

MORARJI DESAI NATIONAL INSTITUTE OF YOGA

(An autonomous organization under Deptt. of AYUSH, Min. of Health & F.W., Government of India)
68, Ashok Road, Opp. Gole Dak khana, New Delhi-110001
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VACANCY NOTICE

Applications are invited for the following posts in MDNIY, New Delhi:-

1. **Administrative Officer (01)** to be filled up **by deputation** including short term contract/Promotion in the Pay Band of Rs.15600-39100/- (PB-3) with Grade Pay of Rs.5400/- + allowances admissible under the rules.

The deputation will be from amongst Officers of Central Secretariat Service/Central/State Governments/University/Institution holding analogous post **OR** in the pay scale of Rs.6500-10500 (Pre-revised) with minimum three years of regular service in the Establishment and Administration/Accounts etc. in supervisory capacity **OR** in the pay scale of Rs.5500-9000 (Pre-revised) with minimum eight years of regular service in the Establishment & Administration/Accounts in the supervisory capacity.

2. **Accountant (01)** to be filled up **by deputation** in the Pay Band of Rs.9300-34800 (PB-2) with Grade Pay of Rs.4200/- + allowances admissible under the rules, failing which by direct recruitment.

Eligibility conditions for deputation:

Deputation from amongst S.A.S. Accountants, failing which S.A.S. passed Clerks from any of the organized Accounts Department/Indian Audit & Accounts Department/Indian Railway Accounts Department/ P & T Department etc. with two years experience.

Essential/Desirable Qualifications for Direct Recruitment

Essential Qualifications: (i) Any Commerce Graduate of a recognized University with minimum 55% marks or passed in S.A.S. Examination conducted by the C.A.G. of India or professional qualifications in Accountancy. (ii) At least five years experience in an Audit Office/Department of Central/State Government/Public Undertaking/Commercial Organization dealing with cash/accounts/budget. (iii) Knowledge of Computer. (iv) Age limit for direct recruitment maximum 35 years.

Desirable Qualifications:- Intermediate C.A./I.C.W.A.

(The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications and the period of deputation/short term contract shall ordinarily not exceed three years).

Note: Since there is no feeder grade for promotion as Administrative Officer, if the departmental candidate is selected to the post, it is to be treated as having been filled by appointment on deputation.

General

1. Applications neatly typed on plain paper in the prescribed format (may be down loaded from Institute's Website www.yogamdniy.nic.in) and may be sent **to the Director, Morarji Desai National Institute of Yoga, 68, Ashoka Road, Near Gole Dak Khana, New Delhi-110001** so as to reach him within 45 days from the date of publication of this Advertisement in the Employment News. Applications may please be routed through Proper Channel along with the attested photocopies of Annual Confidential Report of the last five years and Vigilance Clearance Certificate. In respect of applications sent from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, A&N Islands or Lakshadweep the closing date shall be 52nd day from the date of publication of this advertisement in the Employment News as per Central Govt. orders issued from time to time.
2. Applications received after due date will not be entertained.
3. Self attested photocopies of all testimonials/certificates etc. should be enclosed which will not be returned.
4. Director, MDNIY shall reserve the right not to fill up the post advertised without assigning any reasons. Canvassing directly or indirectly will disqualify the candidate.
5. Possession of the qualification shall not entitle the applicant a right to be called for interview / get selected for the post as the Institute evolves its own procedure in short listing/selecting the applications for consideration of the post.
6. All the legal matters arising shall be subject to Delhi jurisdiction.

Director

FORMAT (Typed or Neatly hand written)

BIO-DATA PROFORMA

NAME OF THE POST APPLIED FOR:.....

1	Name and Address in BLOCK LETTERS with Telephone Number & complete mailing address:	
2	a) Date of Birth (in Christian era): b) Sex :	(Male/Female)
3	Educational Qualifications:	

Sl. No.	Particulars	Board/University	Subject	Year	% of marks

4	Whether educational and other qualifications required for the posts are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Website, state the authority for the same.
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Qualifications/Experience		Qualifications/ Experience possessed by the candidate*	
Required			
Essential (i) (ii) and so on, if necessary			
Desirable (i) (ii) and so on, if necessary			

5.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post				Yes / No
6.	Details of Employment in Chronological order:				
	Office/Instt./ Organization	Post Held	Duration From To		Scale of pay (& Basic Pay/total emoluments)
					Nature of duties* performed
7.	Nature of present employment i.e. Ad hoc/Temporary/Permanent				Tick mark
8.	In case the present employment is held on deputation/contract basis, please state: (a) Date of Initial Appointment (b) Period of appointment on deputation/contract				
9.	Additional details about present employment – Whether working under Central/ State/Autonomous Body/PSU/University/Institution.				Tick mark
10.	Whether belongs to SC/ST				Yes / No.
11.	Qualification in Computer, if any				
12.	Any additional information, if any in support of your suitability for the candidature				
13.	Date of return from Ex-Cadre post, if any:				

*Enclose separate sheet, duly authenticated by your signature, if the space below is insufficient.

Date:

Place

(Signature of the candidate)

To be filled by Parent Office/Department/Ministry

It is certified that the particulars furnished by the candidate above have been verified from the service records of the candidate and found to be correct. It is also certified that the candidate is clear from the vigilance angle and there is no case is pending or contemplated against him/her. Copies of Annual Confidential Reports for the last five years (duly attested are enclosed).

(Signature of the Head of Department/Authorised signatory
but not below the rank of Under Secretary)

