

1/2/24

**Government of India
Ministry of Ayush**

Vacancy circular

Ministry of Ayush invites application from the eligible candidates for the "PROGRAMME MANAGEMENT UNIT" (PMU) for Central Sector Scheme of Ayush Oushadhi Gunvatta Evam Utpadan Samvardhan Yojana (AOGUSY) on contractual basis initially for a period upto 31.03.2024. However, the engagement may be extended beyond 31.03.2024 subject to approval of competent authority and satisfactory performance. Interested candidates are requested to send their application in the prescribed format (Annexure-I) up to 5:30 pm, 15.02.2024. Applications received after the last date will not be entertained.

2 . The details of Age limit, Educational Qualifications, Experience required are as follows:

S. No	Name of the post	No. of Posts	Monthly remuneration (in Rs.)	Age limit	Qualification
1.	Program Manager (Technical)	01	50,000/- provision of annual enhancement of 5% based on satisfactory performance to be decided by the Competent Authority.	Not exceeding 50 years on the date of advertisement	<u>Essential Qualification:</u> Graduation in any of Ayurveda, Siddha, Unani and Homoeopathy system from an institution/university recognized under NCISM/NCH Act, 2020 or IMCC Act, 1970 /HCC Act, 1973 and have enrolled in the State Register for ISM / Homoeopathy. <u>Desirable:</u> i. Having experience of working in any State Department/Ministry/Research Councils/Public Sector Undertakings for 3 years. ii. Postgraduate degree in any of Ayurveda, Siddha, Unani and Homoeopathy system.
2.	Program Manager (Administrative)	01	50,000/- Provision of annual enhancement of 5% based on satisfactory performance to be decided by the Competent	Not exceeding 50 years on the date advertisement	<u>Essential Qualification:</u> MBA (Hospital Administration) <u>Desirable:</u> Having experience of working in any State department/ ministry/ Research Councils/Public Sector Undertakings for

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			Authority.		2 years preferably in the field of hospital administration.
3.	Data Assistant/ Data Entry Operator	02	Rate of wages will be paid as per minimum wages as decided by the Govt. of NCT for Graduates.	Not exceeding 40 years on the date of Advertisement	<p>Essential Qualification:</p> <p>i. Graduation from recognized institute or University with sound knowledge of Computer Application/ IT.</p> <p>ii. Knowledge of MS Office, MS Word, MS Power Point and MS Excel and other computer applications.</p> <p>iii. Having good typing speed i.e. 35 words per minute in English and 30 words per minute in Hindi</p> <p>Desirable: Having experience of working in any State Department/Ministry/Research Councils/Public Sector Undertakings for 3 years.</p>

N.B. The remuneration will be reviewed periodically in consultation with IFD as per the scheme guidelines. TDS and other taxes will be levied as applicable.

3. **Status of Engagement:** Contract basis.

4. **TA/DA Entitlements for Programme Management Staff on Tour:** As per Government of India Rules.

5) **Leave:**

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed. In case of excess leave remuneration would be deducted on pro-rata basis.

6) **Allowance(s):**

Except TA/DA on tour as applicable, no transport, mobile, medical or any other kind of allowance shall be admissible.

7) **Detailed Terms of Reference (ToR) of the Post (s)is/are as follows:**

Responsibilities:

- i. Overall coordination/monitoring of the Scheme Including Technical, Administrative and Financial aspects
- ii. Evaluation of the proposals submitted by the Grantee Institutes/State/UT Governments.
- iii. To coordinate & liaison and brief the officers of M/o AYUSH on success, problems and issues on implementation of the Scheme;
- iv. To analyse, issues and submit reports (including action points as per requirements) on status of the Scheme;
- v. To call project Appraisal Committee (PAC) and Project Sanctioning Committee (PSC) meeting periodically.
- vi. Any other work assigned by Senior Officers time to time.

8) Ministry reserves the right to cancel any/all post at any time without citing any reason for it.

9). Application completed in all aspects may be sent to:

Drug Policy Section, Ministry of Ayush, NBCC, Office Block-III 2nd Floor, East Kidwai Nagar, New Delhi-110023

APPLICATION FORM

Passport size recent colour photo

- i. Name of the post applied for:
- ii. Name of the candidate:
- iii. Address for communication with mobile number & e-mail:
- iv. Date of birth and age on the date of advertisement in News Paper :
(attach self-attested copy of proof of age)
- v. Educational qualifications(attach self-attested copies) :

Sr. No.	Qualification	Board/University	Year of Passing	Max. Marks	Marks obtained	% age

- vi. Details of previous/current employment:(attach self-attested copies)

Sr. No.	Post held	Name of Organization/Dept.	From	To	Nature of duties performed

- vii. Typing speed in English: Hindi: **(For Data Assistant only)**

viii. Any other relevant information:

ix. Documents to be attached as proof of age, qualification and experience claimed mentioned serially with proper page numbering.

Signature of applicant

Date:

Place: