



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

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**VACANCY NOTICE**

**Subject:** Engagement of Consultant (Admin.), on purely contract basis

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Applications are invited for the post of Consultant (Admin.), on purely contract basis, in Naturopathy Registration Board, under the aegis of this Institute. Eligibility conditions, terms of employment, method of submission of application etc, are given below:

**Name of the Post:** Consultant (Admin)

**No. of Post:** One (On contract basis)

**Remuneration:** Upto Rs. 75,000/- per month\*

1. However, a retired Govt. servant will be paid a fixed monthly amount 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 a term of contract. There will be no annual increment / percentage increase during the contract period
2. No increment and Dearness allowance shall be allowed during the term of contract.
3. A fixed amount as Transport allowance shall be paid to the consultants who are retired Govt. employees. The entitlement of transport allowance will be as per DOE's OM No. 21/5/2017 EII(B) dated 07/07/2017. However, No Dearness allowance shall be allowed. The amount of transport allowance for the appointee shall be as follows:
  - i. Appointee drawing pay in level-8 at the time of retirement will draw a transport allowance of Rs. 3,600/-
  - ii. Appointee drawing pay in level-9 and above at the time of retirement will draw a transport allowance of Rs. 7,200/-

**Age:** Not exceeding 64 years as on the closing date of advertisement

**Educational qualification:**

**Essential:** Graduate or equivalent from a recognized university.

**Desirable:**

- Degree in Law / Personnel Management.
- Knowledge of Govt. rules and regulations.
- Knowledge of Computer operations.

**Experience:**

- 20 years' working experience in establishment, administration and accounts in a Govt./ Semi-Govt. or Autonomous Organisation.
- Incumbent should be well versed with in CCS (CCA) Rules, PFMS, conducting inquiries, recruitment procedures, preparation of rosters, e-office and RTI matters.
- A Govt. officer retired from the post of Deputy Secretary/ Under-Secretary or equivalent rank of Govt. of India will be preferred.

**Notes:**

1. The above contractual position will be initially for a period of one year which may be further extended if required by the competent authority.
2. The selection to the above post will be made on the basis of interview to be held at National Institute of Naturopathy, Nisarg Gram, Yewalewadi, Pune – 411 048. The date will be informed shortly through NIN website and e-mail.
1. The appointments to the above posts will be purely on contract basis and will not confer any right for regular appointment in the Institute.
2. The engagement can be terminated by the Competent Authority at any time without assigning any reason therefor.
3. The candidate shall be entitled to avail 1.5 days of leave for each completed month of service in a Calendar year on pro- rata basis. The unveiled leave in a Calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.
4. The candidate shall be required to observe the normal office timing, as decided, and may also be called upon to attend the office on any Saturday, Sunday and other holidays, in case of urgency.
5. The income tax or any other tax will be deducted at source as per the Govt. instructions. Necessary TDS certificate will be issued.
6. The candidate 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 engagement.
7. No one shall utilize or publish or disclose or part with to a third party, any part of the data or statistic or proceedings or information collected for the purpose of this assignment or during the course of assignment, without the consent of Director, NIN
8. The Consultant (Admin) shall be bound to hand over the entire set of records of assignment before the expiry of the contract and before the final payment is released to him.
9. The institute shall reserve the right not to fill up the post/s advertised without any reasons.
10. No TA/DA will be paid for attending the interview.
11. Selected candidates will have to sign agreement on Stamp paper of Rs. 500/- regarding his/her engagement in this institute.
12. Interested candidates possessing the required eligibility criteria may send their applications in the prescribed format complete in all respect with a set of self-attested scanned copies of certificates of qualifications, experience etc in single PDF only through email at [ninpune@bharatmail.co.in](mailto:ninpune@bharatmail.co.in) on or before 31.07.2025 by 5:00 PM.
13. The format of application is given at **Annexure**.

**Prof. (Dr.) K. Satya Lakshmi**  
**Director**

## NATIONAL INSTITUTE OF NATUROPATHY (NIN), PUNE

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**APPLICATION FORM FOR THE POST OF CONSULTANT (ADMIN) ON CONTRACT BASIS**

1. Post applied for:
2. Name of applicant (in the Block Letters):
3. Father's/Husband's Name:
4. Date of Birth:
5. Date of retirement (Attach a copy of PPO / Retirement order):
6. Nationality:
7. Educational Qualification:

S. No.	Degree/Diploma	Year of Passing

(Attach a copy of self-attested certificate/ degree)

## 8. Professional Experience:

S. No.	Name of Organization	Position Held (in reverse chronological order)	Period of Service		Total Emoluments	Nature of Duties
			From	To		

(Attach a copy of self-attested certificate)

## 9. Permanent Address:

10. E-mail id:

11. Mobile No.:

12. Two references (i)

(ii)

13. I solemnly declare that the above information is true and I understand that in the event of the information being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_