



Advt. No. 02/2025

राष्ट्रीय होमियोपैथी संस्थान/ National Institute of Homeopathy

(एक स्वायत्त संस्था / An Autonomous Institute)

भारत सरकार / Govt. of India

आयुष मंत्रालय / Ministry of AYUSH

ब्लॉक-जी.ई, सेक्टर-3 / Block-GE, Sector-III

साल्ट लेक, कोलकाता-700106 / Salt Lake, Kolkata-700106

फोन नं / Ph. No. 033-2337-0969/70

वेबसाइट / Website: <https://nih.ayush.gov.in/>

APPLICATIONS ARE INVITED FOR FILLING UP OF SEVERAL POSTS ON DEPUTATION/SHORT TERM CONTRACT BASIS AT NIH, KOLKATA

National Institute of Homoeopathy, an autonomous Institute under the Ministry of Ayush, Govt. of India, invites application from eligible Indian candidates of Central Government, State Government, Statutory Organizations, Autonomous bodies, PSUs, University or Research Institution for filling up the following posts on **Deputation/Deputation including short term contract** basis:

SL. No.	Name of the Post	No. of Posts	Group	Pay Matrix	Corresponding Level in 7th CPC
1.	Joint Director (Admn.)	One (01)	A	Rs. 78,800-2,09,200/-	12
2.	Accounts Officer	One (01)	B	Rs.47,600-1,51,100/-	8
3.	Store Officer/Maintenance Officer/Hostel Supervisor	One (01)	B	Rs. 44,900-1,42,400/-	7
4.	Office Superintendent	One (01)	B	Rs.35,400-1,12,400/-	6
5.	Assistant	Two (02)	B	Rs.35,400-1,12,400/-	6

*[N.B: The number of vacancies may vary]

Interested candidates may submit their application within **forty five (45) days** from the date of publication of the Advertisement in the Employment News.

All other details such as Eligibility Criteria, Qualification, Experience and general Terms and Conditions, prescribed application format etc. may be downloaded from the Institute's website <https://nih.ayush.gov.in/>. Subsequent amendment, addendum, corrigendum, if any, will be uploaded in the Institute's website only.

GROUP-A

1. JOINT DIRECTOR (ADMIN.):

- a. **Period of Deputation:** Initially for a period of 3 (Three) years & extendable for further period subject to the requirement and decision of the Competent Authority.
- b. **Place of Posting:** Kolkata.
- c. **Eligibility:**
 - A. Officers of Central Government, State Government, Statutory Organizations, Autonomous bodies, PSUs, University or Research Institution not exceeding the age of 56 years as on closing date of receipt of application
 - i. holding analogous/equivalent post on regular basis
OR
 - ii. With 5 years experience in Administration/Finance/Vigilance in the pay scale of PB- III (Rs.15,600-39,100) with GP Rs.6,600/- (pre-revised) equivalent scale of pay in Govt./Autonomous bodies/PSUs
OR
 - iii. With 8 years experience, in Administration /Finance/Vigilance in the pay scale of PB-III (Rs.15,600-39,100) with GP Rs. 5,400/-(pre-revised) equivalent scale of pay in Govt./Autonomous bodies/PSUs.
 - B. Possessing the following Education qualification and experience:
 - i. Graduate Degree in any discipline from recognized University.
 - ii. Experience in personnel management with thorough knowledge of official procedures of Establishment & Accounts and General Admn.

Desirable:

1. (i) MBA/PG diploma in HRD/Finance/Law,
(ii) Working experience in teaching institute preferably in medical Institute.
2. Working knowledge of Computers.

Duties and Responsibilities:

- a) Require to look after day to day administration.
- b) Overall supervision of Establishment, Accounts, Store and purchase including Legal matters, Audit, Vigilance matters, RTI, Parliament Questions etc.
- c) Any other assignment, duties assigned by the authority from time to time.

GROUP-B

1. ACCOUNTS OFFICER

- a. **Period of Deputation:** Initially for a period of 02 (Two) years & extendable for further period subject to the requirement and decision of the Competent Authority.
- b. **Place of Posting:** Kolkata

c. **Eligibility:**

- i. Holding analogous with qualification and experience as given hereunder:
 1. Degree in Commerce from a recognized university.
 2. At least 8 years of experience in Govt./Semi Govt./Autonomous Department out of which 5 years should be in the pay scale of PB-II (Rs. 9,300-34,800) with GP Rs. 4200 /- (Level 6 of 7th CPC).
 3. Knowledge of Office Procedure, budget, Accounts and Commercial Audit/internal audit required.

OR

- ii. 6 years as Sr. Accountant on regular basis in the pay scale of PB-II (Rs.9300-34800) with GP Rs. 4200/- (Level 6 of 7th CPC). or its equivalent with Degree in any discipline preferably Commerce from recognized University.

