

**MORARJI DESAI NATIONAL INSTITUTE OF YOGA****Ministry of Ayush, Government of India**

68, Ashok Road, New Delhi-110001

Phone: 23730417-18, 23351099. Fax: 011-23711657

Email: mdniy@yahoo.co.in Website: www.yogamdniy.nic.in

File No.16-19/2022-Estt.

Dated: 19th September, 2022**DETAILS OF VACANCY AND TERMS AND CONDITIONS**

Morarji Desai National Institute of Yoga, Ministry of Ayush, Government of India invites applications from Indian Citizens for the post for Administrative Department of MDNIY from experienced officials in the relevant field to be filled up by Direct Recruitment as per details given below post:

Sl. No.	Name of Post/Pay Scale (As per 7 th CPC)	No. of Post/Category	Minimum Qualification & Experience	Age	Mode of Recruitment
1.	Administrative Officer Level-10 (Rs.56,100/- Rs.1,77,500/-) [6 th CPC Scale; PB-3 (Rs.15600-39100)+GP Rs.5400/-]	One-UR	By Direct Recruitment:- (i) A regular bachelor degree from a recognized University with minimum 50% marks. (ii) Minimum eight (08) years' experience in General Administration/Establishment/Store & Purchase in a Government Office/PSU/Autonomous Bodies/Statutory Bodies.	Not exceeding 35 years as on the closing date for receipt of application. Age limit for Direct Recruitment is relaxable in respect of SC/ST/OBC/PWD/PH etc. candidates in accordance with instructions of Govt. of India issued by the Ministry of Personnel, Public Grievances & Pensions (Dept. of Personnel & Training) No. 15012/2/2010-	By Direct Recruitment.

				<p>Estt.(D) dated 27/03/2012 as amended from time to time.</p> <p>Age relaxation is also applicable to the candidates belonging to Government/Autonomous/Statutory Bodies/PSU employees in accordance with orders issued by the Govt. of India from time to time.</p>	
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GENERAL INFORMATION, TERMS AND CONDITIONS:

Applicants are advised to read all instructions carefully before sending their applications.

A. Benefits under MDNIY service:

1. These posts carry usual allowance as admissible to the Central Government Employees and as made applicable to Morarji Desai National Institute of Yoga (MDNIY) employees.
2. Medical facilities are available to employees of MDNIY as per Central Services (MA) Rules 1944 as amended from time to time.

B. Other Conditions:

1. The applicant must be a citizen of India.
2. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess essential criteria laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.



3. The prescribed essential criteria is minimum and mere possession of the same does not entitle candidates to be called for screening/interview as the case may be. The Competent Authority reserves the right to shortlist candidates on the basis of higher qualifications/year of experience in the subject/screening test/other criteria. The decision of the Competent Authority will be final in this regard.
4. The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience.
5. If any document/certificate furnished in a language other than Hindi or English, a transcript in Hindi/English of the same duly attested by a Gazetted Officer or Notary is to be submitted.
6. The date for determining the upper age limit, qualification and/or experience will be the closing date as per the advertisement published in the Employment Newspaper.
7. Age limit for Direct Recruitment is relaxable in respect of SC/ST/OBC/PWD/PH etc. candidates in accordance with instructions of Govt. of India issued by the Ministry of Personnel, Public Grievances & Pensions (Dept. of Personnel & Training) No. 15012/2/2010-Estt.(D) dated 27/03/2012 as amended from time to time. Age relaxation is also applicable to the candidates belonging to Government/Autonomous/Statutory Bodies/PSU employees in accordance with orders issued by the Govt. of India from time to time.
8. Vacancies and reservation status will be applicable as per this notification. However, vacancies may increase or decrease at the time of screening/interview by the order of the Competent Authority. This is subject to change without any notice.
9. While forwarding the application the sponsoring authority/employers shall ensure that the particulars of the candidate are verified and that he/she fulfils the eligibility conditions, along with a certificate that the officer is free/clear from vigilance angle and no disciplinary proceeding(s) is/are pending or contemplated against the applicant.
10. The candidate serving in Govt./Autonomous/Statutory bodies should apply **through proper channel** and their dully forwarded application should reach the office of Director, Morarji Desai National Institute of Yoga (MDNIY) on or before the closing date. If not, they should submit '**NO OBJECTION**' certificate from their employer at the time of interview. In case they do not furnish the same, their candidature will be rejected.
11. Those working in Central/State/Autonomous bodies/Statutory/PSU may send advance copy of application, so as to reach the same in MDNIY well in time.



