

NATIONAL INSTITUTE OF AYURVEDA

Deemed to be University (De-novo)

(Ministry of AYUSH, Govt. of India)
Jorawar Singh Gate, Amer Road, JAIPUR 302002 (Rajasthan)

ENGAGEMENT OF CONSULTANT

1. The Institute invites Application from retired Central/State Govt. Officials to engage 1 Consultant(Admn.) and 1 Junior Consultant(Admn.) in the National Institute of Ayurveda on purely Temporary/Contractual basis.

2. The applicants should be:

(i) Persons retired from the post of Section Officer/Under Secretary or equivalent in the Government of India, State Governments, Attached & Subordinate offices, PSU's, and Autonomous Bodies of the Government of India are eligible for Consultant (Admn.) and Persons retired from the Post of Senior Secretariat Assistant(UDC)/Office Assistant/ Assistant Section Officer (Office Superintendent) or equivalent in the Government of India, State Governments, Attached & Subordinate offices, PSU's, and Autonomous Bodies of the Government of India are eligible for Junior Consultant(Admn.).

(ii) Candidates should have excellent communication (English and Hindi) and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc. is essential.

(iii) Candidates should be well conversant with Central Govt. Rules like Recruitment Process, RTI, Parliamentary Questions, Administration, drafting, noting, budget, accounts, office procedure, etc.

(iv) Should not be more than 62 Years of age on the last date for receipt of Application.

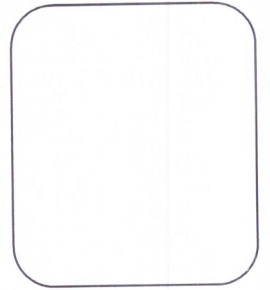
(v) The Monthly fixed remuneration will be Rs. 40,000/- P.M. for Consultant(Admn.) and Rs. 30,000/- P.M. for Junior Consultant (Admn.).

3. Interested persons may apply in prescribed Application with photocopies of self-attested supporting documents i.e. Educational and Service Records etc. to the Joint Director(Admn.), National Institute of Ayurveda, Jorawar Singh Gate, Amer Road, Jaipur-302002. The Application Performa can be downloaded from Website www.nia.nic.in. The last date for receipt of applications in the Office is 30-11-2023. Only shortlisted candidates will be called for the interview.


(CHANDRA SHEKHAR SHARMA)
DEPUTY DIRECTOR(ADMN.)

NATIONAL INSTITUTE OF AYURVEDA

APPLICATION FORMAT FOR CONSULTANT/JUNIOR CONSULTANT



1. Full Name (In Block Letters): _____

3. Father's Name: _____

4. Date of Birth and Age on Closing Date : _____

5. Address for Communication with PIN Code: _____

6. Telephone No., Mobile No., E-Mail: _____

7. Educational Qualifications:

Examinations Passed	University/Board/Institution	Year of Passing	Division/Percentage

8. Experience, Posts Held, Post-Qualification Experience in Chronological Order:

Post Held, Scale of Pay etc.	Name of the Organisation (Whether Central Govt. or Autonomous Bodies.)	Period

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9. List of Enclosures attached with the Application :

- 1.
- 2.
- 3.
- 4.
- 5.

DECLARATION

I hereby declare that the information furnished in this Application is correct and true to the best of my knowledge and belief and I understand that furnishing any false/improper information will lead to rejection and cancellation of my candidature and also that I am liable for legal and/or disciplinary action as may be initiated by the National Institute of Ayurveda.

DATE:

**SIGNATURE &
NAME OF THE CANDIDATE**