



राष्ट्रीय होमियोपैथी संस्थान/National Institute of Homeopathy  
(An Autonomous Institute/एकस्वायत्त संस्था)  
भारत सरकार/Govt. of India  
आयुष मंत्रालय/Ministry of AYUSH

**Satellite Campus**

Sector - A8,  
Chaudhary Ramdev Chowk,  
Narela, Delhi – 110040.

**Headquarter**

ब्लॉक-जी.ई, सेक्टर-3/Block-GE, Sector-III  
साल्ट लेक, कोलकाता-700106/Salt Lake, Kolkata-700106  
फोन नं/Ph. No. 033-2337-0969/70

F. No. 8-123/NIH/Creation/Posts/2019/Vol.II/ 3053

दिनांक/Dated: 31/ 03/ 2023

**Advertisement No. Con./02/2023**

**WALK IN INTERVIEW**

National Institute of Homoeopathy, an autonomous Institute under the Ministry of Ayush, Govt. of India, invites eligible Indian candidates for Walk-in-Interview for the below mentioned posts on **Contractual Basis** for a period of Eleven (11) months or till regular appointment whichever is earlier. The Interview will be held at **National Institute of Homoeopathy, Delhi located at Sector-A8, Chaudhary Ramdev Chowk, Narela, Delhi-110040** on **13<sup>th</sup> April, 2023**. Reporting time for the candidates will be at 9:00 A.M and no applications will be accepted after 11:30 A.M.

**1. Hospital Superintendent (01 Post) consolidated salary of ₹ 1,23,100/- per month**

**Essential and minimum Qualification:**

1. Postgraduate Degree (M.D.(Hom)) in Homoeopathy included in the 2<sup>nd</sup> Schedule of the Homoeopathy Central Council Act 1973.
2. Valid Registration Certificate issued by State Council/board/NCH.
3. Fifteen years of experience as Medical Officer/RMOI/RMOII/Senior Medical Officer/ Deputy Medical Superintendent or combined experience or its equivalent from a Homoeopathic Hospital established by Central/State/UT Govt or Autonomous Institutes/PSUs of Central/State/UT Govt. or Universities of Central / State/UT Govt or Reputed Institute/Hospital.

**Desirable Qualification:**

1. PG Diploma in Hospital Administration/Hospital Management/Health care Management from a Govt. recognized Institute.
2. Working Knowledge in computer.

**Age limit:**

1. Not exceeding Fifty (50) years as on the date of Interview. Upper age limit shall be relaxable for various category of applicants as per Govt. of India Rules notified from time to time.

**2. Assistant Administrative Officer (01 Post) consolidated salary of ₹ 44,900/- per month**

**Essential and minimum Qualification:**

1. Degree in any discipline from recognized University.
2. Five (05) years of experience as Office Superintendent/Assistant or its equivalent in Central/State/UT Govt. or Autonomous Institutes/PSUs of Central/State/UT Govt. or Universities of Central/State/UT Govt. or any other reputed Organizations/Institutes.

**Desirable:**

Working Knowledge in computer.

**Age limit:**

1. Not exceeding 30 years as on date of Interview. Upper age limit shall be relaxable for various category of applicants as per Govt. of India Rules notified from time to time.

**3. Assistant Accounts Officer (01 Post) consolidated salary of ₹ 44,900/- per month****Essential and minimum Qualification:**

1. Degree in Commerce from recognized University.
2. Five (05) years of experience as Senior Accountant or its equivalent in Central/State/UT Govt. or Autonomous Institutes/PSUs of Central/State/UT Govt. or Universities of Central/State/UT Govt. or any other reputed Organizations/Institutes.

**Desirable:**

1. Specialization in Accountancy.
2. Experience and knowledge of office procedure and Accounts including GFR, Receipt & Payments, GPF/CPF, Pension Rules etc.
3. Working Knowledge in computer.

**Age limit:**

1. Not exceeding 30 years as on the date of Interview. Upper age limit shall be relaxable for various category of applicants as per Govt. of India Rules notified from time to time.

### **Terms & Condition:**

- 1) The post is purely a contract one and the candidate does not hold any right to claim for permanent post.
- 2) Tenure of the service will be initially for a period of Eleven (11) months and may be extended based on the satisfactory performance/requirement of service, as decided by the Competent Authority.
- 3) The contract may be terminated at any time without assigning any reason.
- 4) No TA/DA will be admissible for attending the Walk in Interview.
- 5) Candidate should be ready to join immediately.
- 6) No correspondence will be entertained in this regard.
- 7) The decision of the Director is final & binding.
- 8) The duty hours of all posts will be from 9:00 A.M. to 5:30 P.M. on working days. Sunday and gazetted holidays will remain holidays.
- 9) No other allowances will be paid apart from consolidated remuneration.
- 10) They will be entitled for 1.5 days leave on each calendar month calculated according to the English calendar.
- 11) The candidate should not have been convicted by any Court of Law.
- 12) In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service any action taken as deemed fit by the appointing authority.
- 13) Applications incomplete in any aspect will be summarily rejected.
- 14) The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- 15) Any corrigendum or revision of the advertisement or any other information regarding this recruitment will be posted on the official website of NIH, KOLKATA only in due course. Candidates are advised to visit our website regularly for updated information in this regard.

Interested and eligible Indian candidates may appear for Walk-in-Interview along with original and photo copies of the documents in support of their eligibility and duly filled in prescribed application format with one passport size photograph.

Sd/-  
**Director**

**NATIONAL INSTITUTE OF HOMOEOPATHY – KOLKATA**

Application For the post of .....

Affix here  
Passport  
Size photo

**ADVERTISEMENT No. Con./02/2023**

1	Name of the post			
2	Subject			
3	Name of the candidate in Block letters			
4	Father/Husband name			
5	Mother Name			
6(a)	Date of Birth (in Christian era) DD/MM/YY			
(b)	Age as on date of Interview			
(c)	Sex	Male		Female
7	Nationality			
8	Religion			
9	Marital status			
10	Whether belongs to SC/ST/OBC/PwD			
11	Whether working in Central/State/UT/Autonomous Body etc.,			
12	Languages known			
13	Address for communication			
14	Permanent address			
15	Telephone No./Mobile No.			
16	e-mail ID			

17. Educational Qualification (Starting from Matriculation or equivalent and onwards)

Sl. No.	Examination Passed	Year	Name of School/Board	Class Division	% of marks	Main subjects
1	X & equivalent					
2	XII/Inter/PUC					
3	Diploma					
4	Degree					
5	Others if any					

18. Experience: (Including present employment)

Sl. No.	Name of the Employer	Designation of the Post held & nature of appointment	Pay Scale/Salary	Date of Joining/leaving	Nature of duties performed

19.	Any other information such as training, publication etc., in support of suitability of the post.	
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I hereby solemnly declare that the information given above is true and correct to the best of my knowledge, belief & not suppressing any material facts which disqualify my candidature. In case, if any facts come to knowledge of NIH after the selection, I am liable to be terminated from the service.

Place: .....

Date: .....

Signature of the Applicant