

National Commission for Homoeopathy

No. 61-65, Institutional Area, Opp. D Block, Janakpuri, New Delhi-110058

Sub: Advertisement for the following positions in National Commission for Homoeopathy (NCH) on regular basis.

NCH invites applications from Indian national having requisite qualification and experience for following positions: -

<u>Sl. No.</u>	<u>Name of post</u>	<u>Number of posts.</u>	<u>Classification</u>	<u>Level in pay matrix.</u>	<u>Whether selectin post or non-selection post</u>	<u>Post in Nature</u>	<u>Qualification & Experience</u>
1.	Deputy Secretary	03 (Three)	General Central Service Group- 'A', Non-Ministerial	Level 12 in pay the matrix (Rs.78800 -209200/-)	Selection	Deputation	(a)(i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five-year service rendered after appointment to the post on regular basis in level 11 in the pay matrix (67700-208700/-) or equivalent in the parent cadre or Department. (b)Possessing bachelor's degree from recognised university or Institute having five years of experience in Accounts or Administration or Establishment work in a Government Office or Public Sector Undertaking or Statutory Body.
2.	Deputy Legal Adviser	01 (One)	General Central Service Group- 'A', Non-Ministerial	Level 12 in pay the matrix (Rs.78800 -209200/-)	Not applicable	Deputation	(a)(i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five-year service rendered after appointment to the post on regular basis in level 11 in the pay matrix (67700-208700/-) or

							<p>equivalent in the parent cadre or Department and having experience of legal and legislative matters.</p> <p>(b) Possessing the following educational qualifications and experience: -</p> <p>(i) bachelor's degree in law from recognised university or Institute having eight years of experience of handling legal and legislative matters; or</p> <p>(ii) Master's degree in law from recognised university or Institute and having five years of experience of handling legal and legislative matters.</p>
3.	Under Secretary	02 (Two)	General Central Service Group- Non-Ministerial 'A',	Level 11 in pay the matrix (Rs.67700 -208700/-)	Selection	Deputation	<p>(a)(i) holding analogous posts on regular basis in the parent cadre or other Department; or</p> <p>(ii) with Six years' service rendered after appointment to the post on regular basis in level 8 in the pay matrix or equivalent in the parent cadre or department.</p> <p>(b) Possessing bachelor's degree from recognised university or Institute having five years of experience in Accounts or administration or establishment work in a Government Office or Public Sector Undertaking or Statutory Body.</p>
4.	Section Officer	03 (Three)	General Central Service Group- Non-Ministerial 'B',	Level 08 in pay the matrix (Rs.47600 -151100/-)	Selection	Deputation	<p>(a)(i) holding analogous posts on regular basis in the parent cadre or other Department; or</p> <p>(ii) with eight years' service rendered after appointment to the post on regular basis in level 7 in the pay matrix (Rs.44900-142400) or equivalent in the parent cadre or department.</p>

							(b) Possessing bachelor's degree from recognised university or Institute having five years of experience in Accounts or administration or establishment work in a Government Office or Public Sector Undertaking or Statutory Body.
--	--	--	--	--	--	--	---

Note 1: The Department officers in the feeder Category who are in the direct line of promotion shall not be eligible for consideration for appointment by deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion.

Note 2: The period of deputation including period of deputation in another *ex-cadre* post held immediately preceding this appointment in the same or some other organisation or Department of Central Government shall ordinarily not exceed three years.

Note 3: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years, as on the closing date of receipt of applications.

Note 4: Essential/desirable educational qualifications and experiences will be verified with original certificates.

Interested individuals may send their biodata in the prescribed proforma available on the NCH website along with statement of purpose (SOP) in maximum 250 words passport photograph and copies of certificates establishing their educational qualification, experience to Dr. Sanjay Gupta, Secretary, National Commission for Homoeopathy(NCH), No. 61-65, Institutional Area, Opp. D Block, Janakpuri, New Delhi-110058 within 30 days from the date of publication advertisement in the Employment News.

Important Note: Incomplete application will not be considered, and NCH reserves the right to reject such applications without assigning any reason.

**Dr. Sanjay Gupta
Secretary (NCH)**

ANNEXURE - I

FORMAT OF APPLICATIONS

Copy of passport size photograph
to be pasted here and signed

1	Name in Full (IN BLOCK LETTERS)	
2	Post Applied For (Separate applications may be submitted for separate posts)	
3	Date of Birth (DD/MM/YYYY)	
4	Date of superannuation (DD/MM/YYYY)	
5	Service to which you belong	
6	Status of your present employer (Pl. specify whether Central Govt./State Govt./Autonomous/Statutory Body/PSU/University/Judicial Institution/others)	
7	Initial date of appointment in Govt. Service	
8	Office address with Telephone No. & Email	
9	Residential Address with Telephone No. & Email	

10	Present post held, along with Pay Level and present Basic Pay/Pay Scale/Pay Band and Grade Pay of the post held					
11	Educational Qualification (Matric onwards):					
	Exam Passed	Name of University/Institute/Board	Year of Passing	Duration of Course	Subjects	Percentage of Marks (Mention Distinction, If any)
12	Please state clearly whether in the light of entries made below, you met the requisite Essential Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same)					
Qualification/Experience required			Qualification/Experience possessed by			
Essential:			Essential:			

A) Qualification		A) Qualification					
B) Experience		B) Experience					
Desirable		Desirable					
A) Qualification		A) Qualification					
B) Experience		B) Experience					
13	Details of employment in chorological order (If needed, enclose a separate sheet duly authenticated by your signature in the format given below):						
	Name of Office/Instt./ Organisation	Post Held (Designation)	Period of Service		Nature of Appointment (Regular/Ad-hoc/ Deputation)	Scale of Pay i.e. Pay Level/ Pay Band and Grade Pay#	Nature of Duties
			From	To			

14	Details of experience in chronological order, if any, of handling any regulatory authority dealing with regulation/specify number of years of such experience):	
15	Nature of present employment i.e. Permanent/Ad-hoc/Temporary)	
16	In case the present employment is held on deputation, please stat: a) The date of initial appointment b) Period of appointment with address c) Name the parent office/organisation	
17	Details of training undergone:	
18	Details of proficiency in computer:	
19	Any other information, applicant wants to furnish:	
20	Please state briefly how you find yourself best suitable for the post applied for:	
21	Please specify whether APARs of last 5 years are enclosed	Yes/No

Applicants not holding the post in the new Pay Matrix/ Pay scales/Pay Band & Grade Pay pertaining to Central Government should indicate the equivalence of their pay scale vis-a-vis the Central Government's pay scales and also furnish supporting documents in this regard.

I have carefully gone through the vacancy circular/advertisement, and I am well aware that the Curriculum Vitae duly supported documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:

(Signature) _____

Date:

Name: _____