



राष्ट्रीय सिद्धा संस्थान /NATIONAL INSTITUTE OF SIDDHA  
आयुष मंत्रालय /MINISTRY OF AYUSH  
भारत सरकार /GOVERNMENT OF INDIA  
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संख्या/No.NIS/1-3/Recruitment-Contract/2025/Vol 2

तारीख/ Date:24.07.2025

**DETAILED EMPLOYMENT NOTIFICATION NO : 05 / 2025**

**APPLICATIONS ARE INVITED FOR THE FOLLOWING CONSULTANT POSTS**

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|---|---|--------|
| 1. Consultant (Senior Research Officer) | - | 01 No. |
| 2. Consultant (Librarian)               | - | 01 No. |
| 3. IT Consultant                        | - | 01 No. |
| 4. Media Consultant                     | - | 01 No. |

The period of contract will be till 31<sup>st</sup> March 2026 of the financial year (2025-26) from the date of engagement.

For the Posts of Consultants (Senior Research Officer and Librarian): Only retired officers who have served in positions such as Section Officer, Under Secretary, Deputy Secretary, Director, or equivalent in the Government of India, State Governments, Attached and Subordinate Offices, Public Sector Undertakings, or Autonomous Bodies under the Government of India, and who possess relevant expertise in their respective domains, are eligible to apply. Eligibility will be determined as on the last date for receipt of application.

**Qualification and Experience**

Name of the Post	Educational Qualification	Experience	Desirable
Consultant (Senior Research Officer)	Post Graduate degree in Statistics from a recognized University	15 years' experience in the field of Statistics in Central/State/Quasi Govt. Institutions.	Ph.D in Statistics/Extensive experience in Research work; Knowledge in Tamil & English
Consultant (Librarian)	Masters in Degree in Arts/Commerce/Science with Degree in Library Science OR Master's Degree in Library Science	At least 7 years' experience in the relevant field in Govt./ Autonomous Body	Having done a computer course from recognized Institute and Training in Library computerization.
IT Consultant	B. E or B.Tech (IT, Electronics, Computer Science) from a recognized University with 05 years post qualification experience in Project Implementation, Program Management, preparation of EoI / RFP / Contracts including IT projects.	05 years post qualification experience in the relevant field.	An MBA qualification and prior experience in a government setup (Central/State) are preferred. Candidates must have strong communication and interpersonal skills. Proficiency in computer applications, including MS Word, MS Excel, and PowerPoint, is essential.
Media Consultant	Bachelor's Degree in Mass	05 years post	Proficiency in computer

	Communication / Journalism / Media persons with Bachelors Degree with Post Graduate Degree / Diploma in Mass Communication / Journalism from a recognized Institute / College / University can also apply.	qualification experience in the relevant field. Experience in the field of mass media handling work, organising media campaigns and awareness programs and / or similar activities in Govt., autonomous bodies, or public sector.	applications, particularly MS Office (Word, Excel, PowerPoint), Photoshop, CorelDRAW, and other relevant design or media software. Candidates should have good typing skills and demonstrate strong communication and interpersonal abilities. Prior experience in preparing and executing media plans, press briefing materials, and managing electronic, print, social, and outdoor media is preferred.
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### **TERMS AND CONDITIONS OF ENGAGEMENT FOR THE POSTS OF CONSULTANTS (SENIOR RESEARCH OFFICER AND LIBRARIAN)**

#### **1. Maximum Age:**

Age should not be more than 64 years as on the last date for receipt of application for both Consultants (Senior Research Officer and Librarian).

#### **2. Remuneration:**

- A fixed monthly amount shall be 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 the term of contract. There will be no annual increment/percentage increase during the contract period.
- No increment and dearness allowance shall be allowed during the term of contract.
- A fixed amount as transport allowance shall be paid to the consultant who are retired government employees. However, no Dearness Allowance shall be allowed. The amount of transport allowance for the appointee shall be as follows:
  - a) Appointee drawing pay in Level 8 at the time of retirement will draw a Transport Allowance of Rs. 3600/-
  - b) Appointee drawing pay in Level 9 and above at the time of retirement will draw a Transport Allowance of Rs. 7200/-
- The appointee shall not be entitled to any allowance such as HRA, residential accommodation, CGHS, Medical reimbursement etc.
- The appointee shall not be entitled to any benefit like PF, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits as admissible to the regular Government servants. Non-Practicing Allowance is also not admissible to him/her.

#### **3. Engagement:**

- The term of engagement shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation. The term of all the consultants will be from 1st April till 31st March of any given financial year. For consultants engaged midway through any financial year, their initial period of engagement will be till 31st March of the financial year.
- The engagement of consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.

