



राष्ट्रीय होमियोपैथी संस्थान / National Institute of Homeopathy
(An Autonomous Institute / एक स्वायत्त संस्था)
भारत सरकार / Govt. of India
आयुष मंत्रालय / Ministry of AYUSH

Satellite Campus

Sector - A8,
Chaudhary Ramdev Chowk,
Narela, Delhi - 110040

Headquarter

ब्लॉक-जी.ई. सेक्टर-3 / Block-GE, Sector-III
साल्ट लेक, कोलकाता-700106 / Salt Lake, Kolkata-700106
फोन नं. / Ph. No. 033-2337-0969/70

F. No. 8-123/NIH/Creation/Posts/2019/Vol.III/657A

दिनांक / Dated: 20/09/2023

Advertisement No. Con./03/2023

WALK IN INTERVIEW

National Institute of Homoeopathy, an Autonomous Institute under the Ministry of Ayush, Govt. of India, invites eligible Indian candidates for Walk-in-Interview for the below mentioned 38 (thirty-eight) posts in 24 categories on **Contractual Basis** for a period of **one (01) year**. The Interview will be held at **National Institute of Homoeopathy, Delhi located at Sector-A8, Chaudhary Ramdev Chowk, Narela, Delhi-110040** on **03rd, 04th & 05th October, 2023**. Reporting time for the candidates will be at **09:00 A.M** and no applications shall be accepted after **11:30 A.M** on both the dates.

1. Biochemist (01 Post) consolidated salary of ₹ 56,100/- per month.

Essential and minimum Qualification:

1. PG degree in Biochemistry from recognized University under UGC Act.
2. 5 years' experience in the field of Bio-Chemistry.

Age limit:

Not exceeding 35 years as on date of Interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with Orders issued by Govt. of India from time to time.)

Desirable:

1. Degree Qualification in Homoeopathy included in the Second Schedule to the HCC Act, 1973.
2. Experience in research and guiding PG students.
3. Original papers published in any peer review journal.
4. Research experience/PhD in Biochemistry/ Photochemistry or related fields.

2. Radiologist (01 Post) consolidated salary of ₹ 56,100/- per month.

Essential and minimum Qualification:

1. PG degree in the concerned subject recognized by IMC Act.
2. Five years' experience in the relevant field, after acquiring PG degree.
3. Registered with Central/State Registering Authority.

Age limit:

Not exceeding 50 years as on date of Interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

3. Gynaecologist (01 Post) consolidated salary of ₹ 56,100/- per month.

Essential and minimum Qualification:

1. PG degree in the concerned subject recognized by IMC Act.
2. Registered with Central/State Registering Authority.

Age limit:

Not exceeding 50 years as on date of Interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

4. Pathologist (01 Post) consolidated salary of ₹ 56,100/- per month.

Essential and minimum Qualification:

1. PG degree in the concerned subject recognized by IMC Act.
2. Registered with Central/State Registering Authority.

Age limit:

Not exceeding 50 years as on date of Interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

5. Anaesthetist (01 Posts) consolidated salary of ₹ 56,100/- per month

Essential and minimum Qualification:

1. PG degree in the concerned subject recognized by IMC Act.
2. Registered with Central/State Registering Authority.

Age limit:

Not exceeding 50 years as on date of Interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

6. Hindi Officer (01 Post) consolidated salary of ₹ 56,100/- per month.

Essential and minimum Qualification:

1. Master's Degree of a recognized university in Hindi with English as a subject at the degree level in any discipline from recognized University.
Or
Master's degree of a recognized university in English with Hindi as a subject at the degree level.
2. 5 years of experience of terminological work in Hindi and/or translation from English to Hindi or vice-versa
Or
5 years of experience of teaching, research, writing or journalism in Hindi

Age limit:

Not exceeding 35 years as on date of Interview (relaxable up to 5 years for candidates belonging to SC/ST community and Govt. Autonomous Body Employees in accordance with order issued by Govt. of India from time to time.)

Desirable:

1. Working knowledge in computer.

7. Library-cum-Documentation Officer (01 Post) consolidated salary of ₹ 56,100/- per month.

Essential and minimum Qualification:

1. Bachelor's Degree in Library Science from a recognized University.
2. Two (02) Years professional experience in a Library including Documentation and Bibliographical work;
Or
Post Graduate Degree in Library Science from a recognized University.

Age limit:

Not exceeding 35 years as on date of Interview (relaxable up to 5 years for candidate of SC/ST/OBC community and Govt. Autonomous Body Employees in accordance with order issued by the Central Govt. from time to time.)

8. Matron/Nursing Superintendent (01 Post) consolidated salary of ₹ 44,900/- per month.

Essential and minimum Qualification:

1. B.Sc. in Nursing from a recognized University and registered with Nursing Council.
2. 7 years' experience in the relevant field in Govt./Autonomous Deptt. out of which 3 years should be in the pay scale of PB-II (Rs. 9,300-34,800) with GP Rs. 4200/- or equivalent.

