



## MORARJI DESAI NATIONAL INSTITUTE OF YOGA

Ministry of Ayush, Government of India

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File No.16-04/2022-Estt.(Vol. I)

Dated: 16 September, 2022

### Vacancy Notice

Morarji Desai National Institute of Yoga (MDNIY), Ministry of Ayush, Government of India is a focal Institute for Planning, Training, Promotion and Coordination of Yoga Education, Training, Therapy and Research in all its aspects. Applications are invited from eligible citizens of India for engagement as Consultant (Personal Assistant to Director) on full time basis on contract with the following job description and experience-

1	<b>Positions code</b>	MDNIY/CT/01
2	<b>Name of Positions</b>	Consultant (PA to Director)
3	<b>No of Vacancy</b>	One
4	<b>Mode of Engagement</b>	Purely on contract basis
5	<b>Place of Posting</b>	Morarji Desai National Institute of Yoga, 68, Ashok Road, New Delhi-110001.
6	<b>Essential Qualification</b>	(i) Persons retired from the Positions of PS to Senior Officers in the pay scale of Level-10 as per 7 <sup>th</sup> CPC or equivalent from the Central/State Governments, Attached & Subordinate offices, PSUs or Autonomous bodies. (ii) Speed of 40 words per minute in English/Hindi stenography with good typing speed and efficient managerial skills, etc. <b>OR</b> (i) Graduate in Law/IT/Management/Mass Communication with minimum 55% marks. (ii) Speed of 40 words per minute in English/Hindi stenography with good typing speed and efficient managerial skills. etc. and (iii) Minimum 5 years experience in Office Management.
7	<b>Desirable</b>	(i) Proficiency in English (ii) Knowledge of computer applications/operations (iii) Knowledge of arranging virtual conference/MS office. Maintaining appointments, meetings, schedules and liaising with other departments/internal departments to execute the directions/works assigned by Competent Authority. (iv) Preference will be given to those candidates who are having experience in Secretarial work and well conversant in noting & drafting, MS Office, MS Excel, Power Point etc and data entry work.
8	<b>Duties Responsibilities &amp;</b>	(i) Responsible for the issues relating to Director's Office. (ii) Any other work as assigned by the Competent Authority.

9	Remuneration	Rs. 50,000 or as per General Conditions. (Para 5)
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Candidates must go through the enclosed general conditions and application procedure prior to applying for the position and ascertain their suitability accordingly.

## **GENERAL CONDITIONS**

### **Walk-in-Interview on 28<sup>th</sup> September 2022**

Sl.No.	Particulars	Timings
1.	Registration	09: 00 A.M. to 09:30 A.M.
2.	Scrutiny of Applications	09: 30 A.M. to 10:00 A.M.
3.	Skill test for Candidates	10: 00 A.M. to 11:00 A.M.
4.	Interview of Shortlisted Candidates	11:00 A.M. onwards

#### **1. Engagement**

- 1.1 The term of engagement shall ordinarily be for an initial period not exceeding one year which may be curtailed / extended based on the performance.
- 1.2 The engagement will be purely on contract basis and will not confer any right for regular appointment in the Institute.
- 1.3 A notice period of 15 days is required to terminate or resign from the position of engagement both by the employer or the engaged person respectively.

2. **Age Limit:** Should not be more than 64 years of age on the last date for receipt of application.

3. The selected candidate will be required to join the assignment immediately at the place of positioning.

4. The engagement may be terminated by the Competent Authority at any time without assigning any reason.

#### **5. Remuneration**

##### **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/-.

#### **6. Leave**

- 6.1 Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service.
- 6.2 Accumulation of leave beyond a calendar year will not be allowed.

#### **7. For Retired Government Servants:**

- 7.1 The retired Govt. servant engaged as consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as consultant.
- 7.2 The engagement as consultant shall not be considered as a case of re-employment.
- 7.3 Vigilance Clearance as per CVC guidelines (CVO Letter No. 21-VGL-024 dated 03.06.2021) shall be required prior to engagement of a retired Government servant as a Consultant.

#### **8. Working Hours:**

- 8.1 The engaged individual shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency.
- 8.2 They shall mark their attendance in AEBAS mandatorily, failing which it may result in deduction of remuneration.
- 8.3 The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

#### **9. Confidentiality of data and documents**

- 9.1 The engaged individual will maintain absolute confidentiality and secrecy of the information handled by him. The secrecy and confidentiality are to be maintained even after the termination of the engagement.
- 9.2 The Intellectual Property Rights (IPR) of the data collected as well as deliverables by the engaged individual/s produced for the Institute shall remain with the Institute. No claim against the same shall be made in this regard by the individual/s engaged.
- 9.3 No engaged individual shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of engagement for the Institute, without the express written consent of Institute / Ministry.
- 9.4 The engaged individual shall be bound to hand-over the entire set of records of assignment to the Institute before the expiry of the contract, and before the final payment is released by the Institute.

