



MORARJI DESAI NATIONAL INSTITUTE OF YOGA

Ministry of Ayush, Government of India

68, Ashok Road, New Delhi – 110 001

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File No. 16-04/2022-Estt.

Dated 17.06.2022

WALK-IN-INTERVIEW

Walk-in-interview for engagement of the following positions on purely temporary contract basis on a fixed remuneration for one year to work at Morarji Desai National Institute of Yoga (MDNIY), 68, Ashok Road, New Delhi-110001 and Yoga Certification Board, Teen Murti Marg, Chanakyapuri, New Delhi-110021 will be held as per date and time indicated below:-

Sl. No	Name & No. of posts	Qualification and experience/ Age Limit	Duties and Responsibilities	Remuneration maximum up to
1.	Senior Consultant-01	<p>Essential:</p> <p>1. PG Degree in Mass Communication/ Journalism with minimum 55% marks from a recognized University established under UGC Act.</p> <p>OR</p> <p>Any PG Degree and Post Graduate Diploma in Journalism and Mass Communication with minimum 55% of marks from a recognized University established under UGC Act with 10 years of experience.</p> <p>3. Minimum 10 years of experience in an advertisement firm of repute/Govt. organisation/ Public Sector Undertaking/ NGO having Regional/</p>	<p>1. Ability in drafting, editing and composing promotional material.</p> <p>2. Knowledge of production of films, quickies, video spots and knowledge of printing matters.</p> <p>3. Knowledge of Social Media Platforms (Facebook, YouTube, etc.)</p> <p>4. Ability to work independently on the computer.</p>	Rs.75,000/- P.M.

		<p>National outreach.</p> <p>4. Good knowledge of making press release and familiar with the media houses.</p> <p><u>Desirable:</u></p> <p>i. Higher proficiency in English writing, editing and drafting.</p> <p>ii. Proficiency in Hindi</p> <p>iii. Should be well versed in dealing with the subject matter.</p> <p>Age Limit : 64 years (Max.)</p>		
2.	Consultant (Content Development)- 01	<p><u>Essential:</u></p> <p>1. A Graduate in Mass Communication/ Journalism from a recognized University established under UGC Act with 55% with 5 years post qualification experience in the relevant field.</p> <p>OR</p> <p>Any Post Graduate Degree from a recognized University established under UGC Act with minimum 55% marks with 5 years post qualification experience in the relevant field.</p> <p>OR</p> <p>Any Graduate with one year Diploma in Journalism/Mass Communication from a</p>	<p>1. Ability in drafting, editing and composing of content.</p> <p>2. Ability to work independently for content development of Mobile Applications & Website.</p> <p>3. Content Development for Blogs.</p>	Rs.50,000/- P.M.

		<p>recognized University established under UGC Act with minimum 55% marks with 5 years post qualification experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>A Graduate with Mass Communication /Journalism as one of the optional subjects from a recognized University established under UGC Act with minimum 55% marks with 5 years post qualification experience in the relevant field.</p> <p><u>Desirable:</u></p> <p>i. Higher proficiency in English</p> <p>ii. Knowledge of computer applications/ operations.</p> <p>iii. Should be well versed in dealing with the subject matter.</p> <p>Age Limit : 64 years (Max.)</p>		
3.	Consultant -04	<p>1. Persons retired from the Positions of Section Officer/Under Secretary/Deputy Secretary/Director or equivalent from the Central/State Governments, Attached & Subordinate offices, PSUs or Autonomous bodies having experience in dealing with administrative matters related to RTI's, Legal cases, parliamentary</p>	<p>1. Responsible for the issues relating to administrative matters of the Institute.</p> <p>2. Any other work as assigned by the Competent Authority.</p>	Rs.50,000/- + T.A.

		<p>correspondence, Vigilance etc.</p> <p>2. Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedures etc.</p> <p><u>Desirable:</u></p> <p>1. Proficiency in Hindi and English</p> <p>2. Knowledge of computer applications/operations.</p> <p>Age Limit : 64 years (Max.)</p>		
4.	Junior Consultant (Creative Design)- 01	<p><u>Essential:</u></p> <p>1. Any Post Graduate Degree from a recognized University established under UGC Act with 1 years post qualification experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>A Graduate Graphic Designing from a recognized University established under UGC Act with 3 years post qualification experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>Any Graduate with one year Diploma in Graphic Design from a recognized University established under UGC Act with 3 years post qualification experience in the</p>	<p>1. Ability in visual effects, graphic designing, creative designing etc.</p> <p>2. Photoshop/ Adobe illustrator / Adobe premier pro, CorelDraw/in-design</p>	Rs.45,000/- P.M.