Age limit:

Not exceeding 35 years as on date of Interview (relaxable up to 5 years for candidates belonging to SC/ST community and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

Desirable:

1. Experience in handling Medical/Surgical instruments in O.T.

9. Lab Technician (02 Posts) consolidated salary of ₹ 35,400/- per month.

Essential and minimum Qualification:

1. Degree in Science with Diploma in Medical Laboratory technology (DMLT) from UGC recognized University/Institution.
2. 5 years of experience in laboratory technology in a Govt./Autonomous/Reputed Hospital/Institution's laboratory.

Age limit:

Not exceeding 30 years as on date of Interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with the Orders issued by Govt. of India from time to time.)

Desirable:

1. Working knowledge of Computer.

10. Head Clerk (01 Post) consolidated salary of ₹ 35,400/- per month.

Essential and minimum Qualification:

1. Graduate Degree in any discipline from recognized University.
2. Knowledge of office procedures/budget/accounts and commercial audit / internal audit.

Age limit:

Not exceeding 30 years as on date of Interview (relaxable up to 5 years for candidates belong to SC/ST category and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

Desirable:

1. 2 years of experience in reputed institute

11. Accountant (01 Post) consolidated salary of ₹ 35,400/- per month.

Essential and minimum Qualification:

1. Commerce Graduate Degree from any recognized University.
2. Computer course from a recognized Institute in MS Office, E-Office or Office Automation.
3. 3 years of working experience of Tally, CAG Audit, PFMS, etc.

Age limit:

Not exceeding 30 years as on date of Interview (relaxable up to 5 years for candidates belong to SC/ST category and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

12. System Administrator (01 Post) consolidated salary of ₹ 35,400/- per month.

Essential and minimum Qualification:

1. Graduate degree in Information Technology / Computer Science.
2. 2 years of experience as System Administer in reputed Institute having knowledge in web page designing and networking.

Age limit:

Not exceeding 30 years as on date of Interview (relaxable up to 5 years for candidates belong to SC/ST category and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

13. Junior Engineer (Electrical) (01 Post) consolidated salary of ₹ 35,400/- per month.

Essential and minimum Qualification:

1. Graduate Degree in Electrical Engineering with minimum 60% marks or equivalent Grade from reputed Institute.

Age limit:

Not exceeding 30 years as on date of Interview (relaxable up to 5 years for candidates belong to SC/ST category and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

Desirable:

1. 3 years of experience in electrical maintenance work.

14. Junior Engineer (Civil) (01 Post) consolidated salary of ₹ 35,400/- per month.

Essential and minimum Qualification:

1. Graduate Degree in Civil Engineering with minimum 60% marks or equivalent Grade from reputed Institute.

Age limit:

Not exceeding 30 years as on date of Interview (relaxable up to 5 years for candidates belong to SC/ST category and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

Desirable:

1. 3 years of experience in civil construction and maintenance work.

15. Junior Hindi Translator (01 Post) consolidated salary of ₹ 35,400/- per month.

Essential and minimum Qualification:

1. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;
OR
Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;
OR
Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;
OR
Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;
OR

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;

2. Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

Age limit:

Not exceeding 30 years as on date of Interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with the Orders issued by Govt. of India from time to time.)

Desirable:

1. Knowledge of Computer/Hindi Typing.

16. Pharmacist (01 Post) consolidated salary of ₹ 29,200/- per month.

Essential and minimum Qualification:

1. Diploma/ Certificate in Pharmacy of at least one-year duration from UGC recognized University / Institution.
2. Two (02) years of experience preferably in any reputed Homoeopathic Hospital / Dispensary.
3. Working knowledge of Computer.

Age limit:

Not exceeding 28 years as on date of Interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

17. Assistant (01 Post) consolidated salary of ₹ 29,200/- per month.

Essential and minimum Qualification:

1. Graduate degree from a recognized University with minimum 50% marks.
2. Knowledge of Computer E-Office, MS Office, etc.

Age limit:

Not exceeding 25 years as on date of Interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

Desirable:

1. 5 years of experience in work in a Government / Autonomous /Reputed Institute
2. Qualification in typewriting in English/Hindi with 30 words per minute.

18. Store Keeper/UDC (07 Posts) consolidated salary of ₹ 25,500/- per month.

Essential and minimum Qualification:

1. Degree in any discipline from a recognized University.

2. Five (05) years of experience in any reputed Institute.

Age limit:

Not exceeding 25 years as on date of Interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

Desirable:

1. Working experience in store management.

19. Lower Division Clerk (04 Posts) consolidated salary of ₹ 19,900/- per month.

Essential and minimum Qualification:

1. 12th standard passed from a recognized State Board of Education.
2. Certificate in office Automation course like MS office from a Government recognized Institute.

Age limit:

Not exceeding 28 years as on date of Interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

Desirable:

1. Qualification in Typewriting in English and Hindi with minimum 30 words per minute.
2. 2 years of working experience.

20. Receptionist (01 Post) consolidated salary of ₹ 25,500/- per month.

Essential and minimum Qualification:

1. Degree in any discipline from a recognized University.

Age limit:

Not exceeding 28 years as on date of Interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with the orders issued by Govt. of India from time to time.)