- 2.5 The engaged individual would be required to sign a Non-disclosure Agreement on Non-judicial stamp paper in the prescribed format. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during his/her engagement, without the express written consent of the Competent Authority.

#### **10. Conflict of interest:**

- 10.1 The engaged person, shall in no case represent or give opinion or advice to others in any matter which is against the interest of the Institute, nor will he indulge in any activity outside the terms of employment/contractual assignment.
- 10.2 The engaged individual shall not claim any benefit/compensation/absorption/regularization of service with this Institute under the provision of Industrial Disputes Act, 1947 or Contract Labor (Regulation and Abolition) Act, 1970.

#### **11. Procedure of engagement:**

- 11.1 The applications received shall be scrutinized by a duly constituted Screening Committee which shall formulate its own criteria for shortlisting and recommending suitable candidates for interview by a Selection Committee.
- 11.2 No TA/DA will be paid for attending the interview.
- 11.3 The Institute reserves the right to cancel the Position advertised without assigning any reasons.

#### **12. Termination of Contract**

The Institute reserves the right to terminate the contract at any time without giving any notice and without assigning any reason. Some of the situations under which the Institute may terminate the contract are:

- (i) The person engaged on consultancy is unable to address the assigned work.
  - (ii) Quality of the assigned work is not to the satisfaction of the Director/Institute.
  - (iii) The person engaged is found lacking in honesty and integrity.
13. The power to interpret any of the guidelines or power to settle any dispute arising out of these guidelines shall lie with Director, MDNIY whose decision shall be final and binding on the engaged individual. Further, any condition not explicitly covered under these guidelines shall be put up to Director, MDNIY for decision which shall be final and binding on the consultant.
14. The Institute may adopt its own criteria to shortlist the candidates suitable for the duties and responsibilities associated with the particular position.
15. The Competent Authority MDNIY reserves the right to increase or decrease the number of positions

advertised above as per the requirements.

### **13. APPLICATION PROCEDURE**

1. The interested candidate should ascertain their suitability for the position as per the requirements and should possess the minimum essential qualifications/experience as prescribed above for each position.
2. Mere possession of the minimum essential requirements does not confer the right to selection to a candidate.
3. Interested candidates may submit their duly filled up application form along-with two recent passport photographs in the enclosed prescribed format signed and complete in all respects supported by the self-attested photocopies of the educational qualifications, experience, etc.
4. Incomplete / unsigned applications / applications are liable to be summarily rejected. Candidates must ensure that the applications reach the Institute within the prescribed time.
5. Canvassing in any form shall render a candidate liable for rejection from the selection procedure.
6. Registration shall began sharp at 09:00 A.M. and no candidate will be entertained beyond 09:30 A.M. 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, on 28.09.2022 with proforma and Related Documents at Morarji Desai National Institute of Yoga, 68, Ashok Road, New Delhi-110001.

*Vishal K. Sinha*  
(Vishal Kumar Sinha)  
Deputy Director (F&A)

Copy for information and necessary action to:-

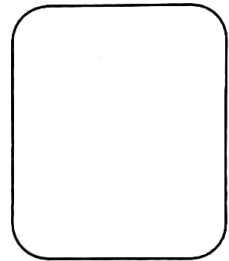
1. Store-Keeper – To upload the same on Institute's website immediately
2. All Notice Board of MDNIY
3. P.A. to Director

Deputy Director (F&A)



**MORARJI DESAI NATIONAL INSTITUTE OF YOGA**

68, ASHOKA ROAD, NEW DELHI-110001

**APPLICATION FOR THE POSITIONS OF: .....**  
**(ON PURELY TEMPORARY CONTRACT BASIS)****Name of the Candidate** : \_\_\_\_\_  
**(In Block Letters)****Father's/Husband Name** : \_\_\_\_\_**Date of Birth/Age** : **DOB:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Years****Category** : **General/SC/ST/OBC** **Any other:** \_\_\_\_\_**Sex/Marital Status** : **Sex:** Male/Female **Status:** Married/Unmarried**Address (Permanent)** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Address (Correspondence)** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Contact Numbers** : **Mobile:** \_\_\_\_\_ **Land Line:** \_\_\_\_\_**Email** : \_\_\_\_\_**EDUCATIONAL QUALIFICATION:**

Exam passed	University/Board	Year of Passing	% of marks obtained

**EXPERIENCE**

Sl.No.	Name of the Institute	Positions Held	Period		Reason of Leaving
			From	To	

If Retired, total working Experience: \_\_\_\_\_  
at the time of retirement

Positions Held: \_\_\_\_\_

PAY BAND & GRADE PAY: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

WORKING KNOWLEDGE OF COMPUTER/INTERNET: \_\_\_\_\_

Any other Information

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**DATE:**

**SIGNATURE OF CANDIDATE**

**Name:**

**Note:** Enclose self-attested copies of certificates/testimonials