

Government of India

Ministry of AYUSH

National Medicinal Plants Board

Room No. 309, 3rd Floor
B – Block, AYUSH Bhawan
GPO Complex, Ina
New Delhi – 110 023
Telephone No. 011-24651823

Dated: 26th July, 2018**Circular**

It is proposed to engage the services of the 3 Consultants, i.e **Consultant (Admin. & Accounts)**, **Consultant (Marketing & Trade)** and **Consultant (Documentation & Publications)** in National Medicinal Plants Board (NMPB), Ministry of AYUSH as per the eligibility criteria and conditions mentioned below:-

1. Consultant (Admin. & Accounts)

1	Name of the post	Consultant (Admin. & Accounts)
2	Age	Not above 62 years as on last date of advertisement.
3	Eligibility & Qualification	<ul style="list-style-type: none"> ➤ Person retired from the post of Under Secretary in the Central Government of India are eligible for the position of Consultant (Admin. & Accounts) ➤ Knowledge of Administration, Accounts Section, Budget, Finance & Establishment matter.
4	Nature of appointment	On purely contract basis, initially for a period of one year.
5	Salary	Rs. 50,000/- per month consolidated.

2. Consultant (Marketing & Trade)

1	Name of the post	Consultant (Marketing & Trade)
2	Age	Minimum age of 30 as on last date of advertisement
3	Eligibility & Qualification	<ul style="list-style-type: none"> ➤ Post Graduate Degree/Diploma in Marketing or Business Management/Administration in Marketing from a recognized University or Institute. ➤ Just passed out post graduates of IIM/IIFM who have done their desertation on supply chain management can also apply.
4	Experience	<ul style="list-style-type: none"> ➤ 3 years post qualification experience in the field of Marketing/Supply Chain Management/worked as analyst team leader in Government /reputed organization. Preferably in medicinal plants or AYUSH sector. Desirable ➤ Past experience as Data Analyst.
4	Nature of appointment	On purely contract basis, initially for a period of one year.
5	Salary	Rs. 50,000/- per month consolidated.

Ashraf
26/7/2018

3. Consultant (Documentation& Publication)

1	Name of the post	Consultant (Documentation& Publication)
2	Age	Minimum age of 30 years as on last date of advertisement.
3	Eligibility & Qualification	Post Graduate Degree/Diploma in Mass Media/ Communication/ information technology with specialization in media from a recognized University or Institute.
4	Experience	5 years post qualification experience in the field of Media, Publication and event program in an Government /reputed organization.
4	Nature of appointment	On purely contract basis, initially for a period of one year.
5	Salary	Rs. 50,000/- per month consolidated.

The applicants should have thorough knowledge of Computers (MS Word, MS Excel, MS PowerPoint, typing, internet) to handle the work independently.

Interested and eligible candidates may submit their application in the enclosed format along with relevant CV and a set of attested photocopies of certificates in support of essential qualification, experience etc. to Chief Executive Officer, National Medicinal Plants Board (NMPB), AYUSH BHAWAN, B-Block, GPO Complex, INA, New Delhi – 110023 latest by 20th August 2018 by mentioning in the envelope that **“Application for the Post of Consultant (Admin. & Accounts/Marketing & Trade/Documentation & Publication)”**

Note:-

- The eligibility of candidates will be determined as on the date of the advertisement.
- The engagement will be purely on contract basis and will not confer any right for regular appointment in the Ministry/Organization.
- The short listed candidates will be called for the interview.
- Application received after 20th August 2018 will not be considered.
- NMPB reserves the right to accept or reject any application without assigning any reason.


(Ashok Kumar)
Finance & Administrative Officer 20/7/2018

To:

1. All DG's of CCRAS / CCRH / CCRUM / MDNIY / CCRYN with a request to upload this circular in the respective official website also.
2. Sh. Sonu, Office Assistant with a request to upload this circular in the NMPB/Ministry of AYUSH official website.
3. Notice Board
4. Concerned File

Copy to:

1. PPS to Secretary (AYUSH)
2. PS to CEO, NMPB

PROFORMA FOR APPLICATION

Affix Photo

1	NAME OF THE POST	
2	Name of the candidate in Block letters	
3	Father Name	
4	Mother Name	
5(a)	Date of Birth (in Christian era) DD/MM/YY	
(b)	Age as on last date of receipt of application	
(c)	Sex	
6	Nationality	
7	Religion	
8	Marital Status	
9	Whether working in Central/State/UT/Autonomous Body	
10	Languages known	
11	Address for communication	
12	Permanent Address	
13	Telephone No./Mobile No.	
14	Email- ID	

15. Educational Qualification (starting from Matriculation or equivalent and onwards)

Sl. No.	Examination Passed	Year	Name of School/Board	Class/Division	% of Marks	Main Subjects

16. Experience (Including present employment)

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

Place:

Date:

Signature of the Applicant