

F.No. A-11019/08/2018-NMPB (Admn.)

Government of India  
Ministry of Ayush  
National Medicinal Plants Board

Indian Red Cross Society(Annexe Building),  
Red Cross Road, New Delhi-110001.

Dated: 04<sup>th</sup> February, 2022

CIRCULAR

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

It is intended to engage the services of One Consultant (Official Language) in the National Medicinal Plants Board (NMPB), Ministry of Ayush to assist in undertaking comprehensive activities to promote use of Official Language in official work in NMPB and translation of documents.

2. Accordingly, willing and eligible retired Central Government/State Government/PSU/Autonomous Body/Statutory Body officers may send their bio-data as per Annexure attached to Chief Executive Officer, **National Medicinal Plants Board (NMPB)**, Indian Red Cross Society (Annexe Building), Red Cross Road, New Delhi-110001 so as to reach **by 24<sup>th</sup> February, 2022** by post/by hand mentioning on the envelope that "Application for the post of Consultant (Official Language)" or by e-mail (info-nmpb@nic.in). Incomplete applications/ applications received after **24<sup>th</sup> February, 2022** will not be considered. The eligibility, terms & conditions and remuneration are as under:

3. Eligibility

The candidate:

- (i) Must have retired from Central Government/ State Government/ PSU/ Autonomous Body/Statutory Body as Deputy Director (Official Language) /Assistant Director (Official Language) or equivalent level. Retired Senior Translation Officer with five years' experience will also be considered.
- (ii) Must be well acquainted with the functioning of Government/Ministries.
- (iii) Have experience of translation from Hindi to English and vice-versa.
- (iv) Should have thorough knowledge of Computer applications (MS Word, MS Excel, and MS Power Point, typing, internet) to handle the work independently.

#### 4. Age Limit

- (i) Should not be more than 64 years of age on the last date for receipt of applications.
- (ii) The contract shall not be extended beyond 05 years after superannuation.

#### 5. Remuneration

- (i) A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the paydrawn 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.
- (ii) No increment and Dearness Allowance shall be allowed during the term of contract.
- (iii) A fixed amount as Transport allowance shall be paid to the consultants who are retired government employees. The entitlement of transport allowance will be 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:
  - (a) Appointee drawing pay in level-8 at the time of retirement will draw a transport allowance of Rs. 3,600.
  - (b) Appointee drawing pay in level-9 and above at the time of retirement will draw a transport allowance of Rs. 7,200/-.
- (iv) Shall not be entitled to any allowance such as HRA, residential accommodation, CGHS, Medical reimbursement etc.

#### 6. Engagement

- (i) 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 all the consultants will be from 01<sup>st</sup> April till 31<sup>st</sup> March of any given financial year. For consultants engaged midway through any financial year, their initial period of engagement will be till 31<sup>st</sup> March of that financial year.
- (ii) The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organisation.
- (iii) The retired Govt. servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant.
- (iv) The engagement as Consultant shall not be considered as a case of re-employment.



7. Leave

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

8. Working Hours

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. They shall mark their attendance in AEBAS mandatorily, failing which it may result in deduction of remuneration.

9. Tax Deduction at Source

The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

10. Confidentiality of data and documents

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) 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.
- (v) The Consultant would be required to sign a non-disclosure undertaking

11. Conflict of interest

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

12. Termination of Agreement

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

- (i) The Consultant is unable to address the assigned work.
- (ii) Quality of the assigned work is not to the satisfaction of the Officer Department.
- (iii) The Consultant is found lacking in honesty and integrity.

13. The short listed candidates will be called for a Personal Talk.

14. NMPB reserves the right to cancel advertisement issued for engagement of Consultants and not to proceed in the matter for engagement of Consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

Enclosure: As above.

(Banamali Naik)

Under Secretary to the Government of India

To:

1. DGs of CCRAS/CCRH/CCRUM and Director, CCRYN with a request to upload this circular on the respective official website.
2. Dr. D Kumaran, Research Officer (Siddha), Ministry of Ayush with a request to upload this circular on the website of the Ministry of Ayush.
3. ShriSaurabh Sharma, Marketing Manager, NMPB with a request to upload this circular on the website of NMPB.
4. Notice Board.
5. Guard file.

Copy to:

1. PS to CEO, NMPB

**PROFORMA FOR APPLICATION**

**Affix Passport Size  
Photograph**

|    |  |  |
|----|--|--|
| 1  | Name of the Post   |  |
| 2  | Name of the Candidate<br>in Block Letters  |  |
| 3  | Father's Name  |  |
| 4  | Mother's Name  |  |
| 5  | Date of Birth (in<br>Christian era)<br>DD/MM/YYYY  |  |
| 6  | Age as on last date of<br>receipt of applications  |  |
| 7  | Nationality  |  |
| 8  | Educational<br>Qualifications  |  |
| 9  | Date of retirement and<br>the post from which<br>retired (enclose a copy<br>of retirement order) |  |
| 10 | PPO Number (enclose<br>copy)   |  |
| 11 | Name of Ministry/<br>Department/Office from<br>which retired                                     |  |
| 12 | Address for<br>communication   |  |
| 13 | Permanent Address  |  |
| 14 | Telephone No./Mobile<br>No.  |  |
| 15 | e-mail address   |  |

|    |  |        |    |                |         |
|----|--|--------|----|----------------|---------|
| 15 | Details of Experience<br>(Add a separate sheet, if required) |        |    |                |         |
|    | Organisation   | Period |    | Nature of work | Remarks |
|    |  | From   | To |                |         |
|    |  |        |    |                |         |

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

| Sl. No. | Examination Passed | Year | Name of School/Board/University | Class/Division | Percentage of marks | Main subject(s) |
|---------|--------------------|------|---------------------------------|----------------|---------------------|-----------------|
|         |                    |      |                                 |                |                     |                 |

**Declaration**

I, \_\_\_\_\_, do hereby declare that particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false/incorrect/incomplete/concealed or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of National Medicinal Plants Board, Ministry of Ayush in this regard. All the terms and conditions of engagement as mentioned in the circular are acceptable to me.

Place:

Date:

Signature of the Applicant