



Government of India  
National Medicinal Plants Board  
Ministry of AYUSH  
Room No. 309, 3<sup>rd</sup> Floor,  
AYUSH Bhawan, 'B' Block,  
GPO Complex, INA,  
New Delhi-110023



**Sub: Filling up the posts of “Finance & Administrative Officer”, “Sr. Accountant”, “Marketing Assistant” and “Consultant (Administration)”.**

Applications are invited for the following posts in the National Medicinal Plants Board, Ministry of AYUSH:-

S.No.	Name of Post	No. of post	Classification	Pay Scale
1.	Finance & Administrative Officer (on deputation)	1	General Central Service - Group “A” - Gazetted - Ministerial	Rs.15600-39100 plus grade pay Rs.6600/-
2.	Sr. Accountant (on deputation)	1	General Central Service - Group “B” - Non-gazetted - Non-Ministerial	Rs. 9300-34,800 plus grade pay Rs. 4200/-
3.	Marketing Assistant (on deputation)	1	General Central Service Group “B” Non-gazetted Non-Ministerial	Rs. 9300-34,800 plus grade pay Rs. 4200/-
4.	Consultant (Administration)	1	Contract Basis	Fixed Consolidated remuneration of Rs.43,500/- Per month

For eligibility and other terms and conditions, please visit website [www.nmpb.nic.in](http://www.nmpb.nic.in) The applications should reach within 60 days from the date of publication of this Advertisement in the Employment News.

(Finance & Administrative Officer)  
NMPB

**F.No. A. 11012/22/2009-NMPB**  
Government of India  
National Medicinal Plants Board  
Ministry of AYUSH

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3rd Floor, GPO Complex,  
AYUSH Bhawan, INA,  
New Delhi-110023  
Telefax:011-24651821  
Email: info-nmpb@nic.in

Dated: /07/2016

**OFFICE MEMORANDUM**

**Subject: Filling 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, Ministry of AYUSH:-

S.No.	Name of post	No. of posts	Classification	Scale of pay
1.	Finance & Administrative Officer	1	General Central Service Group "A" - Gazetted - Ministerial	Rs.15600-39100 plus grade pay Rs.6600/-
2.	Sr. Accountant	1	General Central Service Group "B" Non Gazetted, Non -Ministerial	Rs. 9300-34,800 plus grade pay Rs. 4200/-
3.	Marketing 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-I, II & III. Appointment will be on deputation basis for a period as mentioned in Annexure-I, II & III. The maximum age limit for appointment by deputation shall be as mentioned in Annexure-I, II & III. 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 clearance 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 vide 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 within 60days from date of publication of the advertisement in Employment News/ Hindustan Times/ The Times of India. Applications received after the last date or without the ACRs or otherwise 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](http://www.nmpb.nic.in))

**(Ashok Kumar)**  
**Finance & Administrative Officer**

To,

1. All Ministries / Departments of the Govt. of India.
2. CCRAS / CCRH / CCRUM / MDNIY / CCRYN / All SMPBs.
3. Deputy Secretary, Ministry of AYUSH with the request to upload O.M. on Ministry of AYUSH website / Notice Board.
4. Computer Operator, NMPB with the request to upload this advertisement on NMPB website.
5. 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.

**National Medicinal Plants Board**

**Eligibility conditions, Educational Qualification, Experience etc. for deputation & short-term contact.**

**Finance & Administrative Officer**

**Essential Qualifications**

Officers under the Central or State Governments or Union territories or Universities or recognized research Institute or public sector undertakings or semi-Government or autonomous bodies or statutory organizations:-

- (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. 9,300-34,800/- plus grade pay Rs. 5,400/- (pre-revised scale of Rs. 8,000-13,500/-) or equivalent in the parent cadre or department; or
  - (iii) With eight 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. 4200/- (pre-revised scale of Rs. 6,500-10,500/-) or equivalent in the parent cadre or department; and
- (b) Possessing five years' experience in administration, establishment and accounts matters

**Eligibility conditions, Educational Qualification, Experience etc. for deputation & short-term contact.**

**Sr. Accountant**

- A. (a) (i) Upper Division Clerks of the Central Secretarial Clerical Service with eight years regular service in the grade in the parent cadre or department: and
- (b) Who have undergone training in Cash and Accounts work in the Institute of Secretariat Training and Management or equivalent and possess three years experience of cash, accounts and budget work; failing which

**B. Officers under the Central Government:**

- (a) (i) Holding analogous post on regular basis in the parent cadre or department;
- (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. 4200/- 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/- or equivalent in the parent cadre or department; or
- (iv) With eight 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. 2,400/- or equivalent in the parent cadre or department; and
- (b) Who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent and possess three years experience of cash, accounts and budget work;

OR

Passed the Subordinate Account Service or equivalent examination conducted by any of the organized Accounts Department of the Central Government.

