



# MORARJI DESAI NATIONAL INSTITUTE OF YOGA

Ministry of Ayush, Govt. of India

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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 thus invited from eligible citizens of India for engagement on the following positions purely on temporary contract basis as follows:

Positions code	Positions Name	No. of Positions	Place of Duty
MDNIY/CT/01	Senior Consultant (Sports Management)	01	MDNIY/YCB
MDNIY/CT/02	Consultant	10	
Total No. of Positions		11	

Position-wise break up along with the details of essential qualifications, experience, remuneration etc., are given as under:

## 1. SENIOR CONSULTANT (SPORTS MANAGEMENT)

Positions Code	MDNIY/CT/01
No. of Positions	One (01)
Essential Qualification	MBA in Sports Management with 3 Years Positions qualification experience in the related field and proficiency in use of computer
Desirable	Experience of working in government set up
Duties & Responsibilities	Responsible for all the matters related to sports management and any other work as assigned by the Competent Authority.
Remuneration	Rs.55,000/- per month (consolidated)

## 2. CONSULTANT (ADMN.)

Positions Code	MDNIY/CT/2.1
No. of Positions	Two (02) [One (01) for MDNIY/One (01) for YCB]
Essential Qualification	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 correspondence, Vigilance etc. 2. Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedures etc.
Desirable	1. Proficiency in Hindi and English 2. Knowledge of computer applications/operations

<b>Duties &amp; Responsibilities</b>	1. Responsible for the issues relating to administrative matters of the Institute. 2. Any other work as assigned by the Competent Authority.
<b>Remuneration</b>	As per General Conditions (Para 5)

### 3. CONSULTANT (EXTENSION ACTIVITIES)

<b>Positions Code</b>	<b>MDNIY/CT/2.2</b>
<b>No. of Positions</b>	One (01)
<b>Essential Qualification</b>	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 correspondence, Vigilance etc.. 2. Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedures etc.
<b>Desirable</b>	1. Proficiency in Hindi and High proficiency in English 2. Knowledge and Experience of Yoga/AYUSH Sector.
<b>Duties &amp; Responsibilities</b>	1. Responsible for the issues relating to Administration and extension activities being carried out by the Institute. 2. Any other work as assigned by the Competent Authority. 3. Relating to the Administration, promotional activities/Extension activities.
<b>Remuneration</b>	As per General Conditions (Para 5)

### 4. CONSULTANT (ESTT.)

<b>Positions Code</b>	<b>MDNIY/CT/2.3</b>
<b>No. of Positions</b>	One (01)
<b>Essential Qualification</b>	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 correspondence, Vigilance etc.. 2. Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedures etc.
<b>Desirable</b>	1. Proficiency in Hindi and English 2. Knowledge of computer applications/operations
<b>Duties &amp; Responsibilities</b>	1. Responsible for the issues relating to Establishment matters of the Institute. 2. Any other work as assigned by the Competent Authority.
<b>Remuneration</b>	As per General Conditions (Para 5)

**5. CONSULTANT (PA TO DIRECTOR)**

<b>Positions Code</b>	<b>MDNIY/CT/2.4</b>
<b>No. of Positions</b>	One (01)
<b>Essential Qualification</b>	1. Persons retired from the Positions of PS or Section Officer 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 with proficiency in shorthand with good typing speed and efficient managerial skills., etc.  <b>OR</b>  Graduate in Law/IT/Management/Mass Communication with minimum 55% marks and minimum 5 years' experience in Office Management along with Proficiency in Stenography.
<b>Desirable</b>	1. Proficiency in English  2. Knowledge of computer applications/operations  3. Knowledge of arranging virtual conference/MS office. Maintaining appointments, meetings, schedules and liasoning with other departments/internal departments to execute the directions/works assigned by Competent Authority.  4. Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedures etc.
<b>Duties &amp; Responsibilities</b>	1. Responsible for the issues relating to Director's Office. 2. Any other work as assigned by the Competent Authority.
<b>Remuneration</b>	Rs. 50,000 or as per General Conditions. (Para 5)

**6. CONSULTANT (IT)**

<b>Positions Code</b>	<b>MDNIY/CT/2.5</b>
<b>No. of Positions</b>	One (01)
<b>Essential Qualification</b>	1. B.E/B.Tech/M.Sc/M.Tech in Computer science/IT with minimum 55% marks form a recognized University with minimum five years' experience in handling related matters and should be well versed in dealing with the subject matter.  2. Knowledge of Software testing, Arranging Virtual conferences, MS Office, etc.
<b>Desirable</b>	1. Proficiency in Hindi and High proficiency in English  2. Knowledge and Experience of AYUSH Sector.
<b>Duties &amp; Responsibilities</b>	Computer programming, data and analysis, web designing, computer network architect, computer system analysis and other ancillary jobs including computer system software and any other related work assigned by the Competent Authority.
<b>Remuneration</b>	Rs.50,000/- (Consolidated)

