officer**  
 b) Name of the Institute: **National Institute of Homoeopathy, An autonomous Institute, Ministry of Ayush, Govt. of India**  
 2. Reference No. in which Ministry initial Approval was conveyed: **R-21011/2/2023-HS dated 14.08.2023**

S. No.	Name of the post	No. of posts	Classification	Scale of pay Existing	Whether selection or Non-selection	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and qualifications prescribed for direct recruits will apply in case of promotion
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3	Assistant Accounts Officer	One (subject to variation depending on workload)	Group 'B'	Rs. 44,900/- 1,42,400/- (Level-7)	Not applicable	Not exceeding 30 years as on the prescribed date for receipt of applications (relaxable in respect of candidates belonging to SC/ST/OBC community and Govt. / Autonomous body employees in accordance with orders issued by the Central Govt. from time to time).	<b>Essential Qualification:</b> 1. B.Com / BBA from recognized University. 2. Knowledge of office procedures /budget /accounts and commercial audit / Internal audit. 3. 3years of experience as Accountantin Central/State. Govt./Autonomous Bodies <b>Desirable Qualification:</b> 1. M.Com/ MBA(Finance) 2. Training in Cash and accounts from ISTM	N/A

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Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion/deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Selection Committee/Departmental Promotion Committee exists, what is its composition	Circumstances in which UPSC is to be consulted
(10)	(11)	(12)	(13)	(14)
Two years in the case of Direct Recruitment	Direct Recruitment failing which by Deputation including short term contract failing both by Promotion.	<b>Deputation:</b> Officers of the Central/ State/ UT Govt. Autonomous Institutes/ PSUs of Central/State/UT Govt., Universities of Central / State/UT Govt. holding analogous post in the equivalent pay scale on regular basis with Essential Qualification prescribed for direct recruitment in Column (8).	1. Joint Secretary to Govt. of India, Ministry of Ayush – Chairman 2. Director, NIH - Member Secretary 3. One expert of concerned subject – Member. 4. An officer to represent the reservation policy – Member  Note: 3-4 to be nominated by the Chairman.	Not required.

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1. a) Name of the Post: **Accounts Officer**

b) Name of the Institute: **National Institute of Homoeopathy, An autonomous Institute, Ministry of Ayush, Govt. of India**

2. Reference No. in which Ministry initial Approval was conveyed: **R-21011/2/2023-HS dated 14.08.2023**

S. No.	Name of the post	No. of posts	Classification	Scale of pay Existing	Whether selection or Non-selection	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and qualifications prescribed for direct recruits will apply in case of promotion
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
4	Accounts Officer	One (subject to variation depending on workload)	Group 'A'	Rs.56,100 - 1,77,500/- (Level - 10)	Not applicable	Not exceeding 45 years as on the prescribed date for receipt of applications. (relaxable in respect of candidates belonging to SC/ST/OBC community and Govt. / Autonomous body employees in accordance with orders issued by the Central Govt. from time to time).	<b>Essential Qualification:</b> 1. Post Graduate Degree in Commerce from a recognized University. Preference shall be given to candidates with Degree in CA or ICWA or SAS (Commercial) or MBA (Finance) from recognized university 2. At least 8 years of experience as Accountant in Central/ State Govt. / Autonomous/ PSU Organization. 3. Knowledge of office procedures /budget /accounts and commercial audit / internal audit required.  <b>Desirable Qualification:</b> 1. Working Knowledge in computer.	Qualification will be applicable

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Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion/deputation/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	If a Selection Committee/Departmental Promotion Committee exists, what is its composition	Circumstances in which UPSC is to be consulted
(10)	(11)	(12)	(13)	(14)
Two years in the case of Direct Recruitment	Direct Recruitment failing which by Deputation failing both by Promotion	<p><b>Promotion:</b> Five (05) years of experience as Assistant Accounts Officer or its equivalent in the Pay Level -7 as per Pay Matrix of 7<sup>th</sup> Pay Commission (Rs. 44,900/- - 1,42,400/-)</p> <p><b>Deputation:</b> Officers of the Central/ State/ UT Govt. Autonomous Institutes/ PSUs of Central/State/UT Govt., Universities of Central / State/UT Govt. holding analogous post in the equivalent pay scale on regular basis with Essential Qualification prescribed for direct recruitment in Column (8).</p>	<p>1. Secretary Ayush, or Nominee not below the rank of Joint Secretary to Govt. of India. – Chairman 2. Director, NIH - Member Secretary 3. One expert of concerned subject – Member. 4. An officer to represent the reservation policy – Member</p> <p>Note: 3-4 to be nominated by the Chairman.</p>	Not required.

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10/8/2023