**Note:**

Period of deputation including period of deputation 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 shall be not exceeding fifty-six years as on the closing date of receipt of applications.

**Eligibility conditions, Educational Qualification, Experience etc. for deputation & short-term contact.**

**Marketing Assistant**

Officer under the Central/State Government or Union Territories or Universities or Recognized Research Institute 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 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/- 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/- in the parent cadre or department; or
- (b) Possessing the following educational qualifications and experience:-

**Essential:-**

- (i) Bachelor's degree from 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 Institute 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.

**PROFORMA FOR SENDING APPLICATION FOR DEPUTATION**

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) -

		<b>Qualification / Experience required</b>	<b>Qualification / Experience possessed by the officer</b>
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 -

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

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 Indicated the pre-revised scale -
13. Total emoluments per month now drawn -
14. Additional information, if any, which you would Like to mention in supports 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). -
15. Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis. (officers under Central / State Government are Only eligible for "Absorption Candidate" Non-government Organizations are eligible only for Short Term Contract.) -

16. Whether belongs to SC/ST -
17. Remarks -

(The candidate 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.....

.....

**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**



**Government of India  
Ministry of AYUSH  
(National Medical Plants Board)**

**Sub: Filling up one post of Consultant (Administration) on contract basis.**

**Consultant (Administration) – Age not exceeding 63 years.**

Applications for engagement of a person as Consultant (Administration) are hereby invited from suitable candidates, initially for a period of one year, which may be further extended depending on requirement and performance, on monthly consolidated fee of Rs. 43,500/- per month.

The applicant should meet the following requirements:

Retired Government employees at the level of Deputy Secretary in PB3 with Grade Pay of Rs. 7600/- having experience of 05 years and knowledge in the field of Administration including drafting of Recruitment Rules, etc.

Application in prescribed format (enclosed) in **Annexure-A** duly filled in prescribed format should be forwarded to CEO, National Medicinal Plants Board, Ministry of AYUSH, Room No. 309, 3<sup>rd</sup> Floor, B-Block, GPO Complex, INA, New Delhi-110023 alongwith all documents in support of qualification, experience and age etc., within 60 days from the date of publication of this advertisement in Employment News, Hindustan Times and The Times of India.

The appointment will under **no circumstances** confer any right on the candidate for regular appointment in NMPB. Candidates will be required to produce all certificates/testimonials in original during the interview. No TA/DA will be paid for attending the interview/joining, irrespective of selection. NMPB reserves the right to either call all the applicants or short-listed ones for interview or even cancel / withdraw this advertisement without giving any reasons thereof.

**PROFORMA FOR SENDING APPLICATION FOR ENGAGEMENT AS  
CONSULTANT IN NATIONAL MEDICINAL PLANTS BOARD**

1. Position applied for
2. Name (in block letters)
3. (a) Postal address  
(b) Telephone No.  
(c) Mobile No. (if any)  
(d) e-mail ID
4. If retired employee of Govt./Semi Govt. Organizations  
(a) Office from which retired  
(b) Date of joining services  
(c) Date of retirement  
(d) Post last held  
(e) Last pay drawn  
(f) Basic pension per month
5. Educational Qualifications
6. Knowledge of Computer
7. Details of Employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space is insufficient)

Office/ Institution	Post Held	Period of service		Scale of Pay and Basic Pay	Nature of duties (in detail)
		From	To		

8. Total years of experience in the relevant field
9. Additional information, if any, which you would like to mention in support of your suitability for the post (this include among other things information with regard to  
(i) additional academic qualification  
(ii) professional training and  
(iii) work experience over and above prescribed in the vacancy circular/advertisement).
10. Whether belonging to SC/ST/OBC/Ex-Serviceman/General
11. 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).

Date: \_\_\_\_\_

(Signature of applicant)