

**F. No.A.11019/36/2018-NMPB**  
**Government of India**  
**Ministry of AYUSH**  
**National Medicinal Plants Board**

1<sup>st</sup> & 2<sup>nd</sup> Floor, Indian Red Cross Society (IRCS)  
Annexe Building, Red Cross Road,  
New Delhi-110001.

Dated: 03/Feb./2023

**CIRCULAR**

**Subject: Preparation of Panel for Engagement of Consultant (Admin and Accounts) on contract basis in the National Medicinal Plants Board, Ministry of Ayush- reg.**

The undersigned is directed to say that National Medicinal Plants Board (NMPB), Ministry of Ayush proposes to prepare a panel of Consultants (Admin. & Accounts) from the retired Deputy Secretary/Under Secretary on Contract basis. The short-listed candidates will be considered for engagement as per the requirement. The details are as follows:-

1.	No. of consultants to be engaged on contract basis	01
2.	Period of engagement	Initially for a period one year. May further be extended on year to year basis, subject to functional requirements and also subject to appraisal of the performance.
3.	Age limit	Should not be more than 64 years of age on the last date for receipt of application. The age ceiling for continuation of contract shall be 65 years as on the date of renewal of contract year to year basis.
4.	Remuneration payable	As per guidelines of Ministry of Ayush
5.	Place of work	National Medicinal Plant Board, Red Cross Building, New Delhi
6.	Specialisation in	Administration/ Establishment matters, Budget,

		Policy matters
		Project/Scheme related work.
7.	Desirable	<p>Preference will be given to persons:</p> <ul style="list-style-type: none"> <li>• Who are proficient in working independently in e-office and other computer applications</li> <li>• Who have handled policy/administrative matters and related issues while in service.</li> </ul>

2. The engagement of the Consultant on contract basis will be subject to the guidelines for engaging Consultant of the Ministry of Ayush. Guidelines for engagement of Consultant are available at the Ministry of Ayush website [www.ayush.gov.in](http://www.ayush.gov.in)

3. Interested and eligible candidates may submit their particulars in the enclosed format along with CV and relevant documents to **National Medicinal Plants Board**, Indian Red Cross Society (Annexe Building), Red Cross Road, New Delhi-110001 within 21 days of publishing of this Circular.

4. National Medicinal Plant Board, Ministry of Ayush reserves the right to accept or reject any application without assigning any reason.

Enclosure:- As above.



(Sh. Patrick Xalxo)  
Under Secretary to Govt. of India

To:

1. Sh. Tanuj Gupta, NIC Cell with a request to upload this circular on the website of this Ministry.
2. Sh. Saurabh Sharma, Marketing Manager, NMPB with a request to upload this circular on the website of NMPB.
3. Notice Board.
4. Guard file.

(Accounts)

APPLICATION FORM FOR THE POST OF CONSULTANT ~~AND LEGAL~~ (Admin)  
CONSULTANT ON CONTRACT BASIS IN THE MINISTRY OF AYUSH

Affix  
passport size  
photo duly  
self-attested

**I. Personal Details :**

1.	Post applied for	
2.	Name of the applicant (Block Letters)	
3.	Father's / Husband's name	
4.	Date of birth (DOB)	
5.	Nationality	
6.	Permanent address	
7.	e-mail (block letters)	
8.	Mobile	
9.	Last post held in government service prior to retirement along with the name of organisation (with PPO)	
10.	Pay level/ Grade Pay of the last post held	
11.	References	i.  ii.

**II. Educational Qualifications : (Please attach self-attested copies)**

S. No.	Degree/ Diploma

**III. Professional experience : (Please attach self-attested copies)**

S. No.	Name of the organisation	Post held (prior to retirement)	Period of service

*I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.*

Signature with date