

**F. No. Advertisement No. PGT/06/2020**

(Dt.19.12.2020)

**Institute of Teaching and Research in Ayurveda, Jamnagar**  
(Ministry of AYUSH, Govt. of India),

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Opp. B-Division Police Station,  
Gurudwara Road, Jamnagar,  
Pin- 361008, Gujarat.

Dated: 19.12.2020.

**Email:-**

diectoripgt@ayurveduniversity.com

**CIRCULAR**

Subject:- Filling up the post of Officer on Special Duty (Medicinal Plants) on deputation basis - reg.

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The undersigned is directed to invite applications for filling up the post of Officer on Special Duty (Medicinal Plants) in Institute of Teaching and Research in Ayurveda, Jamnagar, Gujarat on deputation basis for a period of two years as per details below:-


S. No.	Name of post	No. of posts	Classification	Scale of pay
1.	Officer on Special Duty (Medicinal Plants)	01	Group-A	Pay Matrix Level-11 (Rs. 67,700-2,08,700)

2. The eligibility and other requirements are given in Annexure-I. Appointment will be on deputation basis for a period as mentioned in Annexure-I. The terms and conditions of the deputation would be as per the rule applicable to ITRA, Jamnagar.

3. Application, in duplicate, in the enclosed prescribed proforma (Annexure-II) along with complete upto-date ACR dossiers of the Officers (last five years duly attested on each page) who can be spared in the event of their selection should reach the undersigned through proper channel within a period of **14 days** from the date of publication of the circular. Applications received after the last date or otherwise found incomplete will not be considered and stand rejected. Certification by the forwarding authority at the end of the proforma may invariably be done certifying the correctness of the information submitted by the applicant together with conveying the vigilance

clearance, certification regarding integrity and certification regarding non-imposition of the penalty upon the officer during the last 10 years.

5. The crucial date for determining the eligibility, experience, age etc. will be last date prescribed for the receipt of the applications.



(Prof. (Dr.) Anup Thakar)  
Director

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**Copy to:**

- i. The Web Manager, Ministry of AYUSH with the request to upload the O.M. on Ministry of AYUSH website / Notice Board.
- ii. Manager (Marketing & Trade), NMPB with the request to upload this advertisement on NMPB's website.
- iii. The P.P.S. I.T. to V.C., Jamnagar with the request to upload this advertisement on website.

**Eligibility Criteria for Officer on Special Duty (Medicinal Plants)**

1	Designation of the assignment	Officer on Special Duty (Medicinal Plants)
2	No. of position	01
3	Classification	Group A
4	Scale of pay	Pay Matrix Level-11 (Rs. 67,700-2,08,700)
5	Method of Selection	Deputation for a period of 2 years
6	Age limit	Not exceeding 54 years
7	Place of posting	New Delhi
8	Educational and other qualifications required for deputation	<p>Officers under the Central or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Autonomous Bodies or Statutory Organizations:-</p> <p>a. (i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) With 10 year's regular service in the grade rendered after appointment thereto on regular basis in the scale of pay Rs. 15,600-39,100/- plus Grade Pay Rs. 5,400/- (Pre-revised) in the parent cadre or department; and</p> <p>b. possessing the following educational qualifications and experience:</p> <p>B.A.M.S. M.D. (Ay.) (Dravyaguna) from a recognized University or Institute or equivalent;</p>



Bio-Data/ Curriculum Vitae Proforma

1. Name and Address (IN BLOCK LETTERS)	
2. Date of Birth (In Christian era)	
3. i) Date of entry into service ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications.	
5. Whether Educational and other qualifications 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).	
<p>Qualifications/Experience required as mentioned in the advertisement/ Vacancy circular.</p> <p>Essential: A) Qualification: B) Experience.</p> <p>Desirable: A) Qualification. B) Experience</p>	<p>Qualifications/experience possessed by the officer:</p> <p>Essential: A) Qualification: B) Experience.</p> <p>Desirable: A) Qualification: B) Experience.</p>
<p>5.1 Note: The column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department /Office at the time of issue of Circular.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications, Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.

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 on regular basis	From	To	* Pay Band and Grade Pay/Pay Scale of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied for

\*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate may be indicated as below:

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.	
9. In case the present employment 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 the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization.

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

9.2 Note: Information under Column 9 (c ) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:	
11. 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	



12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13. 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.	
14. Total emoluments per month now drawn.	

Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief / other Allowances etc., (with break-up details)	Total Emoluments

16.A. Additional information, if any, relevant to the post you applied for in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy Circular).

(Note: Enclose a separate sheet, if the space is insufficient).

16.B. Achievements:

The candidates are requested to indicate information with regard to;

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarships/Official appreciation
- (i) Affiliation with the professional bodies/Institutions/Societies and ;
- (ii) Patents registered in own or achieved for the organization
- (iii) Any research/innovative measure involving official recognition
- (iv) Any other information.

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

<p>17. 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).</p> <p>*(The option of 'STC' /'Absorption' /'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualifications/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

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



**Certificate by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He /she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/will be relieved immediately.

2. Also certified that:

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_

ii) His/Her integrity is certified.

iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with seal)