

**National Commission for Indian System of Medicine (NCISM)
(A statutory Body under Ministry of Ayush)
Government of India, New Delhi**

New Delhi, dated :22.02.2025

VACANCY CIRCULAR

Subject: Filling of Vacancies for the Posts of Deputy Secretary, Under Secretary, Section Officer, Deputy Controller of Examinations, and Assistant Librarian on Deputation Basis in the National Commission for Indian System of Medicine (NCISM), Government of India, New Delhi – A Statutory Body Created Under an Act of Parliament – Inviting Applications.

The undersigned is directed to state that the National Commission for Indian System of Medicine (a Statutory Body created under an Act of Parliament under the Ministry of Ayush, Government of India) has proposed to fill up the following vacancies on a deputation basis, the details of which, along with their eligibility criteria, are given as follows:

Sl. No	Name of post/ number of vacancies	Classification of post	Pay-Seale as per 7 th CPC	Eligibility
		B	C	
1.	Deputy Secretary (01 Post)	General Central Service, Group A Non-Ministerial	Scale Rs. 78800-209200/- (Level-12)	(a) Officers of the Central Government/State Government or Union Territories/PSUs/Autonomous or Statutory Bodies, Universities, or recognized Research Institutes holding an analogous post on a regular basis in the parent cadre or department; or with five years of service rendered after appointment on a regular basis in a post in the pay scale Rs. 67,700-2,08,700/- Level 11 or equivalent. (b) Possessing a Bachelor's Degree from a recognized University or Institute, having five years of experience in Accounts, Administration, or Establishment in a Govt. office, PSU, or Statutory Body. Age: Not more than 56 years as on 01/01/2025
2.	Under Secretary (05 Post)	General Central Service, Group A Non Ministerial	Scale Rs.67700-208700/- Level-11	(a) Officers of the Central Government/State Government/Union Territories/PSUs, Autonomous or Statutory Bodies, Universities, or recognized Research Institutes holding an analogous post on a regular basis in the parent cadre or department; or with six years of service rendered after appointment on a regular basis

				<p>in a post in the pay scale of Rs. 47,600-1,51,100 (Level-8) or equivalent.</p> <p>(b) Possessing a Bachelor's degree from a recognized University or Institute and having five years of experience in Accounts, Administration, or Establishment in a Government office, PSU, or Statutory Body.</p> <p>Age: Not more than 56 years as on 01/01/2025</p>
3.	Deputy Controller of Examination (01 Post)	General Central Service, Group A Non-Ministerial	scale Rs. 78800-209200/- (Level-12)	<p>(a) Officers of the Central Government/State Government or Union Territories/PSUs, Autonomous or Statutory Bodies, Universities, or recognized Research Institutes holding an analogous post on a regular basis in the parent cadre or department; or with five years of service rendered after appointment on a regular basis in the post of Assistant Controller of Examination in the pay scale of Rs. 53,100-1,67,800 (Level-9) or equivalent.</p> <p>(b) Possessing a Postgraduate degree with at least 55% marks from a recognized University or Institute.</p> <p>Age: Not more than 56 years as on 01/01/2025</p>
4.	Section Officer (05 Post)	General Central Service, Group B Non Ministerial	Level –8 (47600-151100)	<p>(a) Officers of the Central Government/ State Government, /Union Territories/PSUs/Autonomous or Statutory Bodies, Universities, or recognized Research Institutes holding an analogous post on a regular basis in the parent cadre or department; or with eight years of service rendered after appointment on a regular basis in a post in the pay scale of Rs. 44,900-1,42,400/- (Level-7) or equivalent.</p> <p>(b) Possessing a Bachelor's degree from a recognized University or Institute and having five years of experience in Accounts, Administration, or Establishment in a Government office, PSU, or Statutory Body.</p> <p>Age: Not more than 56 years as on 01/01/2025</p>
5.	Assistant Librarian (01 Post)	General Central Service, Group B Non Ministerial	Scale Rs.35400-112400/- Level-6	<p>(a) Officers of the Central Government/ State Government, /Union Territories, PSUs/Autonomous or Statutory Bodies, Universities, or recognized Research Institutes holding an analogous post on a regular basis in the parent cadre or department; or with six years of service rendered after appointment on a regular basis in the post in the pay scale of Rs. 35,400-1,12,400/- (Level-6) or equivalent.</p>

