



राष्ट्रीय प्राकृतिक चिकित्सा संस्थान, पुणे
NATIONAL INSTITUTE OF NATUROPATHY, PUNE

Name of the Post: Consultant (Civil)

No. of Post: One (On contract basis)

Remuneration: Upto Rs. 75,000/- per month

1. However, a retired Govt. servant will be paid a fixed monthly amount admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for a term of contract. There will be no annual increment / percentage increase during the contract period
2. No increment and Dearness allowance shall be allowed during the term of contract.
3. A fixed amount as Transport allowance shall be paid to the consultants who are retired Govt. employees. The entitlement of transport allowance will be as per DOE's OM No. 21/5/2017-EII(B) dated 07/07/2017. However, No Dearness allowance shall be allowed. The amount of transport allowance for the appointee shall be as follows:
 - i. Appointee drawing pay in level-8 at the time of retirement will draw a transport allowance of Rs. 3,600/-
 - ii. Appointee drawing pay in level-9 and above at the time of retirement will draw a transport allowance of Rs. 7,200/-

Age: Not exceeding 64 years as on closing date of advertisement

Educational qualification: 3 years Diploma in Civil/ Mechanical/Electrical Engineering from a recognized college/institute

Or

BE / BTech in Civil / Mechanical / Electrical Engineering from a recognized college/institute or equivalent

Experience:

- 20 years' experience working as Junior Engineer/ Assistant Engineer/ Executive Engineer in PWD/CPWD or autonomous organizations or reputed construction company.
- Dealing with preparation of Estimate / DPR, Procurement through GEM, Preparation of tender documents, contract management, Annual Maintenance Contract, Maintenance of electrical, mechanical and civil constructions project. Knowledge of contract management, GFR, Govt rules and regulations
- An Executive Engineer retired from PWD/CPWD/PSUs will be given preference.

Note: The above contractual position will be initially for a period of one year which may be further extended if required by competent authority.



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NATIONAL INSTITUTE OF NATUROPATHY, PUNE

Name of the Post: Consultant (Admin)

No. of Post: One (On contract basis)

Remuneration: Upto Rs. 75,000/- per month

4. However, a retired Govt. servant will be paid a fixed monthly amount admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for a term of contract. There will be no annual increment / percentage increase during the contract period
5. No increment and Dearness allowance shall be allowed during the term of contract.
6. A fixed amount as Transport allowance shall be paid to the consultants who are retired Govt. employees. The entitlement of transport allowance will be as per DOE's OM No. 21/5/2017-EII(B) dated 07/07/2017. However, No Dearness allowance shall be allowed. The amount of transport allowance for the appointee shall be as follows:
 - iii. Appointee drawing pay in level-8 at the time of retirement will draw a transport allowance of Rs. 3,600/-
 - iv. Appointee drawing pay in level-9 and above at the time of retirement will draw a transport allowance of Rs. 7,200/-

Age: Not exceeding 64 years as on closing date of advertisement

Educational qualification:

Essential: Graduate or equivalent from a recognized college.

Desirable:

- Degree in Law / Personnel Management.
- Knowledge of Govt. rules and regulations.
- Knowledge of Computer operations.

Experience:

- 20 years' working experience in establishment, accounts and administration in a Govt./ semi-Govt. or autonomous institute. Dealing with disciplinary, RTI, Vigilance cases.
- Incumbent should be thorough in CCS (CCA) rules, PFMS, conducting inquiries, recruitment procedures, preparation of rosters, MSLs and e-office.
- A retired Govt. officer from the post of Deputy Secretary/ Under-Secretary or equivalent rank of Govt. of India will be preferred.

Note: The above contractual position will be initially for a period of one year which may be further extended if required by competent authority.

Notes:

1. The selection to the above post will be made on the basis of a interview to be held at National Institute of Naturopathy, Bapu Bhavan, Matoshree Ramabai Ambedkar Road, Pune – 411 001. The date will be informed shortly through NIN website.
2. The appointments to the above posts will be purely on contract basis and will not confer any right for regular appointment in the Institute.
3. The engagement shall be terminated by the Competent Authority at any time without assigning any reason therefor.
4. The candidate shall be entitled to avail 1.5 days of leave for each completed month of service in a Calendar year on *pro-rata* basis therefore he/she shall not draw any remuneration for the days of his/her absence in excess of 18 days in a calendar Year. The unveiled leave in a Calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.
5. The candidate shall be required to observe the normal office timing, as decided, and may also be called upon to attend the office on any Saturday, Sunday and other holidays, in case of urgency.
6. The income tax or any other tax will be deducted at source as per Govt. instructions. Necessary TDS certificate will be issued.
7. The candidate will maintain absolute confidentiality and secrecy of the information handle by him/her. The secrecy and confidentiality are to be maintained even after the termination of engagement.
8. No one shall utilizes or published or disclose or part with to a third party, any part of the data or statistic or proceedings or information collected for the purpose of this assignment or during the course of assignment, without consent of Director.
9. The Consultant (Civil) and Consultant (Admin) shall be bound to hand over the entire set of records of assignment before the expiry of the contract and before the final payment is released to him.
10. The institute shall reserve the right to not to fill up the post/s advertise without any reasons.
11. No TA/DA will be paid for attending the interview.
12. Selected candidates will have to sign agreement on Stamp paper of Rs. 500/- regarding his/her engagement in this institute.
13. Interested candidates possessing the required eligibility criteria may send their applications in the prescribed format complete in all respect with a set of self attested scanned copies of certificates of qualifications, experience etc in single PDF only through email at

ninpune@bharatmail.co.in on or before **05.12.2023 by 5:00 PM.**

14. Application Form is placed below as **Annexure-1.**

NATIONAL INSTITUTE OF NATUROPATHY (NIN), Pune

APPLICATION FORM FOR THE POST OF CONSULTANT (CIVIL) AND CONSULTANT (ADMIN) ON CONTRACT BASIS

1. Post applied for : _____
2. Name of applicant (in the Block Letters):

3. Father's/Husband's Name : _____
4. Date of Birth : _____
5. Nationality : _____
6. Educational Qualification :

S.No.	Degree/Diploma	Year of Passing

(Please attach a copy of self-attested certificate)

7. Professional Experience :

S. No.	Name of Organization	Position Held (in reverse chronological order)	Period of Service		Total Emoluments	Nature of Duties
			From	To		

(Please attach a copy of self-attested certificate): -

8. Permanent Address :

9. E-mail :

10. Telephone/Mobile No. :

11. Two references (I)

(II)

12. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date: _____

Signature _____