



राष्ट्रीय सिद्धा संस्थान / NATIONAL INSTITUTE OF SIDDHA

आयुष मंत्रालय / MINISTRY OF AYUSH

भारत सरकार / GOVERNMENT OF INDIA

ताम्बरम सनटोरियम / TAMBARAM SANATORIUM

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फाइल संख्या /F.No.NIS/1-230/Adm/JD/2016

तारीख / Date:13.07.2018

**EMPLOYMENT NOTIFICATION NO.:03/2018**

Applications in the prescribed format are invited for filling up the following posts at the National Institute of Siddha on Deputation including short term contract basis .

**1.Joint Director (Administration): 01 Post - UR (on Deputation including short term contract basis):**

a.Pay Band & Grade Pay / Pay Scale: Level:12 (Rs.78,800-2,09,200) (Pre-revised PB-III (Rs.15,600-39,100) with GP Rs.7,600/-)

**b. Educational Qualification & Experience:**

a)Officers of Central Government, State Government, Statutory Organisations, Autonomous bodies, PSUs, University or Research Institution not exceeding the age of 56 years as on closing date of receipt of application

1.holding analogous / equivalent post on regular basis

**OR**

2. 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**

3.with 8 years experience, in Administration / Finance / Vigilance in the pay scale of PB- III(Rs.15,600-39,100) with GP Rs.5400/- (pre-revised)equivalent scale of pay in Govt. / Autonomous bodies / PSUs

b)Possessing the following Education qualification and experience:

1.Graduate Degree in any discipline from recognized University.

2.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.

**Maximum Age Limit:** 56 years as on last date for receipt of application.

This post is proposed to be filled up on deputation including short term contract for a period of 5 years or date of retirement whichever is earlier.

**General Instructions:**

1. The recruitment / appointment of the candidates in the Institute is governed by the NIS Service Rules 2004.
2. The terms and conditions of the deputation will be as per instructions issued by Department of Personnel & Training, Govt. of India, issued from time to time.
3. The persons working in the Central / State Govt. / UTs/PSUs/ Statutory or autonomous bodies and applying for the post should submit their applications only through proper channel.
4. SC/ST community certificate should be signed by the appropriate authority of the State Govt. / UT.
5. Mere fulfilling the minimum prescribed qualification and experience will not vest any right to candidate for being called for interview.
6. The Institute reserves the right to cancel or modify this notification without assigning any reason.
7. The Institute reserves the right to shortlist candidates depending upon the no. of vacancies and application received etc., and also to decide the modalities for recruitment whether through interview or written test or both and the venue / schedule thereof.
8. In case written test is conducted to shortlist candidates, the marks obtained in the written test together with the marks obtained in the interview will be taken into account in arriving the merit of the candidates.
9. The Institute reserves the right to call for interview such of those candidates, who in its opinion, are found to be eligible. No correspondence in this regard will be entertained from the candidates.
10. **Persons working in the Central / State Govt. / Uts/PSUs/ Statutory or autonomous bodies only will be considered for the post.**
11. The persons working in the Central / State Govt. / Uts/PSUs/ Statutory or autonomous bodies should submit their application through proper channel along with up-to-date duly certified APAR Dossiers of the last five years along with disciplinary / vigilance clearance. They should also submit a certificate from the employer to the effect that the particulars furnished by the officer are correct as per the record held in the office and no case is pending or contemplated against him/her.
12. No travelling allowance is admissible to the candidates to attend for test/interview.
13. The cost of application is Rs.500/-. Application format is to be downloaded from our website, [www.nischennai.org](http://www.nischennai.org) and the filled in application along with the application fee of Rs.500/- by way of demand draft drawn in favour of “Director, National Institute of Siddha” Payable at Chennai has to be submitted to the Director, National Institute of Siddha, Tambaram Sanatorium, Chennai:600 047 **within 45 days from the date of Notification in the Employment News.** SC/ ST candidates are exempted from application fee and they should produce an attested copy of the community certificate from the competent authority along with the application form to claim for application fee exemption.

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14. The filled in application, complete in all respects should be submitted to the Director, National Institute of Siddha, Tambaram Sanatorium, Chennai:600 047 with attested photocopies of the certificates in support of age proof, educational qualification and experience etc.
15. Applicants should clearly write the Name of the Post, Advt. No and the method of recruitment i.e.,Deputation including short term contract on the top of the envelope in **BOLD LETTERS.**
16. Incomplete applications and those received after the due date and also such applications which are not supported with attested photocopies of certificates and testimonials are liable to be rejected.
17. Canvassing in any form will disqualify a candidate.

**Director – NIS.**