- The retired Government employee engaged as consultant shall continue to draw pension and dearness relief on pension during the period of his engagement as consultant.
- The engagement as consultant shall not be considered as a case of re-employment.
- In respect of retired officers from Government Service, Vigilance Clearance from the employer organizations from which the officer had retired/served within the last 10 years will be obtained before offering employment on contractual/consultancy basis.
- The retired Government officer will be considered for the post-retirement engagement only on receipt of Vigilance Clearance as per rules.

**4. Leave:**

Paid leave of absence may be allowed at the rate of 1.5 days for each complete month of service. Accumulation of leave beyond a calendar year will not be allowed.

**5. Tax Deduction at Source:**

Income tax or any other taxes payable from time-to-time as per the rules of the Central Government will be deducted at source from the consolidated salary of the appointee. Necessary TDS Certificate will be issued to him/her in this regard.

**6. Confidentiality of Data and Documents:**

- The Consultant will maintain absolute confidentiality and secrecy of the information handled by him/her. The secrecy and confidentiality are to be maintained even after the termination of the engagement.
- The Intellectual Property Rights (IPR) of the Data collected as well as deliverables produced for the Department/Organization shall remain with the Department/Organization.
- The Consultant shall not utilize or publish or disclose or part with to a third party, any part of the Data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment, without the express written consent of the Department/Organization.
- The Consultant shall be bound to hand over the entire set of records of assignment to the Department/Organization before the expiry of the contract and before the final payment is released.
- The Consultant would be required to sign a non-disclosure undertaking as per the prescribed format.

**7. Conflict of Interest:**

- The consultant appointed shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department/Organisation nor will he/she indulge in any activity outside the terms of employment/contractual assignment.
- The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Organization/Ministry under the provisions of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

**8. Termination of Agreement:**

- This Institute retains the right to terminate the contract/engagement of the appointee as consultant at any time without giving any notice and also without assigning any reason thereof. Some of the situations under which the engagement may be terminated will be:
- The Consultant is unable to address the assigned work.
- Quality of the assigned work is not to the satisfaction of the Institute/Competent Authority.
- The Consultant is found lacking in honesty and integrity.

## **TERMS AND CONDITIONS OF ENGAGEMENT FOR THE POSTS OF CONSULTANTS (IT AND MEDIA)**

**1. Maximum Age:** Age should not be more than 64 years as on the last date for receipt of application for the Posts of Consultants (IT and Media).

### **2. Remuneration:**

- A consolidated remuneration of Rs.50,000/- shall be admissible. For consultants engaged through open market, there would be a provision of 3% annual increment in remuneration as a ceiling on satisfactory completion of a minimum of one year, subject to performance review on a case-by-case basis. However, the increment will be applicable only from 01st April to 31st March of any given financial year and not during the year.
- The appointee shall not be entitled to any allowance such as HRA, residential accommodation, CGHS, Medical reimbursement etc.
- The level of entitlement for Travelling Allowance (TA) to the consultants engaged from open market will be based on their monthly remuneration. The consultants will be entitled to TA only when on official tour as follows:-

S.No.	Monthly remuneration of Consultant	Level of Entitlement
1.	Rs. 50,000/-	Pay Level -7 of the revised Pay Matrix i.e at par with the entitlement of Assistant Section Officer.

### **3. Engagement:**

- The term of engagement shall ordinarily be for an initial period not exceeding one year, which is extendable by another one year. The term of all the consultants will be from 1st April till 31st March of any given financial year. For consultants engaged midway through any financial year, the initial engagement will be till 31st March of that financial year.
- The engagement of consultant will be purely on contract basis and will not confer any right for regular appointment in the organization.
- The engagement as consultant shall not be considered as a case of re-employment.

### **4. Police Verification:**

The Consultant from Open Market shall be engaged only after verification of antecedents by the Police.

### **5. Leave:**

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.

### **6. Tax Deduction at Source:**

Income tax or any other taxes payable from time to time as per the rules of the Central Government will be deducted at source from the consolidated salary of the appointee. Necessary TDS Certificate will be issued.

### **7. Confidentiality of Data and Documents:**

- The Consultant will maintain absolute confidentiality and secrecy of the information handled by him/her. This obligation remains even after termination of the engagement.
- The Intellectual Property Rights (IPR) of data collected and deliverables produced by the consultant for the Department/Organization shall remain with the Department/Organization.