12. Institute reserves the right to make any amendment, cancellation and changes in this advertisement in whole or as per part without assigning any reason thereof.
13. Any corrigendum/order regarding this advertisement will be issued on the MDNIY website only. Candidates are advised to remain in touch with the website for this purpose. No separate corrigendum etc. will be published in any Newspaper/Employment News.
14. Applicants will be fully responsible for the accuracy of the information they furnish. Any information furnished by the candidate if found wrong at any stage will result in his/her disqualification and/or dismissal from the service at any stage.
15. The call letter for interview/written test, if shortlisted, shall be sent by email/speed post. However, the Institute shall not be responsible for any error or postal delay or lapse, whatsoever.
16. The appointment to the said post will be subject to physical fitness from the Competent Medical Board/Medical Authority as decided by the Institute before joining the post.
17. The candidate shall have to appear for interview, if called for, at his/her own cost (which will be either in physical mode or virtual mode). (However, SC/ST/OBC candidate, if called for interview/written test/skill test will be allowed second class rail fare travelling allowance as per rule)
18. The term & conditions for appointment will be as per rules & regulations of MDNIY as amended from time to time.
19. No Correspondence or personal inquiries shall be entertained.
20. In case of any dispute on this issue, the jurisdiction will be Delhi only.
21. Canvassing in any form will be treated as disqualification.
22. All eligible candidates applying for Direct Recruitment has to attach a Demand Draft (DD) for an amount of Rs.1000/- (non-refundable) along with application form. No application fee is applicable for SC/ST, OBC, Ex-Servicemen, Person with Disabilities, Widow, Divorcee Women and Women judicially separated from their husband and Govt. servants as per rules. The Bank Demand Draft (DD) be drawn in favour of "**Director, Morarji Desai National Institute of Yoga**" payable at New Delhi. On back side of DD, candidates must mention – Candidate's name, category and post applied for.
23. Eligible Candidates are required to apply in the prescribed format, neatly typed on A4 size paper on one side as per the format. Application completed in all respect enclosing two recent passport size photo and self-attested copies of all certificates, mark sheets, testimonials in support of age, educational qualifications, experience, caste/community/persons with disabilities (PWD) etc. along with non-refundable application fee (DD) should be sent to **The Director, Morarji Desai National Institute of Yoga, 68, Ashok Road,**



Near Gole Dak khana, New Delhi-110001 by Registered AD/Speed Post, ensuring that the same is reached before the last date of submission of application.

24. The envelop should be superscribed "**APPLICATION FOR THE POST OF _____**".
25. Candidate selected will presently be posted in Delhi NCR but is liable to serve anywhere in India or abroad.
26. Director MDNIY reserves the right not to fill any or all the posts advertised without assigning any reasons.
27. Possession of the qualification shall not entitle the applicant right to be called for interview, get selected for the post, as the Institute evolves its own procedure in short listing the applications for consideration of the post(s).
28. Application not supported with self-attested copies of certificates of age, educational qualifications, mark sheets, experience certificates, caste/community/PWD certificates etc. would be rejected and they would not be called for interview.
29. All original mark sheets, educational qualifications, certificates, testimonials, experience certificates etc. would have to be produced for verification on demand before or after interview, failing which the candidature would be rejected.

C. Reservation:

1. Reservation of SC/ST/OBC (below creamy layer), Persons with Disabilities (PWD)/physically handicapped (PH) will be as per rule and exiting policies of Central Government.
2. Applications not supported by the appropriate certificate for the reservation category claimed, will be treated as General/Unreserved. In case Institute observes any false or discrepancy in their certificate, their candidature will be rejected summarily No correspondence will be entertained on this account at all.
3. SC/ST/OBC/PWD/PH candidates are required to produce original valid certificate in the prescribed format signed by the specified authority, at the time of interview. It is mandatory.

D. Invalid Applications:

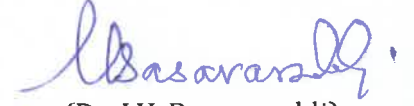
1. Candidates are advised to read all instructions carefully before sending their applications otherwise their applications are likely to be rejected on or more of the following reasons in terms of the notifications.
 - (a) Applications received after the closing date.
 - (b) Applications not in prescribed format.
 - (c) Candidates not having the required qualifications & experience and proper supporting documents.