		<p>relevant field.</p> <p><u>Desirable:</u></p> <p>i. Knowledge of animation.</p> <p>ii. Knowledge of Visual effects.</p> <p>iii. Should be well versed in dealing with the subject matter.</p> <p>Age Limit : 64 years (Max.)</p>		
5.	Accountant -01	<p><u>Essential:</u></p> <p>1. Any Commerce graduate of a recognized University with minimum 55% marks</p> <p style="text-align: center;">OR</p> <p>Passed in S.A.S. Examination conducted by the C.A.G. of India or professional qualifications in Accountancy.</p> <p>2. At least five years experience in an Audit Office/Deptt. of Central/State Govt./Public Undertaking/Commercial Organisation dealing with cash/accounts/budget.</p> <p>3. Knowledge of Computer.</p> <p><u>Desirable:</u></p> <p>1. Intermediate C.A./ICWA.</p> <p>Age Limit : 30 years</p>	<p>1. Budgeting and release of funds.</p> <p>2. To assist in preparation of annual budgets and monitoring actual expenditure against budget.</p> <p>3. To assist the Accounts Officer to monitor program divisions to obtain timely release of funds from the Ministry of Ayush, Gol.</p> <p>4. To maintain books of accounts and financial documentation for MDNIY and its various program divisions e.g. Petty Cash Book; Bank book; Journal; Asset registers; Staff Advances register; Allowances – Staff registers; contract</p>	Rs.32,000/- P.M. (Consolidated)

			<p>register, and any other subsidiary records that may be required to be maintained.</p> <p>5. Prepare cheques and release payments after seeking appropriate approval.</p> <p>6. To reconcile on a monthly/annual basis various accounts/statements maintained in MDNIY with regular bank statements;</p> <p>7. Ensure timely preparation and submission of financial reports/returns as and when required.</p> <p>8. To undertake any other duties as may be required from time to time.</p>	
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GENERAL CONDITIONS:

Date and time
Registration of Application on – 06 .07.2022 from 09:00 A.M. - 10:00 A.M.
Scrutiny of Documents- 10:00 A.M. - 11:00 A.M.
Skill test/Written test for Sr. No. 1,2,3 & 4 – 11:00 A.M. – 1:00 P.M.
Interview Time- 02:00 P.M. on wards

Other Terms & Conditions:-

1. The engagement which is extendable on performance basis shall be on purely temporary contract basis and initially for a period of one year.
2. The applicant have no right to claim for regularization of his/her services under any circumstances in MDNIY.
3. The engagement shall be terminated by the Competent Authority at any time without assigning any reason thereof.
4. **In case of retired Government official:-**
 - a. A fixed monthly amount shall be admissible as remuneration which shall be arrived at by deducting the basic pension from the last pay drawn subject to maximum of Rs. 50,000/- p.m. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no component of annual increment or DA whatsoever during the contract period.
 - b. A fixed amount as transport allowance shall be paid to the consultants who are retired government 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/-.
5. **In case of consultants (S.No. 1,2 & 4) engaged through Open Market:-**
 - a. A fixed monthly remuneration of Rs.50,000/-. No separate travelling allowance shall be payable.
 - b. Shall not be entitled to any allowance such as HRA, residential accommodation, CGHS, medical reimbursement, etc.
 - c. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no component of annual increment.
6. **Leave**
 - a. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service (18 days annually).
 - b. Accumulation of leave beyond a calendar year will not be allowed.
7. The candidates shall be required to observe the normal office timings i.e. 09: 00 A.M. to 05:30 P.M., as decided, and may also be called upon to attend the office on any holiday, in case of urgency.
8. The Income Tax or any other tax will be deducted at source as per Govt. instructions. Necessary TDS certificate will be issued.

9. 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.
10. No one shall utilized or publish or disclose or part with, to a third party, any part of any data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment, without the express written consent of the authorities.
11. The candidate 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.
12. The candidate would be required to sign a Non-disclosure Undertaking.
13. The Institute shall reserve the right to not to fill up the post/s advertised without assigning any reasons.

Registration shall began sharp at 09:00 A.M and no candidate will be entertained beyond 10:00 A.M. in any condition. Interested persons possessing the requisite qualification, experience etc. should appear on Walk-in-Interview along with copies of testimonials duly self attested and two recent passport size Photograph, Resume and Related Documents at Morarji Desai National Institute of Yoga, 68, Ashok Road, New Delhi-110001.

The selected candidates will be required to work in Morarji Desai National Institute of Yoga, 68, Ashok Road, New Delhi-110001 and at Yoga Certification Board, Teen Murti Marg, Chanakyapuri, New Delhi-110021 for all the posts mentioned above. No TA/DA will be paid for attending the interview.

Vishal Kumar Sinha
(Vishal Kumar Sinha)
Deputy Director (F&A)

Copy for information and necessary action to:-

1. Store-Keeper – To upload the same on Institute's website immediately
2. All Notice Board of MDNIY
3. P.A. to Director