



राष्ट्रीय होमियोपैथी संस्थान / **National Institute of Homoeopathy**
एक स्वायत्त संस्था / An Autonomous Institute
भारत सरकार / Govt. of India
आयुष मंत्रालय / Ministry of Ayush

Satellite Campus

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

Headquarters

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: A-12024/1/2025-Oo_MemberAK/211

दिनांक / Dated: 02/05/2025

Advertisement No. Con. Eng./02/2025

WALK IN INTERVIEW

Interested Indian Citizens are invited to appear for walk in interview on **10.05.2025, 16.05.2025 & 19.05.2025 at 11:00 A.M.** at **National Institute of Homoeopathy (NIH), Block-GE, Sector-III, Salt Lake, Kolkata-700106** for the following engagements purely on contract basis till filling up of the posts on regular basis or till further orders whichever is earlier.

1. Consultant (Establishment) – 02 Posts:

Eligibility:

- 1.1. Persons retired from the post of Section officer/Under Secretary/Deputy Secretary/Director/Joint Secretary/Additional Secretary or equivalent in the Govt. of India, State Govt, Attached and Subordinate Offices, PSU's, Autonomous Bodies of the Govt. of India are eligible for the position of Consultant in their respective spheres of specialization.
- 1.2. Candidates should have excellent communication and interpersonal skills. Knowledge of Computer Applications such as MS-Word, MS-Excel and Power point etc. is essential.
- 1.3. Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, office procedure etc.

2. Consultant (Library) – 01 Post:

Eligibility:

- 2.1. Persons retired from the post of Section officer/Under Secretary/Deputy Secretary/Director/Joint Secretary/Additional Secretary or equivalent in the Govt. of India, State Govt, Attached and Subordinate Offices, PSU's, Autonomous Bodies of the Govt. of India are eligible for the position of Consultant in their respective spheres of specialization.
- 2.2. Candidates should have excellent communication and interpersonal skills. Knowledge of Computer Applications such as MS-Word, MS-Excel and Power point etc. is essential.

2.3. Candidates should be well conversant with Central Secretariat functions like drafting, noting, office procedure etc.

3. Consultant (Official Language & Communication) – 01 Post:

Qualification and Experience:

- i. Persons retired from the post of Section Officer (O.L)/Assistant Director (O.L) and above rank or equivalent in the Govt. of India, State Govt, Attached and Subordinate Offices, PSU's, Autonomous Bodies of the Govt. of India are eligible for the position of Consultant in their respective spheres of specialization.
- ii. The Consultant (Official Language & Communication) should have adequate knowledge of Official Language Act & Rules as followed by the Dept. of Official Language, Govt. of India on Official Language. He/she should have at least 5 years of working experience in the specific field of administration.
- iii. Candidate should possess adequate knowledge of Computer in Hindi.

4. Consultant (Accounts) – 01 Post:

Eligibility:

- 4.1. Persons retired from the post of Section officer/Under Secretary/Deputy Secretary/Director/Joint Secretary/Additional Secretary or equivalent in the Govt. of India, State Govt, Attached and Subordinate Offices, PSU's, Autonomous Bodies of the Govt. of India are eligible for the position of Consultant in their respective spheres of specialization.
- 4.2. Candidates should have excellent communication and interpersonal skills. Knowledge of Computer Applications such as MS-Word, MS-Excel and Power point etc. is essential.
- 4.3. Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedure etc.

5. Consultant (Store) – 01 Post:

Eligibility:

- 5.1. Persons retired from the post of Section officer/Under Secretary/Deputy Secretary/Director/Joint Secretary/Additional Secretary or equivalent in the Govt. of India, State Govt, Attached and Subordinate Offices, PSU's, Autonomous Bodies of the Govt. of India are eligible for the position of Consultant in their respective spheres of specialization.
- 5.2. Candidates should have excellent communication and interpersonal skills. Knowledge of Computer Applications such as MS-Word, MS-Excel and Power point etc. is essential.
- 5.3. Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, office procedure etc.

Age limit:

Candidate should not be more than 64 years of age on the last date for receipt of application.

Remuneration:

1. For the retired government employees who are engaged as consultants; A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/percentage increases during the contract period.
2. No Dearness Allowance shall be allowed during the term of contract for retired govt. employees.
3. A fixed amount as Transport Allowance shall be paid to the consultants as per DOE's OM No. 21/5/2017 – E.II(B) dated 07.07.2017. However, no Dearness Allowance shall be allowed. The amount of transport allowance for the appointee shall be as follows:
 - i. Appointee drawing pay in Level 8 at the time of retirement will draw a transport allowance of Rs. 3,600/-.
 - ii. Appointee drawing pay in Level 9 and above at the time of retirement will draw a transport allowance of Rs. 7,200/-.

Scope of Consultancy/Responsibility:

The engagement of Consultants on contract basis will be made only to meet the requirement due to additional activities of defined time frame, Matter related to Establishment, Administration, Finance and Accounts, Policy matters/Legislation, Parliamentary/Hindi matters, Vigilance, RTI, Legal matters, New projects and specialized subject areas. Any other assignments, assigned by the Competent Authority from time to time.