2. STORE OFFICER/MAINTENANCE OFFICER/HOSTEL SUPERVISOR

- a. **Period of Deputation:** Initially for period of 02 (Two) years & extendable for further period subject to the requirement and decision of the Competent Authority.
- b. **Place of Posting:** Kolkata
- c. **Eligibility:**
 - i. Eligible Officers of the Institute and Officers of Central Government, State Government, Statutory Organizations, Autonomous bodies, PSUs, University or Research Institutions holding analogous posts on regular basis with qualification and experience prescribed hereunder:
 1. Degree in any discipline from recognized University
 2. At least 3 years experience in relevant field in Government/Autonomous Deptt.

Desirable: Working knowledge of Computer.

OR

- ii. Persons with 5 years regular service in the pay scale of PB II (Rs.9300-34800) with GP Rs. 4200/- (Level 6 of 7th CPC) working as Office Superintendent / Steno. Gr. I / Assistant / Senior Accountant with qualification and experience as prescribed hereunder :
 1. Degree in any discipline from recognized University
 2. Atleast 3 years experience in relevant field in Government/Autonomous Deptt.

Desirable: Working knowledge of Computer.

3. OFFICE SUPERINTENDENT

- a. **Period of Deputation:** Initially for a period of 03 (Three) years & extendable for further period subject to the requirement and decision of the Competent Authority.
- b. **Place of Posting:** Kolkata
- c. **Eligibility:**

Officers of Central Government, State Government, Statutory Organizations, Autonomous bodies, PSUs, University or Research Institutions holding

analogous post on regular basis and having adequate experience of Establishment/Administration with degree from recognized university.

OR

Persons holding the regular post in the scale of pay of PB I (Rs. 5200-20200) with GP Rs.2800/- with 6 years with experience of Establishment/Administration with degree from recognized university.

OR

Persons holding the regular post in the scale of pay of PB I (Rs. 5200-20200) with GP Rs.2400/- with 11 years with experience of Establishment/Administration with degree from recognized university.

4. ASSISTANT

- a. **Period of Deputation:** Initially for a period of 03 (Three) years & extendable for further period subject to the requirement and decision of the Competent Authority.
- b. **Place of Posting:** Kolkata
- c. **Eligibility:**
 - i. Officers of Central Government, State Government, Statutory Organizations, Autonomous bodies, PSUs, University or Research Institutions holding analogous post on regular basis with a degree in any discipline from recognized university.

OR

- ii. UDC or equivalent with 10 years regular service in the pay scale of PB I (Rs. 5200-20200) with GP Rs.2400/- and experience in Estt./Admn. in Govt./Autonomous Bodies etc.

GENERAL INSTRUCTIONS

1. Application in the prescribed proforma, completed in all respects and routed only through proper channel must reach the below address by speed post within forty-five (45) days from the date of publication of the Advertisement in the Employment News.

**Director,
National Institute of Homoeopathy,
Block-GE, Sector-III, Salt Lake,
Kolkata-700 106**

The envelope should be superscribed with the “Post applied for _____ on deputation /deputation including short term contract basis”.

Last date for receipt of application is **23.03.2026** (Both dates are inclusive).

2. Application in prescribed Format must be completed in all respects and has to be forwarded by the cadre controlling authority.
3. Self-attested photocopies of all essential documents (educational qualification and Certificates in support of their eligibility i.e. Admit Cards, Marksheets, age proof, Caste Certificates etc. & experience Certificate), vigilance clearance and APARs of the last five years through proper channel should reach within the stipulated time period.
4. Upper age limit should not exceed fifty-six (56) years as on the closing date of receipt of application.
5. Crucial date for calculation of age, etc. shall be the last date for receipt of the completed application.
6. All the Documents should be page numbered in a chronological order.
7. Incomplete applications or application received after the cut-off date shall be summarily rejected and no communication in this regard shall be entertained.
8. The applicants must ensure that their application(s) should reach NIH through proper channel by the last date prescribed for receipt of applications. However, they may also send an advance copy of the application(s) to NIH well before the last date prescribed and ensure forwarding of their application through proper channel promptly.
9. The period of deputation/short term contract shall be for the respective years mentioned against each or until the age of superannuation / retirement in the parent organization or as decided by the Government / Head of the Institute, whichever is earlier.
10. Applicants already on Deputation including short term contract must en-route their application through their parent employer.
11. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Competent Authority shall be final. Interim correspondence will not be entertained and replied to.
12. The terms and conditions of deputation will be regulated as per extant Rules & Regulations issued by Govt. of India from time to time.
13. Director, NIH reserves the right to modify, amend or cancel the advertisement partially and/or fully without assigning any reason thereof and the same shall be published in the Institute website only.

**Sd/-
Director, NIH.**