Subject : Preparation of Panel for Engagement of consultants on contract basis in the Ministry of AYUSH - reg.

The undersigned is directed to say that the Ministry of AYUSH proposes to prepare a panel of Consultants/ Assistant Consultants for engagement on contract basis. The persons retired from the Government of India, attached & subordinate offices, autonomous Bodies of the Government of India are eligible for the position of Consultant/Assistant Consultant. The details of the posts are enclosed as Annexure – I. The short-listed candidates will be considered for engagement as per the requirement of the Ministry.

2. The engagement of Consultants on contract basis will be subject to the guidelines for engaging consultants in the Ministry of AYUSH. Guidelines for engagement of consultants are available on the Ministry’s website www.ayush.gov.in.

3. Interested and eligible applicants may submit their particulars “strictly in the enclosed format (Annexure – II) along with CV and relevant documents” to Establishment - II Section, Room No. 303, AYUSH Bhawan, GPO Complex, INA, New Delhi-110023 OR through email at – pradeepk.sharma61@nic.in within 15 Days of publishing this circular.

4. Ministry of AYUSH reserves the right to accept or reject any application without assigning any reason.

[Encl. : As Above]

(Pradeep Kumar Sharma)
Under Secretary to the Government of India

To :
1. All Ministries/Departments of Government of India.
2. NIC with a request to upload this circular on the website and KMS portal of the Ministry.
3. IEC section to publish the circular on social media.
### ADVERTISEMENT OF THE POST

<table>
<thead>
<tr>
<th></th>
<th><strong>No. of consultants to be engaged on contract basis</strong></th>
<th>As per requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td><strong>Period of engagement</strong></td>
<td>Initially for a period of one year. May further be extended on year to year basis, subject to functional requirements and also subject to appraisal of the performance.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Age limit</strong></td>
<td>Should not be more than 64 years of age on the last date for receipt of application. The age ceiling for continuation of contract shall be 65 years as on the date of renewal of contract.</td>
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<tr>
<td>4.</td>
<td><strong>Remuneration and entry-level requirement</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>Entry-level requirement</strong></td>
<td><strong>Level of Engagement</strong></td>
</tr>
<tr>
<td></td>
<td>Retired Section Officer or equivalent</td>
<td>Assistant Consultant</td>
</tr>
<tr>
<td></td>
<td>Retired Under Secretary or equivalent</td>
<td>Consultant</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Place of work</strong></td>
<td>Ministry of AYUSH, AYUSH Bhawan, GPO Complex, INA, New Delhi.</td>
</tr>
</tbody>
</table>
| 6. | **Specialization in**                                 | • Administration/ Establishment matters.  
                    • Budget. 
                    • Hindi translation. 
                    • Policy matters. 
                    • Project/ scheme related work. |
| 7. | **Desirable**                                         | Preference will be given to persons:  
                    • Who are proficient in working independently in MS Office and other computer applications.  
                    • Who have handled policy/ administrative matters and related issues while in service. |
APPLICATION FORM FOR THE POST OF CONSULTANT/ ASSISTANT CONSULTANT ON CONTRACT BASIS IN THE MINISTRY OF AYUSH

**Annexure - II**

Affix passport size photo duly self-attested

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**APPLICATION FORM FOR THE POST OF CONSULTANT/ ASSISTANT CONSULTANT ON CONTRACT BASIS IN THE MINISTRY OF AYUSH**

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**I. Personal Details:**

1. Post applied for
2. Name of the applicant (Block Letters)
3. Father's / Husband's name
4. Date of birth (DOB)
5. Nationality
6. Permanent address
7. e-mail (block letters)
8. Mobile
9. Last post held in government service prior to retirement along with the name of organisation
10. Pay level/ Grade Pay of the last post held
11. References

---

**II. Educational Qualifications:**
(Please attach self-attested copies)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Degree/ Diploma</th>
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<tbody>
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**III. Professional experience:**
(Please attach self-attested copies)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the organisation</th>
<th>Post held (prior to retirement)</th>
<th>Period of service</th>
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I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Signature with date