**7. Media Consultant**

<b>Positions Code</b>	<b>MDNIY/CT/2.6</b>
<b>No. of Positions</b>	Two (02) Media Consultants [Media and Social Media]
<b>Essential Qualification</b>	<p>1. A Post-Graduate in Mass Communication/Journalism with minimum 55% marks from a recognized University established under UGC Act</p> <p style="text-align: center;"><b>OR</b></p> <p>Any Degree and Post Graduate Diploma in Journalism/Mass Communication with minimum 55% of marks from a recognized University established under UGC Act</p> <p>2. Minimum 5 years post qualification experience in an Institution or a firm of repute or as a communication-cum-documentation officer with a Public Sector Undertaking/ NGO having Regional/ National outreach.</p> <p>3. Good Knowledge of Social Media Handles/Short Films Production/Documentaries etc.</p>
<b>Desirable</b>	<p>1. Outstanding ability in drafting, editing and composing promotional material.</p> <p>2. Writing, editing, content development for Newsletter, Journal, Magazine, brochure, books, and other promotional and publicity publications</p> <p>3. Ability to work independently on the computer.</p> <p>4. Proficiency in Hindi.</p> <p>5. High proficiency in English.</p>
<b>Duties &amp; Responsibilities</b>	<p>1. All types of media (print, electronic and social media) related matters</p> <p>2. Any other work as assigned by the Competent Authority</p>
<b>Remuneration</b>	Rs.50,000/- (consolidated)

**8. CONSULTANT (TECHNICAL)**

<b>Positions Code</b>	<b>MDNIY/CT/2.7</b>
<b>No. of Positions</b>	Two (02) [One (01) for MDNIY/One (01) for YCB]
<b>Essential Qualification</b>	<p>1. Post-Graduate in yoga with minimum 55% marks from recognized University</p> <p style="text-align: center;">Or</p> <p>Any post-graduate with 55% marks from a recognized university and one year diploma after graduation in yoga with 55% marks from a recognized university or an institute of national repute.</p> <p>2. Minimum 5 years' experience in teaching/Research in Yoga.</p> <p>3. YCB certification of Yoga Teacher and evaluation.</p>
<b>Desirable</b>	<p>1. The Candidate should have published work in the relevant field.</p> <p>2. Knowledge of creation of short films/documentaries</p> <p>3. Handling of Social Media accounts.</p>

	<p>4. Preparation of Presentations/Lectures etc.</p> <p>5. Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedures etc.</p> <p>6. Preference will be given to the candidates who has experience in writing the articles, conducting mass demonstration in yoga, conducting presentation.</p> <p>7. Experience in the Audio-Visual production.</p>
<b>Duties &amp; Responsibilities</b>	<p>1. All technical matters related to yoga education, training, therapy and research</p> <p>2. Global promotion and development of yoga in all its aspects</p>
<b>Remuneration</b>	Rs.50,000/- (consolidated)

**Candidates must go through the enclosed general conditions and application procedure prior to applying for the Positions and ascertain their suitability accordingly.**

### **GENERAL CONDITIONS**

#### **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 candidates 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 therefor.

#### **5. Remuneration**

##### **5.1 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/-.

## **5.2 In case of consultants 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**

- 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/s 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. 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/s 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/s 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.
- 9.5 The engaged individual/s 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/s 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.
- 10.3** The individual/s engaged from open market shall give a Bond at the time of initial engagement/renewal to the effect that their engagement shall not confer any right/claim for regularization of his/her service in the Institute.

**11. Procedure of engagement:**

**11.1** The applications received till the closing date 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.

- 12.** The Institute reserves the right to cancel the Positions advertised without assigning any reasons.

**13. 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.

- 14.** The person engaged from Open Market shall be engaged after verification of antecedent by the Police.
- 15.** 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/s. 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.
- 16.** The Institute may adopt its own criteria to shortlist the candidates suitable for the duties and responsibilities associated with the position.
- 17.** The Competent Authority MDNIY reserves the right to increase or decrease the number of positions advertised above as per the requirements.

## **APPLICATION PROCEDURE**

1. The interested candidates should ascertain their suitability for the positions 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 received after closing date are liable to be summarily rejected. Candidates must ensure that the applications reach the Institute within the prescribed time. Applications received late due to postal delays shall not be entertained.
5. Applications received after the closing date shall not be considered under any circumstance whatsoever.
6. Canvassing in any form shall render a candidate liable for rejection from the selection procedure.

**Interested persons possessing the required eligibility criteria may send in their applications in the prescribed format, complete in all respect, with a set of self-attested photocopies of educational qualification, experience etc. and two recent passport size photographs in a sealed envelope. The name of position/Positions code applied for should be clearly superscribed on the envelope. The applications in a sealed envelope supported by the relevant educational/experience testimonials may be sent through Speed Positions / Registered Positions / By Hand to The Director, Morarji Desai National Institute of Yoga, 68, Ashoka Road, New Delhi-110001 to reach the institute within 21 days from 30.09.2021.**

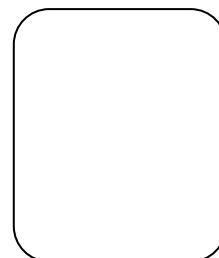
**Applications received after the closing date shall not be entertained under any circumstance whatsoever.**

**This issues with the approval of Director.**

Administrative Officer



**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:**

<b>Exam passed</b>	<b>University/Board</b>	<b>Year of Passing</b>	<b>% of marks obtained</b>

**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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE:**

**SIGNATURE OF CANDIDATE**

Name:

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