

F.No. A.11012/22/2009-NMPB
Government of India
National Medicinal Plants Board
Ministry of Health & Family Welfare
Department of AYUSH.

Chandralok Building,
36, Janpath,
New Delhi-110001
Telefax: 011-23319356
011-23315637
Dated: 11/02/2010

OFFICE MEMORANDUM

Subject: Filing up of posts on Deputation (including short-term contract) basis.

The undersigned is directed to invite applications for filling up the following posts on deputation basis (including short-term contract) in the National Medicinal Plants Board, Department of AYUSH, Ministry of Health & Family Welfare;

Sl.No.	Name of post	No. of posts	Classification	Scale of pay
1.	Director (Technical) cum Dy. CEO	1	General Central Service-Group "A" Gazetted, Non -Ministerial	Rs. 37400- 67000 plus Grade pay-Rs.8700
2.	Deputy Director (Medicinal Plants)	1	-do-	Rs. 15600-39100 plus Grade pay-Rs.7,600
3.	Manager (Marketing & Trade)	1	-do-	Rs.15600-39100 plus grade pay Rs. 6600/-
4.	Marketing Assistant	1	General Central Service Group "B" Non-gazetted Non-Ministerial	Rs. 9300-34,800 plus grade pay Rs. 4200/-
5.	Documentation & I.T. Assistant	1	General Central Service Group "B" Non Gazetted, Non -Ministerial	Rs. 9300-34,800 plus grade pay Rs. 4200/-

The eligibility and other requirements are given in Annexure 1. Appointment will be on deputation basis for a period as mentioned in Annexure-1. The maximum age limit for appointment by deputation shall be as mentioned in Annexure-1. The terms and conditions of the deputation would be the same as prescribed by the Department of Personnel & Training Vide their O.M.No.2/29/91-Estt. (Pay II) dt. 5.1.1994 as amended from time to time.

Applications should be sent through proper channel in the prescribed Proforma (Annexure-II). While forwarding the applications, concerned department should send the up-to-date ACRs. of last five years and Vigilance clearances certificate of the applicant. It may also be ensured that no major/ minor penalty has been imposed on the concerned officer.

It may also be certified by the forwarding authority that the particulars furnished by the applicant are correct and that no disciplinary/vigilance case is either pending or contemplated against the applicant. It is requested that vacancy may be given wide publicity among Central Govt. Offices , Universities, Recognized Research Institutes, Public Sector Undertakings , Semi-Govt. , Autonomous bodies and Statutory Organizations etc. and the particulars of eligible officers who are fulfilling the eligibility prescribed and who are willing to be considered for deputation and also possessing requisite experience and whose services can be spared by the parent department may kindly be forwarded to this office **latest by 15.03.2010**. Applications received after the last date or without the ACRs or other wise found incomplete will not be considered. No applicant will be permitted to withdraw his /her name after selection (This advertisement and other details/ annexures are also available on the website of the board i.e. www.nmpb.nic.in).

(PARHLAD RAI)
Deputy Secretary to the Govt. of India.

To,

1. All Ministries/ Departments of the Govt. of India.
2. CCRAS/ CCRH/ CCRUM/ MDNIY/CCRYN/ All SMPBs.
3. Deputy Secretary (TSB), Department of AYUSH with request to upload O.M on Deptt. of AYUSH website/ Notice Board and give wide publicity.
4. Chief Secretaries of all States / UTs for wide circulation.

Copy to:

1. PPS to Secretary (AYUSH)
2. PS to CEO, NMPB.
3. Notice Board/ website of NMPB.

Eligibility conditions, Educational Qualification, Experience etc. for deputation.

(1) Director (Technical) and Deputy Chief Executive Officer:

Officers under the Central or State governments or Union Territories or Universities or Recognised Research Institutes or public sector undertakings or semi-Government, Autonomous or statutory organisations:-

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 15,600-39,100/- plus Grade pay Rs. 7,600/- (pre-revised scale of Rs. 12,000-16,500/-) or equivalent in the parent cadre or department; and
- (b) possessing the following educational qualifications and experience :-

Essential

- (i) Master's Degree in Forestry or Botany or Agronomy or Agriculture or Medicinal Plants or Horticulture from a recognised University or Institute, or equivalent; and
- (ii) twelve years experience in the field of medicinal plants relating to cultivation or conservation or scientific and technological research work, out of which a minimum of three years experience should be in administrative and financial matters in Government or semi-Government departments or organizations.

Note 1: -

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationist shall not be eligible for consideration for appointment by promotion.

Note 2: -

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central government shall ordinarily not exceed five years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of the receipt of applications.

(2) Deputy Director (Medicinal Plants)

Officers under the Central or State Governments or Union Territories or Universities or recognized research institutions or Public Sector Undertakings or semi-Government or autonomous bodies or statutory organisations:-

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or

- (ii) with five years' regular service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 15,600-39,100/- plus Grade Pay Rs. 6,600/- (pre-revised scale of Rs. 10,000-15,200/-) in the parent cadre or department ; and

(b) Possessing the following educational qualifications and experience:-

Essential

- (i) Master's degree in Botany or Pharmacognosy or Agriculture or Agronomy or Forestry from a recognized University or Institute or equivalent; and
- (ii) ten years post qualification experience of working in the areas of research, development, policy, programmes and implementation relating to medicinal plants in a Government department or organisation or institute of repute.

Desirable

- (i) Ph.D in concerned discipline from a recognized University or Institute or equivalent
- (ii) Knowledge of Computer Applications

Note:-

Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed four years. The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of the receipt of applications.