- The Consultant shall not utilize, publish, disclose, or part with any data, statistics, proceedings, or information related to the assignment without written consent from the Department/Organization.
- The Consultant shall hand over all records of the assignment to the Department/Organization before the expiry of the contract and prior to release of final payment.
- The Consultant is required to sign a non-disclosure undertaking as per the prescribed format.

#### **8. Conflict of Interest:**

- The Consultant shall not represent or give opinion or advice to others in any matter which is adverse to the interest of the Department/Organization, nor engage in activities outside the terms of contractual assignment.
- The Consultant shall not claim any benefit, compensation, absorption, or regularization of service under Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

#### **9. Termination of Agreement:**

- This Institute retains the right to terminate the engagement of the Consultant at any time without notice or assigning reasons. The engagement may be terminated if:
- The Consultant is unable to address the assigned work.
- The quality of work is not satisfactory to the Institute/Competent Authority.
- The Consultant is found lacking in honesty or integrity.

### **COMMON TERMS AND CONDITIONS AND INSTRUCTIONS**

1. The application form can be downloaded from our website <https://nischennai.org>.
2. The cost of application is Rs.500/-. The amount is to be paid by way of a DD drawn in favour of Director, National Institute of Siddha, payable at Chennai.
3. The Application is to be sent by way of post/courier/by hand along with the DD towards the cost of application and self-attested photocopies of the certificates/testimonials of the applicant to the following address **on or before 08.08.2025 (5.00 p.m):**

The Director,  
National Institute of Siddha,  
Tambaram Sanatorium,  
Chennai – 600047.

Applications received after the above date and time will not be accepted.

4. SC/ST/Persons with disabilities are exempted from the payment of the application fee provided that they attach an attested copy of the community certificate / disability certificate, as the case may be, from the Competent Authority along with the Application Form to claim for such exemption.
5. The application form should be neatly typed/handwritten on a single side in A4 size paper providing all the details. The format should exactly follow the template provided on the Institute's website.
6. Self-attested photocopies of valid proof of Date of Birth, Category, Educational Qualifications, Experience, etc., must be enclosed with the application; failing which the application will be summarily rejected.
7. Applications incomplete in any respect will also be summarily rejected.
8. The address for communication should be written/typed in CAPITAL LETTERS with PIN CODE, E-MAIL, MOBILE NUMBER, etc.

9. The application and attached documents should be properly stitched/bound or tied with tags. Loose sheets will not be accepted, and the Institute will not be responsible for any missing documents.
10. The Institute will not be responsible for any postal or other delays in receipt of applications.
11. Applications will not be accepted by e-mail. Enquiries over phone and e-mail regarding application status will not be entertained.
- 12. Applicants should clearly write the Name of the Post and Advertisement Number on the envelope in CAPITAL LETTERS.**
13. Incomplete applications, applications received after the last date, or without self-attested copies of documents are liable to be rejected without intimation. The Institute reserves the right to take appropriate decisions in this regard.
- 14. All original certificates must be produced for verification at the time of Personal Interview.**
15. The appointment in this Institute will be on a full-time basis. The appointee shall not accept any other appointment, paid or otherwise, or engage in private practice during the contract period.
- 16. The appointment is purely on contractual basis for the tenure indicated for each post.** The Director, National Institute of Siddha, may terminate the appointment at any time without assigning any reason. The appointee must provide one month's notice for discontinuation or pay one month's salary in lieu. The decision of the Competent Authority will be final.
17. The appointee will not be entitled to any benefits such as PF, Pension, Gratuity, Medical Treatment, Seniority, Promotion, or any other benefits admissible to regular Government servants. Non-Practicing Allowance is not admissible.
18. Only consolidated salary will be admissible. No other allowances applicable to Central Government servants will be paid.
19. The appointee shall not have any claim or right for regular appointment in the Institute by virtue of this contractual engagement.
20. The Competent Authority reserves the right not to fill any or all posts without assigning any reasons. The number of vacancies shown is only tentative.
21. No TA/DA is admissible for attending the interview.
22. If any declaration or information furnished is found to be false or if any material information is willfully suppressed, the candidate will be removed from service and may face further action as deemed fit by the Competent Authority.
23. Applications without complete documents and self-attested certificates will not be allowed to attend the personal interview.
24. The list of eligible candidates will be published on the Institute's website (<https://nischennai.org>) after the last date for receipt of applications. Candidates must check the website regularly and attend the interview on the date announced.
- 25. The appointee must observe the Institute's office timings (9:30 AM to 6:00 PM). He/she may also be required to work on Saturdays, Sundays, or holidays at the discretion of the Competent Authority.**
- 26. Canvassing in any form will lead to disqualification of the candidate.**

DIRECTOR (i/c), NIS