



YOGA CERTIFICATION BOARD

Ministry of Ayush, Government of India

Vishwa Yuvak Kendra, Chanakyapuri, Circular Road,, New Delhi-110021

Ph.: 011-42765248 e-mail: ceoycb18-mdniy@nic.in;

Web: www.yogacertificationboard.nic.in

Advertisement for the posts of Principal Consultant, Consultants and Accountant in Yoga Certification Board, Ministry of Ayush, Government of India

Applications in the prescribed proforma (as per Annexure- I) to the advertisement) are invited from eligible candidates for engagement in Yoga Certification Board, Ministry of Ayush, Government of India, New Delhi, as per details given below:

S N	Post	Qualification/ Eligibility	Scope of Work	Maximum Remuneration (Rs)
1	Principal Consultant (One)	<p>Essential: A Post Graduate degree</p> <p>Desirable: 1. M. Phil/PhD preferably in Yoga (knowledge of Yoga practice) or Administration/ Management and 2. Having experience to set up or heading a certification organization</p> <p>Experience 1. Minimum 10 years of administrative experience in Government of India, Statutory Bodies, Public Sector Undertaking, Autonomous Bodies, Universities or in any other institutions (including teaching faculties), recognized by Government of India/State Government and 2. Experience of working</p>	<p>1. Responsible for management and administration of YCB including supervision and overall control over day to day administration, finance, IT, Technical Institute, Legal and Public Relations</p> <p>2. To conduct the business of the Board and various committees entrusted with Policy Formulization, Course contents, Evaluation criteria for Certification & Accreditation.</p> <p>3. Organize, plan and execute various programmes for Certification of YCB and Accreditation for improving professionalism in the Yoga Sector.</p> <p>4. Continues Monitoring and Evaluation of Yoga Certification and Accreditation Processes.</p> <p>5. Coordination with</p>	<p>1,50,000/-P.M.</p> <p>OR</p> <p>(Only for Retired Govt. servant) Last pay drawn minus basic pension as per the Ministry of Ayush letter no. A-41020/4/2020-E-II dated 01.04.2023 plus TA</p>

		in computerized environment with proficiency in MS office and database management software etc Age: 64 years (Max)	various stake holders and consensus building and increasing the marketing value of Yoga Certification Board 6. Maximizing the use of IT in the functioning of the Board.	
2	Consultant (IT) (One)	Essential: B.E./ B.Tech/M.E./ M. Tech in IT/ Computer Science & Technology Experience Minimum 5 years of experience in related areas. Knowledge of PHP, Code Ignitor, Wordpres, MySQL Programming language. Age: 64 years (Max)	Computer programming data analysis, Web Designing, Computer Network Architect, Computer System Analysis and other Ancillary Jobs including Computer System Software and any other related assignment.	75,000/-P.M.
3	Consultant (Admin) (Two) (YCB/MDNIY)	Essential: A retired Government officer not below the rank of Section Officer having working knowledge of Administration and Accounts/Finance Desirable: Working experience in Government set-up / institution. Age: 64 years (Max)	1. Responsible for the work related to administration and Finance matters of the Board. 2. He /she will help the Board in management of account and advice in the financial matter. 3. He/she will help the Board in the operation of activities. 4. Any other work as assigned by the competent authority.	Rs. 50,000/- per month OR Last pay drawn minus basic pension as per the Ministry of Ayush letter no. A-41020/4/2020-E-II dated 01.04.2023 plus TA
4	Consultant (Yoga) (One)	Essential: A postgraduate degree in Yoga from a recognized University under UGC Act with 5 year post qualification	• The incumbent shall help the Board to solve issues, crate value, maximize growth and improve efficiency and work performance.	Rs.50,000/- per month

for MDNIY
for

	<p>experience.</p> <p>OR</p> <p>A postgraduate from a recognized University and Diploma in Yoga after graduation of at least one year duration from a recognized University under UGC Act/Institute of repute with 55% marks in both with 5 years' teaching/research experience in Yoga from a university or an institution of repute;</p> <p>OR</p> <p>A Medical Graduate / A Physiotherapy post graduate from a recognized university established under UGC Act with a minimum 55% marks and one year diploma in Yoga after graduation from a recognized university/institute of repute with minimum 55% marks with 5 years teaching/ research experience in Yoga in a University/college/ institute of repute.</p> <p>OR</p> <p>A BNYS graduation from a recognized University under UGC Act with a minimum 55% of marks and 5 years teaching/research experience in Yoga.</p> <p>Desirable:</p> <p>1. M.Phil / Ph.D in yoga on topic related to yoga</p>	<ul style="list-style-type: none"> • He/ She shall use his/her expertise in rendering objective advice and expertise and help the Board to develop any specialist skills in regard to accreditation and deciding various levels of certification and its curricula, setting up of question paper of evaluation • He/she shall contribute towards implementation aspects of holding examinations. • Any other work as assigned by the competent authority. 	
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		<p>1. Practical ability to perform Yogic practices;</p> <p>2. Capacity to build different Yoga modules and examination papers;</p> <p>3. Experience in conducting examinations, evaluations;</p> <p>4. Working knowledge of Sanskrit, English and Hindi;</p> <p>5. Knowledge of computers; and publications of papers and books.</p>		
5	Accountant (One)	<p>Essential: M.B.A (Finance)</p> <p>OR</p> <p>B.Com with 55 percent</p> <p>Desirable: CA (Inter)</p> <p>Experience Minimum 5 years of experience in relevant field (work relating to Account and Audit)</p> <p>Age: 64 years (Max)</p>	Responsible for the work relating to Account of the board, reconciliations with bank, Accreditation fee, examination fee and other receipts, TDS deduction and filing of TDS returns, work relating to GST and Income Tax, finalization of quarterly, half yearly and yearly final accounts, conducting internal audit etc. All matter related to Accounts / and getting the audit of the board.	50,000/- P.M.
6	Stenographer (One)	<p>Essential: Graduate having stenography and typing speed of 100/40 WPM</p> <p>Experience 2 years of experience</p> <p>Age: 64 years (Max)</p>	To assist HOI (YCB) and Principal Consultant (YCB) in noting, drafting and all matter related to the board.	28,000/-P.M.

Note: The posts of Senior Consultant (Media) & Senior Consultant (Social Media) stand withdrawn due to administrative reasons.

Signature

Interested persons possessing the required qualifications, experience, etc. may send their applications in prescribed format by speed post at Yoga Certification Board (YCB), Ministry of Ayush, Government of India, Vishwa Yuvak Kendra, Chanakyapuri, Circular Road, New Delhi-110021 or via email to ccoycb18-mdniy@nic.in with the subject **“Application for the post of Consultants/ Accountant, Yoga Certification Board/ MDNIY Ministry of Ayush, Govt. of India”** within 21 days from the date of publication of advertisement. The short-listed candidates will be called for an interview, details of which will be conveyed in due course of time. Applications received after the closing date or without the prescribed documents or otherwise found incomplete in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

TERMS AND CONDITION FOR SELECTION

1. ENGAGEMENT

- i. The term of engagement shall ordinarily be for an initial period not exceeding one year which may be curtailed / extended based on the performance.
- ii. The engagement will be purely on contract basis and will not confer any right for regular appointment in the Institute.
- iii. 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.
- iv. Age Limit should not be more than 64 years of age on the last date for receipt of application
- v. The selected candidate will be required to join the assignment immediately at the place of Positioning.
- vi. The engagement may be terminated by the Competent Authority at any time without assigning any reason there for.

2. REMUNERATION

In case of retired Government official:-

- I. A fixed monthly amount shall be admissible as remuneration which shall be arrived at by deducting the basic pension from the last pay drawn as per the Ministry of Ayush Letter No. A-41020/4/2020-E-II dated 01.04.2023.
- II. 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-EH(B) dated 07.07.2017. However, No Dearness Allowance shall be allowed. The amount of transport allowance for the appointee shall be as follows:
 - III. Appointee drawing pay in level - 8 at the time of retirement will draw a transport allowance of Rs. 3,600/-.
 - IV. Appointee drawing pay in level - 9 and above at the time of retirement will draw a transport allowance of Rs.7,200/-.

3. LEAVE :

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

4. FOR RETIRED GOVERNMENT SERVANTS:

- a. 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.
- b. The engagement as consultant shall not be considered as a case of re-employment.
- c. 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.

5. WORKING HOUR :

- a. 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.
- b. 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.

6. CONFIDENTIALITY OF DATA AND DOCUMENTS

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.

7. CONFLICT OF INTEREST:

- a. 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.
- b. 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.

8. PROCEDURE OF ENGAGEMENT:

- a. The applications received shall be scrutinized by a duly constituted scrutiny committee for short listing the eligible candidates.
- b. The duly constituted screening committee by the Competent Authority will conduct the skill test as per the scope of work, qualification, work pattern of YCB. The screening committee shall formulate its own criteria for shortlisting the candidates and recommending suitable candidates for interview.
- c. The selection committee will conduct the interview of the candidates for final selection.
- d. No TA/DA will be paid for attending the interview.
- e. The board reserves the right to cancel the Position advertised without assigning any reasons.

9. TERMINATION OF CONTRACT

The board 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.
- (iv) A Quarterly review shall be performed to evaluate the performance in terms of quantifiable targets and deliverables. Further continuation of the service shall be based on the quarterly review performance and in case the performance is not found satisfactory; the service will be terminated immediately without assigning any reason.

- 10** The power to interpret any of the guidelines or power to settle any dispute arising Out of these guidelines shall lie with HoI, YCB & 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 HoI, YCB & Director, MDNIY for decision which shall be final and binding on the consultant.
- 11** The board may adopt its own criteria to shortlist the candidates suitable for the duties and responsibilities associated with the particular position.
- 12** The board reserves the right to increase / decrease or cancel the number of positions advertised above as per the requirements.

13 **APPLICATION PROCEDURE**

1. The interested candidate should as certain 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.

Sobika Rao
26/4/2023

(Sobika Rao)
Principal Consultant (I/C) (YCB)



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ANNEXURE-I

APPLICATION PROFORMA FOR THE POST OF CONSULTANT IN YOGA CERTIFICATION BOARD, MINISTRY OF AYUSH, GOVERNMENT OF INDIA

Paste your
passport size
photo here

1. Name :
2. Date of Birth :
3. Gender :
4. Educational Qualifications :
5. Mobile No :
6. Email ID :
7. Details of employment in chronological order, if applicable. (Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organisation	Post held	From	To	Emoluments	Nature of duties performed

8. Details of courses/training programmes attended, if any :

9. Languages known :

10. Details of previous Consultancy, if any :

11. Recommendations :

12. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.

13. Remarks, if any :

(Signature of candidate)

Address :

Date :