

EMPLOYMENT NOTIFICATION NO.:05/2024

**NATIONAL INSTITUTE OF SIDDHA
TAMBARAM SANATORIUM
CHENNAI – 600 047**

COST OF APPLICATION Rs.750/-

**PRESCRIBED APPLICATION FOR
JOINT DIRECTOR (ADMINISTRATION) (UR)
On Deputation including short term contract basis**



NATIONAL INSTITUTE OF SIDDHA

राष्ट्रीय सिद्ध संस्थान

Ministry of AYUSH आयुष मंत्रालय

GOVERNMENT OF INDIA-भारत सरकार

PAMBARAM SANATORIUM, CHENNAI -600 047 -ताम्बरम सनटोरियम चेन्नई -600 047

फोन\Tele : 044-22411611; फैक्स\Fax : 22381314

ईमेल : nischennaisiddha@yahoo.co.in ; वेब : www.nischennai.org

APPLICATION FOR THE POST OF:

A.Name of the post applied for: **Joint Director (Administration)**

B.Application fee details: DDNo. _____ Date _____.

1. Name and Address (in block letters)

Attested recent
passport size
photograph to
be affixed in the
space

2. Date of Birth (in Christian Era):

3. Age as on last date of receipt of application:

4. Educational Qualifications:

Whether educational and other qualifications required for the posts are satisfied. If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same (with a self attested photo copy).

Particulars	Qualification / Experience required	Qualification / Experience possessed by the candidate
(i) Essential Qualification		
(ii) Experience		
(iii) Desirable		

5. Nature of present employment, i.e. whether Ad-hoc or temporary or quasi permanent or Permanent:
6. In case the present employment is 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 which you belong:
7. Additional details about present employment (Put \sqrt mark):
 - a. Central Government
 - b. State Government
 - c. Autonomous Organizations
 - d. Government Undertakings
 - e. Universities
8. 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
9. Total emoluments per month now drawn:
10. Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient.
11. Whether belongs to SC/ST/OBC
12. If the candidate is working in Central Government/ State Government/ Autonomous Organisations /Govt. Undertakings / Universities, he should enclose the NOC with the application
13. Remarks:

I hereby declare that all statements made in the application are true and complete to the best of my knowledge and belief.

Date:

(Signature of the Candidate)
Address:

Mobile No.

Email id:

Details of employment in chronological order:

Office / Institution / Organisation	Post Held	From	To	Scale of Pay & Last Basic Pay	Nature of Duties

Signature of the candidate

CERTIFICATE
(Please refer para 12 of General Instructions)

Certified that

1. The entries made in the application have been verified and found correct.
2. No major / minor penalties have been imposed on Shri./Smt./.....during the last 10 years. His / Her integrity is beyond doubt and no vigilance case is pending or being contemplated against the candidate.
3. Service particulars of Shri./Smt..... have been carefully scrutinized.
4. Confidential reports for the last five years i.e., for the year 2019-20 to 2023-24 are enclosed herewith.
5. The candidate if selected will be relieved immediately for joining the post.

Signature and Designation of the
Competent Authority

**Checklist of documents to be submitted along with
the application for the Post of Joint Director(Admin)**
(All the documents should be duly self-attested by the applicant)

Please Tick (✓) the appropriate box

Sl. No.	Name of Document	Whether self-attested		Whether attached		Annexure No.
		Yes	No	Yes	No	
1	(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.15,600-39100) 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.15,600-39100) with GP Rs.5,400/-(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.					
2	Copy of Certificate towards proof of Date of Birth / Age					
3	Community Certificate as applicable					
4	Disability Certificate (for Differently-abled candidates)					
5	Demand Draft for Rs. 750/- towards Application Fee					
6	Page No. 6 of the Application Form duly filled up and countersigned by the concerned authority with their Office Seal for regular employees from Govt. organizations.					

Place:

Date:

Signature of the Applicant