Desirable:

1. Qualified in Computer Office Automation Course from a recognized University/Institution.

21. Cashier (02 Posts) consolidated salary of ₹ 19,900/- per month.

Essential and minimum Qualification:

1. Graduate in Commerce from a recognized University.
2. Working knowledge in computer.
3. Three years of experience in processing offline and online payments, Tally.

Age limit:

Not exceeding 25 years as on date of Interview (relaxable up to 5 years for candidate of SC/ST/OBC community and Govt. Autonomous Body Employees in accordance with orders issued by Central Govt. of India from time to time.)

Desirable:

1. Experience in PFMS in a reputed Institute or Govt. Organization.

22. OPD Attendant (02 Posts) consolidated salary of ₹ 18,000/- per month.

Essential and minimum Qualification:

1. 10th standard passed from a recognized State Board of Education.
2. 3 years of experience in work as OPD attendant in a hospital.
3. Certificate in First Aid training.

Age limit:

Not exceeding 28 years as on date of Interview (relaxable up to 5 years for candidate of SC/ST/OBC community and Govt. Autonomous Body Employees in accordance with orders issued by Central Govt. of India from time to time.)

23. Computer Data Entry Operator (02 Posts) consolidated salary of ₹ 19,900/- per month.

Essential and minimum Qualification:

1. 12th standard passed from a recognized State Board of Education.
2. Certificate in office Automation course like MS office from a Government recognized Institute.

Age limit:

Not exceeding 28 years as on date of Interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

Desirable:

1. Qualification in Typewriting in English and Hindi with minimum 30 words per minute.
2. 2 years of working experience.

24. ECG/USG Tech (02 Posts) consolidated salary of ₹ 29,200/- per month.

Essential and minimum Qualification:

1. Degree in Science from a recognized University.
2. Certificate/ Diploma in ECG Technology/ USG Technology applicable to the respective post.

Age limit:

Not exceeding 30 years as on date of Interview (relaxable up to 5 years for candidates belong to SC/ST category and Govt. Autonomous Body Employees in accordance with Order issued by Govt. of India from time to time.)

Desirable:

1. 2 years of experience in the respective field.
2. Working knowledge of computer.

Terms & Condition:

- 1) The post is purely a contract one and the candidate does not hold any right to claim for permanent post.
- 2) Tenure of the service will be initially for a period of One (01) year and may be extended based on the satisfactory performance/requirement of service, as decided by the Competent Authority.
- 3) The contract may be terminated at any time without assigning any reason.
- 4) No TA/DA will be admissible for attending the Walk in Interview.
- 5) Candidate should be ready to join immediately.
- 6) No correspondence will be entertained in this regard.
- 7) The decision of the Director is final & binding.
- 8) The duty hours of all posts will be from 9:00 A.M. to 5:30 P.M. on working days. Sunday and gazetted holidays will remain holidays. No other allowances will be paid apart from consolidated remuneration.
- 9) They will be entitled for 1.5 days leave on each calendar month calculated according to the English calendar.
- 10) The candidate should not have been convicted by any Court of Law.
- 11) In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service any action taken as deemed fit by the appointing authority.
- 12) Applications incomplete in any aspect will be summarily rejected.
- 13) The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- 14) Any corrigendum or revision of the advertisement or any other information regarding this recruitment will be posted on the official website of NIH, KOLKATA only in due course. Candidates are advised to visit our website regularly for updated information in this regard.

Interested and eligible Indian candidates may appear for Walk-in-Interview along with original and photo copies of the documents in support of their eligibility and duly filled in prescribed application format with one passport size photograph.

Director

NATIONAL INSTITUTE OF HOMOEOPATHY – KOLKATA

APPLICATION FOR THE POST OF

Affix here
Passport
Size photo

ADVERTISEMENT No. Con./03/2023

1	Name of the post			
2	Subject			
3	Name of the candidate in Block letters			
4	Father/Husband Name			
5	Mother's Name			
6(a)	Date of Birth (in Christian era) DD/MM/YY			
(b)	Age as on interview date			
(c)	Sex	Male	Female	
7	Nationality			
8	Religion			
9	Whether belong to SC/ST/OBC/PwD			
10	Marital status			
11	Whether working in Central/State/UT/Autonomous Body etc.,			
12	Languages known			
13	Address for communication			
14	Permanent address			
15	Telephone No./Mobile No.			

16	E-mail ID	
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17. Educational Qualification (Starting from Matriculation or equivalent and onwards)

Sl. No.	Examination Passed	Year	Name of School/Board	Class Division	% of marks	Main subjects
1	X & equivalent					
2	XII/Inter/PUC					
3	Diploma					
4	Degree					
5	Others if any					

18. Experience: (Including present employment)

Sl. No.	Name of the Employer	Designation of the Post held & nature of appointment	Pay Scale/Salary	Date of Joining/leaving	Nature of duties performed

19.	Any other information such as training, publication etc., in support of suitability of the post.	
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I hereby solemnly declare that the information given above is true and correct to the best of my knowledge, belief & not suppressing any material facts which disqualify my candidature. In case, if any facts come to knowledge of NHH after the selection, I am liable to be terminated from the service.

Place:

Date:

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Signature of the Applicant