

Government of India

Ministry of AYUSH

National Medicinal Plants Board

Room No. 309, 3rd Floor

B – Block, AYUSH Bhawan

GPO Complex, Ina

New Delhi – 110 023

Telephone No. 011-24651823

Dated: 12th February, 2019

Circular

It is proposed to engage the services of the one Junior Consultant (Administration) in National Medicinal Plants Board (NMPB), Ministry of AYUSH as per the eligibility criteria and conditions mentioned below:-

1.	Name of the Post	Junior Consultant (Administration)
2.	Age	Minimum 45 and not above 60 years
3.	Eligibility & Qualification	<ul style="list-style-type: none">➤ Graduate with minimum 10 years of experience in the fields of Administration & Accounts section of Central Government / Subordinate Offices.➤ Working knowledge of Administration, Accounts and Budget etc.➤ Computer knowledge: MS-word / Excel / internet / online submission etc.
4.	Desirable	<ul style="list-style-type: none">➤ More than 8 years of experience and knowledge of work process in the Ministries / Central Government / Subordinate Offices.
5.	Nature of appointment	<ul style="list-style-type: none">➤ Purely on contract basis, initially for a period of one year.
6.	Emoluments	<ul style="list-style-type: none">➤ Rs.35,000/- per month

The applicants should have thorough knowledge of Computers (MS Word, MS Excel, MS PowerPoint, typing, internet) to handle the work independently.

Interested and eligible candidates may submit their application in the enclosed format along with relevant CV and a set of attested photocopies of certificates in support of essential qualification, experience etc. to Chief Executive Officer, National Medicinal Plants Board (NMPB), AYUSH BHAWAN, B-Block, GPO Complex, INA, New Delhi – 110023 latest by 28th February 2019 by mentioning in the envelope that **"Application for the Post of Junior Consultant (Administration)"**

Note:-

- The eligibility of candidates will be determined as on the date of the advertisement.

- The engagement will be purely on contract basis and will not confer any right for regular appointment in the Ministry/Organization.
- No TA/DA is admissible.
- The short listed candidates will be called for the interview.
- Application received after 28th February 2019 will not be considered.
- NMPB reserves the right to accept or reject any application without assigning any reason.


(Ashok Kumar)
Finance & Administrative Officer 13/2/19

To:

1. All DG's of CCRAS / CCRH / CCRUM / MDNIY / CCRYN with a request to upload this circular in the respective official website also.
2. Sh. Parveen Kumar Wadhwa, Computer Operator, NMPB with a request to upload this circular in the NMPB/Ministry of AYUSH official website.
3. Notice Board
4. Concerned File

Copy to:

1. PPS to Secretary (AYUSH)
2. PPS to CEO, NMPB

PROFORMA FOR APPLICATION

Affix Photo

1	NAME OF THE POST			
2	Name of the candidate in Block letters			
3	Father Name			
4	Mother Name			
5(a)	Date of Birth (in Christian era) DD/MM/YY			
(b)	Age as on last date of receipt of application			
(c)	Sex			
6	Nationality			
7	Religion			
8	Marital Status			
9	Whether working in Central/State/UT/Autonomous Body			
10	Languages known			
11	Address for communication			
12	Permanent Address			
13	Telephone No./Mobile No.			
14	Email- ID			

15. Educational Qualification (starting from Matriculation or equivalent and onwards)

Sl. No.	Examination Passed	Year	Name of School/Board	Class/Division	% of Marks	Main Subjects

16. Experience (Including present employment)

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

Place:

Date:

Signature of the Applicant