- (d) Applications without latest photo not being pasted in the provided space.
- (e) Applications not forwarded through proper channel with dossier (for in service candidates).

E. Last Date:

1. In case the last date and receipt of application is declared holiday the date of receipt of the application will be considered as next working day.



(Dr. I.V. Basavaraddi)
Director

Copy to:-

C&D Officer – Please host the above on the official website of MDNIY i.e. www.yogamdniy.nic.in.



मोरारजी देसाई राष्ट्रीय योग संस्थान (मो.दे.रा.यो.सं.)
MORARJI DESAI NATIONAL INSTITUTE OF YOGA (MDNIY)

आयुष मंत्रालय, भारत सरकार
Ministry of Ayush, Government of India
 68, अशोक रोड, नई दिल्ली - 110001
 68, Ashok Road, New Delhi-110001

APPLICATION FORM

Affix self
 attested
 recent
 Passport Size
 Photograph

Name of the post applied for :

Advertisement No. :

Category applied for : (Unreserved/SC/ST/OBC/PWD/PH)

Details of fee paid Amount (Rs.): Bank DD No. Dated

Bank's Name :

1. **Name in full: Dr./Prof./Shri/Smt./Km.** _____
 (in CAPITAL letters)

2. **Father's/Husband's Name:** _____

3. **Date of Birth:** DD _____ MM _____ YYYY _____
 (in words) _____

Age (as on closing date of application according to Matriculation Certificate)

4. **Address: (in CAPITAL letters)**

(i) **Present Address (for correspondence, with phone/mobile No. & E-mail):-**

E-mail Id: _____ **Mobile No.** _____

(ii) **Permanent home address:-**

5. **Nationality:** _____ 6. **Sex:** _____ (Male/Female)

7. **Whether belongs to SC/ST/OBC/PWD/PH:** _____
 (in support, please enclose a certificate from authorized Issuing Officer)

8. (a) **Mother Tongue:** _____

(b) **Other language(s) which the applicant can speak, read and write fluently:**

9. Examinations passed (Please enclose a self certified copy of each degree/certificate & mark sheet):-

Examination	Name of the Degree/Diploma and Board	Name of the College & University	Percentage of marks/OG PA obtained (Aggregate in case of degree programs)	Division obtained	Year of passing	Subject(s) (Major)/ Specialization	Distinction If any

10. Employee Record (Starting from the present position):

Office/Institute/ Organization	Post held	From	To	Scale of Pay & Basic Pay	Nature of Duties	Actual Duration (Years & Months)

Total Experience:

11. RESEARCH, if applicable:

a) Research Projects:

S. No.	Title of Project (s)	Period (From-To)/No. of years	Budget	Funding agency	PI or Co-PI (Status)	Status of Project completed /ongoing

12. Area of Specialization/Super-Specialization: _____

13. Extra-curricular activities e.g. Games, sports, NCC, NSS, Community health service/activities etc.

14. Major Academic/Research contribution:

15. Name, address and contract details of two references including one current supervisor/employer:

(1) _____

(2) _____

16. Additional information, if any which you would like to mention in support of your suitability for the post: _____

(Enclose separate sheet, if the space is insufficient in any column)

17. The Officers desirous considered for the post through proper channel may be forwarded along with the applicants' duly verified personal Bio-data as per performa enclosed with this advertisement along with Cadre Clearance, Vigilance Clearance and attested photo copies of ACR's/APARs for the last five years. The authorities forwarding the applications should certify that in the case of selection, the officer would be relieved immediately.

DECLARATION

I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to wilfully conceal or misrepresent the facts, my candidature may be summarily rejected or employment terminated.

Place: _____

Signature of the candidate

Date: _____

(Name in CAPITAL letters)

REMARKS OF THE PRESENT EMPLOYER

(In the case of those who are already in service)

Certified that information furnished by Shri/Ku./Smt./Dr. in his application have been verified from the office records and is found to be correct. No

vigilance/ disciplinary case is pending or contemplated against him/her and he/she is clear from vigilance angle.

The applicant Shri/Ku./Smt./Dr. is holding a permanent/temporary post of in the scale of payfromand his/her present basic pay is Rs. P.M. his/her application is forwarded and he/she will be relieved in case he/she is selected for the post applied for.

Date:

Place:

Signature

Designation of Appointing Authority
(with official seal)