Engagement:

- 1) The engagement of Consultant on contract basis will be made only in case of vacancies are not filled up on regular basis or to meet the requirement due to additional activities of defined time frame.
- 2) The term of engagement shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond five years after superannuation. The term of the Consultant (Establishment) will be from 01st April till 31st March of any given financial year. For consultants engaged midway through any financial year, their initial period of engagement will be till 31st March of that financial year.
- 3) The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.
- 4) The engagement as Consultant shall not be considered as a case of re-employment.

Working Hours:

- 1) The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency.

- 2) She/He shall mark her/his attendance in AEBAS mandatorily, failing which it may result in deduction of remuneration.

Leave:

Paid leave of absence may be allowed @ 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.

Tax Deduction at Source:

The Income Tax or any other Tax will be deducted at source as per Govt. instructions. Necessary TDS Certificate will be issued to that effect.

Confidentiality of Data and Documents:

- 1) The consultant will maintain absolute confidentiality and secrecy of the information handled by him. The secrecy and confidentiality are to be maintained even after the termination of the engagement.
- 2) The Intellectual Property Rights (IPR) of the data collected as well as deliverables by the consultant produced for the Department/Organization shall remain with the Department/Organization.
- 3) No Consultant shall utilize or publish or disclose or part with, to a third party, any part of the data, or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the Department/Organization, without the express written consent of the Department/Organization.
- 4) The Consultant shall be bound to hand over the entire set of records of assignment to the department before the expiry of the contract, and before the final payment is released by the Department/Organization.
- 5) The Consultant would be required to sign a non-disclosure undertaking.

Conflict of interest:

- 1) The consultant appointed by the Institute, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Institute nor will he indulge in any activity outside the terms of employment/contractual assignment.
- 2) The consultant shall not claim any benefit/ compensation/ absorption/ regularization of service under the provision of Industrial Disputes Act. 1947 or Contract Labour (Regulation and Abolition) Act. 1970.

Termination of Agreement:

The Institute reserves the right to terminate the contract at any time without giving any notice and also without assigning any reason thereof. Some of the situations under which the Institute may terminate the contract are:

1. The consultant is unable to address the assigned work.
2. Quality of the assigned work is not to the satisfaction of the Officer/
Institute.
3. The consultant is found lacking in honesty and integrity.

Vigilance Clearance:

The retired Govt. servants will be considered for post-retirement engagement only on receipt of vigilance clearance/vigilance inputs, subject to the conditions laid out by Central Vigilance Commission's (CVC) Circular No. 07/05/21 dated 03/06/2021.

Interpretation Clause:

The power to interpret any of the guidelines or power to settle any dispute arising out of these guidelines shall lie with appropriate authority whose decision shall be final and binding on the consultant. Further, any condition not explicitly covered under these guidelines shall be put up to appropriate authority for decision which shall be final and binding on the consultant.

NIH, Kolkata will not pay any kind of TA/DA/ Local Conveyance/ boarding-lodging charges to any applicant for attending the walk-in-interview. Director, NIH, Kolkata reserves the right to modify or cancel the advertisement partially and/or fully without assigning any reason thereof and the same shall be published in the Institute website only. Director NIH, Kolkata reserves the right to cancel any and/or all the applications without assigning any reason thereof.

Interested eligible candidates may appear for walk in interview with filled-up application in the prescribed proforma (Annexure-1) alongwith original and self-attested photo copies of all the relevant documents, duly signed in support of their eligibility with one passport size photograph.

Sd/-
Director In-Charge,
NIH, Kolkata.

NATIONAL INSTITUTE OF HOMOEOPATHY – KOLKATA

Application For the post of

Affix here
Passport
Size photograph

1.	Position applied			
2.	Name of the candidate in Block letters			
3.	Father's/Husband's name			
4.	Mother's Name			
5.(a)	Date of Birth (in Christian era) DD/MM/YYYY			
(b)	Age as on (Interview Date)			
(c)	Sex	Male	Female	
6.	Nationality			
7.	Religion			
8.	Marital status			
9.	Whether belongs to SC/ST/OBC/PwD			
10.	Are you Physically Handicapped (If yes, please submit PH certificate)			
11.	Languages known			
12.	Address for communication			
13.	Permanent address			
14.	Telephone No./Mobile No.			
15.	E-mail ID			

16. 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					

17. Experience (attach extra sheet if required):

Sl. No.	Name of the Post at the time of Superannuation	Name of the Office/ Institute/ Organisation/ Employer	From	To	Pay Scale	Pay Level in 7 th CPC	Detailed Nature of job undertaken

18.	Any other information such as training, publication etc., in support of suitability of the post.	
19.	Whether you are having all the requisite Essential qualifications prescribed for the Post applied for (Write yes/no):	

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 NIH after the selection, I am liable to be terminated from the service.

Place:

Date:

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Full Signature of the Applicant