(3) Manager (Marketing and Trade)

Officers under the Central or State Government or Autonomous or research organisations:

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
- (ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 9,300-34,800/- plus grade pay Rs. 5,400/- (pre-revised scale of Rs. 8,500-13,500/-) or equivalent in the parent cadre or department ; or
- (iii) with eight years regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 9,300-34,800/- plus grade pay Rs. 4,200/- (pre-revised scale of Rs. 6,500-10,500/-) or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualifications and experience;

Essential

- (i) Post Graduate Degree in Marketing or Business Management or Business Administration from a recognised University or Institute or equivalent; and
- (ii) five years post qualification experience in the field of Marketing and Trade in an Organisation or Industry of repute.

Desirable

- (i) Three years' experience in the Pharmaceutical Industry;
- (ii) three years' experience of organising or conducting market surveys and writing reports;
- (iii) Knowledge of Computer Application.

Note:

Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty- six years as on the closing date of the receipt of applications.

(4) Marketing Assistant

Officers under the Central/State Government or Union territories or Universities or Recognized Research Institutes or Public Sector Undertakings or Semi Government Autonomous or Statutory organisations:

- (a) (i) Holding analogous post on regular basis in the parent cadre or department ; or
 - (i) With three years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 9,300-34,800/- plus grade pay Rs. 4,200/- (pre-revised scale of Rs. 5,000-8,000/-) or equivalent in the parent cadre or department; or
 - (iii) With six years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5,200-20,200/- plus Grade Pay Rs. 2,800/- (pre-revised scale of Rs. 4,500-7,000/-) in the parent cadre or department; and
- (b) Possessing the following educational qualifications and experience:-

Essential:-

- (i) Bachelor's degree from a recognised University or Institute or equivalent and
- (ii) Two years post qualification experience in the relevant field in an organisation or industry of repute.

Desirable:-

- (i) Diploma in marketing management awarded by a recognized University or Institution or equivalent;
- (ii) Knowledge of Computer application.

Note:

Period of deputation (including short-term contract) including period of deputation(including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.

(5) Documentation and Information Technology Assistant

Officers under the Central or State Governments or Union Territories or universities or recognized research institute or public sector undertakings or Semi Govt, Autonomous or Statutory organizations:

- (a) (i) Holding analogous post on regular basis in the parent cadre or department ; or
- (ii) with three years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 9,300-34,800/- plus grade pay Rs. 4,200/- (pre-revised scale of Rs. 5,000- 8,000/-) or equivalent in the parent cadre or department ; or
- (iii) With six years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5,200-20,200/- plus grade pay Rs. 2,800/- (pre-revised scale of Rs. 4,500-7,000/-) or equivalent in the parent cadre or department; and
- (b) Possessing the following educational qualifications and experience:-
 - (i) Bachelor's Degree from a recognised University or Institute or equivalent.
 - (ii) One year Certificate or Diploma course in Computer Application or Information Technology from a recognized Institution.

Note 1 :

Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the central government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding fifty- six years as on the closing date of the receipt of applications.

PROFORMA FOR SENDING APPLICATION

1. Name and Address (in Block letter) -
2. Date of Birth (in Christian era) -
3. Date of retirement under Central / State Government rules -
4. Educational Qualification -
5. Whether Educational and other qualification required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) -

		Qualification / Experience required	Qualification / Experience possessed by the officer
Essential	(1)		
	(2)		
	(3)		
Desired	(1)		
	(2)		

6. Please state clearly whether in the light of entries Made by you above, you meet the requirement of the post -
7. Details of Employment, in chronological order, Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient -

Office / Institution	Post held	From	To	Scale of pay and basic pay	Nature of duties (In detail)

8. Nature of present employment, i.e., ad hoc or Temporary or Quasi – Permanent or Permanent -
9. In case the present employment is held on Deputation / contract basis, please state ---
 - (a) The date of initial appointment -

- (b) Period of appointment on deputation / Contract -
- (c) Name of the parent office / organization to which you belong -
10. Additional details about present employment -
(Please state whether working under (indicate the Name of your employer against the relevant column)
- (a) Central Government -
- (b) State Government -
- (c) Autonomous Organization -
- (d) Government Undertaking -
- (e) Universities -
- (f) Others -
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade -
12. Are you in Revised Scale of Pay? If yes, give the Date from which the revision took place and also Indicate the pre-revised scale -
13. Total emoluments per month now drawn -
14. Additional information, if any, which you would Like to mention in support of your suitability for the post. -
(This among other things may provide information With regard to (i) additional academic qualification (ii) professional training and (iii) work experience Over and above prescribed in the Vacancy Circular / Advertisement). -
- (NOTE – Enclose a separate sheet, if the space is insufficient).
15. Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis. (Officers under Central / State Governments are only eligible for “Absorption”. Candidates of non-Government Organizations are eligible only for Short Term Contract.) -
16. Whether belongs to SC/ST -
17. Remarks -

(The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards / Scholarship / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and (iv) any other information)

(NOTE:- Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Date.....

Address.....

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CERTIFICATE

(To be filled in by the Parent office / Department)

01. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
02. Certified that the candidate is eligible for the post as per conditions mentioned in the advertisement.
03. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is also certified.
04. Photocopies of complete and upto date CR dossier of the officer for the last five years, duly attested, on each page enclosed.
05. No major/minor penalty has been imposed on the concerned officer during the preceding ten years.

Signature

**Name & Designation of the Head of the Department /
Authorized Signatory with seal
Telephone Number**