



राष्ट्रीय प्राकृतिक चिकित्सा संस्थान, पुणे
NATIONAL INSTITUTE OF NATUROPATHY, PUNE
निसर्ग ग्राम, येवलेवाडी, पुणे – 411048.
Nisarg Gram, Yewalewadi, Pune – 411048.

V A C A N C Y N O T I C E

Subject: Filling up the post of Accountant on deputation/ promotion basis

The National Institute of Naturopathy, Pune, an autonomous body, under the Ministry of Ayush, Government of India, proposes to fill one post of **Accountant on deputation/ promotion** basis. The required qualifications and eligibility criteria for the post are given below: -

Name of the Post: Accountant

Level in the Pay Matrix: Level 6 (Rs. 35,400 – 1,12,400)

Number of Post(s): One

Eligibility Criteria: Officials under the Central Government/ State Government or Autonomous Bodies:

- i. Holding analogous posts on regular basis **OR** With 6 years' regular service in posts in Level 5 in the Pay Matrix (Rs. 29,200 – 92300) **OR** With 10 years' regular service in posts in Level 4 in the Pay Matrix (Rs. 25,500 – 81,100)

AND

- ii. Who have undergone training in Cash and Accounts in the ISTM or equivalent and possess 3 years' experience of cash, accounts and budget work **OR** a pass in the SAS or equivalent examination conducted by any of the organized Accounts Department of the Central Government.

Note 1: The Departmental candidates possessing qualifications and experience prescribed for direct recruitment will be considered along with other candidates and in the event of their selection their appointment will be treated as promotion.

Note 2: The following qualifications and experience have been prescribed for Direct Recruitment:

- i. B. Com. from a recognized university
- ii. At least 5 years' experience in Government/ Semi-Government/ Autonomous Bodies/ Public Sector Undertakings of repute dealing with budget, maintenance of accounts, preparation of bills etc.

OR

- i. Graduate from a recognized university

- ii. Passed SAS Examination of CAG of India/ JAO (C) Exam.
- iii. About 5 years' experience in an audit office/ Department of Central/ State Government.

Note 3: The period of deputation shall ordinarily not exceed three years.

The maximum age limit: Not exceeding 56 years as on the closing date of receipt of applications.

General Conditions:

1. Application in the proforma given in **Annexure** to this circular may be sent by speed post to Director, National Institute of Naturopathy, Nisarg Gram, Opp. Vidyashilp Public School, Yewalewadi, Pune – 411048.
2. The envelope containing the application duly filled in and supported by all relevant documents should be superscribed "**Application for the post of Accountant**".
3. While forwarding applications photocopies of the ACRs/ APARs for the last five years, with each page duly attested by an officer not below the rank of Under Secretary to the Government of India, Cadre Clearance, Vigilance Clearance, Integrity Certificate and Statement showing Major or Minor penalties, if any, imposed during the last ten years, are required to be furnished by the sponsoring authority.
4. The Officers selected under deputation will have the option to draw his/her pay plus deputation (duty) allowance or to have his/ her pay fixed in the scale/ level of the post in accordance with DoPT's O.M. No.2/12/87-Estt (Pay II) dated 29.04.1988, as amended from time to time.
5. **The last date for the receipt of application in the Institute is 31.07.2025.** If a candidate anticipates delay in the forwarding of application through proper channel, he/ she may send an advance copy of his/ her application at the above address, ensuring that the advance copy reaches this Institute by the last date.
6. The institute shall in no case be responsible for postal delay or loss of the items during transit.

Prof. (Dr.) K. Satya Lakshmi
Director

APPLICATION PROFORMA

1. Name (in Capital Letters)	
2. Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/ State Government Rules	
4.1 Full Correspondence Address:	
4.2 Email id:	
4.3 Mobile No.	
5. Educational Qualification(s) (Enclose a self-attested copy of the relevant certificate(s).)	
6.1 Qualifications/ Experience required as mentioned in the vacancy notice	Qualifications/ experience possessed by the officer
A) Qualification	A) Qualification
B) Experience	B) Experience
6.2 In the case of Degree and Post Graduate Qualifications Elective/ Main subjects and subsidiary subjects may be indicated by the candidate.	
7. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post. (If any qualification has been treated as equivalent to the one mentioned in the Vacancy Notice, state the authority for the same)	

8. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/ Institution	Post held on regular basis	From	To	* Level in Pay Matrix/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay Level or Pay Scale granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Level or Pay Scale of the post held on regular basis to be mentioned. Details of ACP/ MACP where such benefits have been drawn by the Candidate, may be indicated as below:

Office/ Institution	Pay Level or Pay Scale drawn under ACP/ MACP scheme	From	To
9. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
10. 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 to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
10.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. 10.2 Note: Information under Column 9(c) & 9(d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization and still maintaining a lien in his parent cadre/ organization.			

11. If any post was held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
12. Please state whether working under (indicate the name of your employer against the relevant column): a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others	

13. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
14. 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		
15. Total emoluments per month now drawn	Basis Pay: Total Emoluments:	
16. In case the applicant belongs to an Organization which is not following the Central Government Pay-scale, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
17.A Additional Information , if any, relevant to the post you applied for in support of your suitability for the post. (You may provide, among other things, information with regard to (i) additional academic qualification (ii) professional training (iii) work experience over and above prescribed in the Vacancy Notice.) (Note: Enclose a separate sheet, if the space is insufficient)		
17.B Achievements: The candidates may furnish information with regard to, inter alia, Awards/ Scholarships/ Official Appreciation, Research/ Innovative measure involving official recognition (Note: Enclose a separate sheet if the space is insufficient)		
18. State whether you are applying for deputation/ Promotion # # Promotion is applicable only in case of departmental candidates.		
19. Whether belongs to SC/ ST		

I have carefully gone through the vacancy notice and I declare that the information/ details provided above by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld. I understand that in case any information furnished by me is found false/ incorrect/ misleading, my appointment shall be liable to be cancelled.

Dated _____

(Signature of the candidate)

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. Shri/ Ms. _____ possesses qualification and experience mentioned in the vacancy notice. If selected, he/ she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. _____

ii) His/ Her integrity is certified.

iii) His/ Her CR/ APAR Dossier in original is enclosed **or** photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **Or** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer/ Cadre Controlling Authority with Seal)