				<p>(i) Must have a Bachelor's degree in Library Science or Library and Information Science from a recognized University or Institute; and</p> <p>(ii) Must have a diploma in Computer Application from a recognized University or Institute.</p> <p>Age: Not more than 56 years as on 01/01/2025</p>
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2. Regulation of Pay and Other Terms of Deputation: The pay of the selected candidate will be regulated under the provisions laid down by the DOP&T on the subject matter from time to time."
3. Period of Deputation: The period of deputation will initially be for one year, subject to extension for a period of three years. The deputation, in any case, will not exceed 5 years.
4. Reservation for SC/ST: No provision for reservation exists for the posts to be filled on a deputation basis.
5. Applications (in duplicate) in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately upon selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II), along with the following documents:
 - a. Integrity certificate;
 - b. List of major/minor penalties imposed, if any, on the official during the last 10 years (if no penalty has been imposed, a 'Nil' certificate should be enclosed);
 - c. Vigilance clearance certificate;
 - d. Attested photocopies of the ACRs for the last five years (2019-20 to 2023-24) (each page attested by an officer not below the rank of an Under Secretary to the Govt. of India).

The applications, along with relevant documents in support of qualifications and experience, etc., may be forwarded to the Secretary, National Commission for Indian System of Medicine, Plot No. T-19, Block IV, Dhanwantri Bhawan, Road No. 66, Punjabi Bagh West, New Delhi-110026, within sixty (60) days of the publication of this circular in the Employment News/Rozgar Samachar. Applications not forwarded through the proper channel or those received without the requisite certificates and necessary documents will not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

The government strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.

Note : The National Commission for Indian System of Medicine reserves the right to cancel, increase, or decrease the number of posts for the aforesaid vacancy at any stage without assigning any reason. In this regard, the decision of the Competent Authority shall be final, and no further communication will be entertained.

-Sd-
Secretary
(NCISM)

Sl. No.	Particular							
1)	Name (in Capital Letters)							
2)	Correspondence address							
3)	Date of Birth (in Christian Era)							
4)	Date of retirement under Central Govt. Rules							
5)	Educational Qualifications (Starting from highest qualification to lowest. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)							
6)	Do you hold analogous post on regular basis in the parent cadre or department(Ministry							
7)	Have you rendered the required number of years of service in the grade rendered after appointment thereto on regular basis in the relevant Pay Band along with Grade Pay or equivalent in the parent cadre or department;							
8)	Do you possess the eligibility conditions as indicated in Column (E) of the vacancy circular for the post for which you are applying? (Please answer "Yes" or "No" as applicable.)							
9)	Details of employment in chronological order (starting from entry into Central Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.							
Office/ Organization	Post held with scale of pay	Period of service		Nature of appointment (Regular/ Adhoc/ Deputation)	Basic Pay (revised)			Nature of appointment whether regular/Adhoc/Deputation
		From	To		Pay in	G .P.	Basic pay	
1	2	3	4	5	6	7	8	9
10)	Nature of present employment, i.e. ad-hoc or temp. or permanent							
11)	In case the present employment is held on deputation, lease state							
	(i) The date of initial appointment (ii) Period of appointment on deputation (iii) Name of parent office/organization to which you belong.							
12)	Are you in revised scale of pay? If yes, give the date from which the revision took place and also Indicate the re-revised scale							
	Date	Pay scale (pre-revised)	Basic pay (pre-revised)	Date of revision of pay	Revised scale of pay and Pa Level	Revised basic pay		

13)	Total emoluments drawn per month as on the date of submission of application	
14)	Additional information, if any, which you would like to mention in support of your suitability for the post.(Enclose a separate sheet if the space is insufficient)	
15)	Full postal address, including PIN Code, of the Forwarding Authority, along with the name, telephone number, and e-mail address of the Forwarding Authority.	
16)	Whether belongs to SC/ST	
17)	Remarks, if any	
	Signature of the Candidate	
	Name of the Candidate	
	Complete Office Address	
	E-mail address of the candidate	
	Telephone Number / Fax No, of Candidate	
	Mobile Number of Candidate	

Annexure-I

Proforma of Application for the post of (name of the post) to be filled on a deputation basis in the Office of the National Commission for Indian System of Medicine, New Delhi (a statutory body created under an Act of Parliament).

Date: Place:

Annexure-II

(Certificate to Be Furnished by the Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished by Shri/Smt./Ms. _____
are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular: -
2. Also Certified that: -

- i) There is no vigilance or disciplinary case pending or contemplated against Shri/Smt./Ms. _____
- ii) His/her integrity is certified.
- iii) The Photocopies for the last five years (2019-20 to 2023-24) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last ten years,
- v) A list of major/minor penalties, if imposed on him/her during the last ten years, is enclosed.

■ Signature of the Forwarding Authority Name and Designation Official Seal
■ Complete Office
Address
E-mail address of the Forwarding Authority
Telephone Number / Fax No. of the Forwarding Authority

Date:

Place:

List of enclosures: