

Institute of Teaching and Research in Ayurveda

(Institute of National Importance)

Ministry of AYUSH, Government of India

Opp. B – Division Police Station, Gurudwara Road, Jamnagar – 361 008

Website: <https://itra.ac.in/>

Email: director@itra.edu.in

(O) +91 – 288 – 2552014

No. PGT/7/E/2023-24/3340

Email

Date 15/3/2024

CIRCULAR

Subject: Engagement of Media Consultants and Sr. project Consultant (Civil Engineer) , on contract basis in Institute of Teaching and Research in Ayurveda (I.T. R.A.), Jamnagar,(Gujarat), -reg.

The undersigned is directed to say that the **Institute of Teaching and Research in Ayurveda (I.T. R.A.), Jamnagar,(Gujarat)** proposes to for engagement on contract basis in **Institute of Teaching and Research in Ayurveda (I.T.R.A.), Jamnagar,(Gujarat)** proper. The details are enclosed as **Annexure-1**. The short-listed candidates will be considered for engagement as per the requirement of the **Institute of Teaching and Research in Ayurveda (I.T.R.A.), Jamnagar,(Gujarat)**. The Advertisement is for **02** positions given in **Annexure-1**, however, suitable applicants will be placed in the panel to meet the immediate requirements of the **Institute of Teaching and Research in Ayurveda (I.T. R.A.), Jamnagar,(Gujarat)** in the future.


2 The terms and conditions of the engagement will be as per the guidelines circulated vide Ministry of Ayush, Govt. of India, New Delhi letter no. A-41020/4/2020-E-II dated 01.04.2023 (copy enclosed) as **Annexure-II**.

3. Interested and eligible applicants may submit their particulars "strictly in the enclosed format (Annexure-III) along with CV and relevant self attested documents like all certificates, mark sheets, testimonials in support of age, educational Qualifications , experience, caste/community/persons with disability (PwD) and should be sent in envelop super scribed "APPLICATION FOR THE POST OFby Regd. /Speed Post only supporting the claim" to the Director, Institute of Teaching and Research in Ayurveda (ITRA),(Institute of National

Importance) Opp. B-Division Police Station, Gurudwara Road, Jamnagar-361008 (Gujarat) latest by Dt.05.04.2024 Applications received after due date will not be considered.

Applicants are required to apply in the prescribed format available at website along with terms and conditions on <http://itra.ac.in> as per the prescribed proforma of application form. Institute will not consider any other format or application proforma.

4. Institute of Teaching and Research in Ayurveda (I.T. R.A.), Jamnagar,(Gujarat) reserves the right to accept or reject any application without assigning any reason.


(Prof. (Dr.) Anup Thakar)
Director, ITRA

[Encl.: As Above]

Copy to:

- (1) **The Web Information Manager, (NIC Cell), Ministry of AYUSH with the request to upload the advertisement circular on Ministry of Ayush website / Notice Board.**
Email: - webmanager-ayush@gov.in
- (2) **The Director, (Ayurveda Section), Ministry of Ayush, Govt. of India, Ayush Bhawan, B Block, GPO Complex, INA, New Delhi – 110023 : (with the request to upload the advertisement circular on Ministry of Ayush website / Notice Board), Email:- nisection@gmail.com,**
- (3) **The P.P.S. I.T. to V.C., ITRA, Jamnagar with the request to upload this advertisement on ITRA website up to 07.08.2022.**
- (4) The Account Officer, Account Section, ITRA
- (5) Notice Boards of ITRA () New P. G. Institute (2) Dy. Director, U.G. (3) Dy. Director, Pharmacy (4) Dy. Suptd. Hospital.
- (6) ITRA Consultants appointment related F .No. 447 and 265

Advertisement of the Post

No.	Particulars		Consolidate monthly remuneration (Rs.)
1	No. of consultants to be engaged on contract basis	<ul style="list-style-type: none"> • Sr. project Consultant (Civil Engineer)-01 • Media Consultant -01 	
2	Period of engagement	Initially for a period of up to 31.03.2025 . Tenure may be further extended, subject to functional requirements and also subject to appraisal of the performance.	
3	Age Limit	Should not be more than 64 years of age as on the last date of receipt of application.	
4	Entry Level Requirement	<p>1. Sr. project Consultant (Civil Engineer): Essential: (i) Bachelor's Degree or equivalent in Engineering (Electrical /Civil Engineering) from a recognized University/Institute. (ii) 5 Years experience of Civil Engineer, after the completion of Degree Desirable: Experience in handling large construction project; knowledge of computer –aided Design (CAD) and latest management Technology/other relevant software applications.</p>	<u>Rs.75000/-</u>
		<p>2. Media Consultant : Essential Qualification: Graduate in Public Relation/Mass Communication/Journalism from any of Universities established or incorporated by or under the Central or State Act in India or any other educational Institution recognized as such or declared to be deemed university under section 3 of the UGC Act, 1956. Experience: Five (05) years Post qualification experience in relevant field. Desirable: Master Degree in Public Relation/Mass Communication /Journalism from any of recognized Institutes/ Universities and relevant experience of Government/ Local Bodies/Government undertaking board/ Corporation/Limited Companies established under the Companies Act.</p>	<u>Rs.50000/-</u>
5	Terms and conditions	As per the guidelines for engagement of consultants circulated vide Ministry of Ayush letter no. A-41020/4/2020-E-II dated 01.04.2023 (copy enclosed).	

6	Specialization in	<p>1. Sr. Project Consultant (Civil Engineer): Looking to the ITRA campus and to look after work of civil, electrical in premises of ITTA as well as GCTM</p> <p>2. Media Consultant : Media vital role in promotion and propagation of Ayurveda and for awareness among the society.</p>	
7	Desirable	<ul style="list-style-type: none"> • reference will be given to persons: • Who are proficient in working independently in MS Office, MS Word, MS Power Point, MS Excel and other Computer Applications. • Who have handled Policy/Administrative matters and related issues while in service. • Excellent communication skills. • In case of Domain Expert, exposure in Social Sector Schemes/Missions of Govt. at National, State and District level and experience of working in Public Sector including Ayush would be desirable. 	•
8	Place of work	Institute of Teaching and Research in Ayurveda (I.T. R.A.), Jamnagar,(Gujarat)	

Annexure - II



F. No. A-41020/4/2020-E-II
Government of India
Ministry of Ayush

Ayush Bhawan, 'B' Block
GPO Complex, INA
New Delhi - 110023.
Dated, the 01.04.2023.

To,

All Research Councils/ National Institutes/ Subordinate Offices/ PSU's of the
Ministry of Ayush (As per Standard List).

Subject : Guidelines for engagement of consultants in the Ministry of Ayush - reg.

Madam/ Sir,

The guidelines for engagement of consultants in the Ministry is hereby revised as per
enclosure with immediate effect.

2. This issues with the concurrence of IFD vide CD No. 645 dated 31.03.2023.

[Encl. As Above]

Yours faithfully,


(Abdul Sadiq Khan)

Under Secretary to the Government of India

Copy to:

1. CP & RII section.
2. Dr. Nirma Bansal, Research Officer for uploading on the official website of the
Ministry.
3. Sh. Tanuj, NIC for uploading on e-office.

GUIDELINES FOR ENGAGEMENT OF CONSULTANTS IN THE MINISTRY OF AYUSH

The Ministry of Ayush engages professionals at various levels (as indicated at clause-1.5 below) for providing inputs on different aspects of work in the Ministry. This engagement is of the nature of fee-based consultancy, and does not in any way tantamount to an appointment for employment or job. The engagement of Consultant on contract basis in the Ministry of Ayush shall henceforth be regulated as per the following guidelines:

1. Eligibility:

- 1.1 Persons retired from the post of Section Officer /Under Secretary /Deputy Secretary /Doctor's/Director / Joint Secretary /Additional Secretary or equivalent in the Government of India, State Governments, Attached & Subordinate offices, PSU's, Autonomous Bodies of the Government of India are eligible for the position of Consultant in their respective spheres of specialization
- 1.2 Graduates in Law, IT and other disciplines are eligible to be considered for selection for specific assignments as Consultants. However, the Domain Expert shall be PG degree holder in Ayush systems related discipline. Such candidates must have at least 05-10 years' experience in handling related matters (preferably with Government, Autonomous bodies) and should be well versed in dealing with the subject matter.
- 1.3 Candidates should have excellent communication and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc. is essential.
- 1.4 Candidates should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedure, etc.
- 1.5 The different levels of Consultants and their entry-level requirements are as follows:

S. No.	Entry-Level requirement	Designation
Retired Employees		
1	Retired Section Officers/Under Secretary/Deputy Secretary/Doctors/Director Joint Secretary/Additional Secretary	Consultant
Open Market		
2.	05 years post qualification experience	Legal Consultant
3.	05 years post qualification experience	Media Consultant
4.	05 years post qualification experience	IT Consultant
5.	05 years post qualification experience	Project Consultant
6.	10 years post qualification experience	Sr. Legal Consultant
7.	10 years post qualification experience	Sr. Media Consultant
8.	10 years post qualification experience	Sr. IT Consultant
9.	10 years post qualification experience	Sr. Project Consultant
10.	05 years post qualification experience	Domain Expert

2. Age Limit:

- 2.1 Should not be more than 64 years of age on the last date for receipt of application
- 2.2 The contract shall not be extended beyond 05 years after superannuation.

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3. Remuneration:

- 3.1 For the retired government employees who are engaged as consultants; A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of contract. There will be no annual increment/ percentage increases during the contract period.
- 3.2 No Dearness Allowance shall be allowed during the term of contract for retired govt. employees and employees from open market.
- 3.3 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/S/2017 - E II(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/-.
- 3.4 For the consultants engaged through open market; a consolidated monthly remuneration (no separate transport allowance shall be payable) will be fixed as follows -

S. No.	Designation	Monthly Remuneration (Rs.)
1.	Legal Consultant	50,000/-
2.	IT Consultant	50,000/-
3.	Media Consultant	50,000/-
4.	Project Consultant	50,000/-
5.	Sr. Legal Consultant	75,000/-
6.	Sr. IT Consultant	75,000/-
7.	Sr. Media Consultant	75,000/-
8.	Sr. Project Consultant	75,000/-
9.	Domain Expert	75,000/-

- 3.5 Consultants who are engaged from open market or retired government employees shall not be entitled to any allowance such as HRA, residential accommodation, CGHS, Medical reimbursement etc.
- 3.6 The level of entitlement for Travelling Allowance (TA) to the consultants engaged from open market will be based on their monthly remuneration. The consultants will be entitled to TA only when on official tour as follows :

S.No.	Monthly remuneration of Consultant	Level of Entitlement
1.	Rs. 50,000/-	Pay Level - 7 of the revised Pay Matrix i.e at par with the entitlement of Assistant Section Officer.
2.	Rs. 75,000/-	Pay Level - 10 of the revised Pay Matrix i.e at par with the entitlement of Section Officer.

- 3.7. For consultants engaged through open market, there would be a provision of 03% annual increment in remuneration as a ceiling on satisfactory completion of minimum of one year subject to performance review on case by case basis. However, the increment would be provided during a financial year only from 01st April to 31st March of any given financial year on completion of minimum of one year tenure during the term of contract and will not be given in between the financial year.

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4. Engagement :

- 4.1 The engagement of Consultant on contract basis will be made only in case of vacancies are not filled up on regular basis or to meet the requirement due to additional activities of defined time frame.
- 4.2 The term of engagement shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond five years after superannuation. The term of all the consultants will be from 01st April till 31st March of any given financial year. For consultants engaged midway through any financial year, their initial period of engagement will be till 31st March of that financial year.
- 4.3 The engagement of Consultant will be purely on contract basis and will not confer any right for regular appointment in the Ministry/organization.
- 4.4 The fresh engagement of Consultants in the Ministry would be at the initial rates only as mentioned in point 3 of remuneration and not at the rates at which any person was earlier engaged as a consultant in Ministry of Ayush/any other govt. organization/open market.

5. Engagement Procedure:

- 5.1 The Consultant would be engaged after following due procedure, including calling for applications through advertisement.
- 5.2 The engagement can also be made on nomination basis in rare circumstances with due justification and approval of Secretary (Ayush) and concurrence of IFD.
- 5.3 The scrutiny of applications and selection of Consultant will be carried out by a Committee in the Ministry/Organizations.
- 5.4 The Selection Committees shall comprise as under.

For Consultants & Legal Consultant	Other	Domain expert
Director/DS (Admin) - Chairperson	JS (Admin) - Chairperson	Joint Secretary(A) - Chairperson
Under Secretary (Admin) - Member	Director/DS(Admin) - Member	Adviser (Ayurveda Or Unani or Homoeo) - Member
Under Secretary - Member	Director/DS - Member	Jt. Adviser (Ayurveda Or Unani or Homoeo) - Member

- 5.5 The Ministry has the right to cancel advertisement issued for engagement of Consultants and not to proceed in the matter for engagement of Consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

6. Scope of Consultancy/ Responsibility:

- Matters relating to Establishment, Administration, Finance and Accounts.
- Policy matters/Legislation.
- Parliamentary/Hindi matters
- Legal/IT/Media matters
- New projects and specialized subject-areas
- Any other item of work as per requirement.

7. 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.

4. **Engagement :**

- 4.1 The engagement of Consultant on contract basis will be made only in case of vacancies are not filled up on regular basis or to meet the requirement due to additional activities of defined time frame.
- 4.2 The term of engagement shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond five years after superannuation. The term of all the consultants will be from 01st April till 31st March of any given financial year. For consultants engaged midway through any financial year, their initial period of engagement will be till 31st March of that financial year.
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For Consultants & Legal Consultant	Other	Domain expert
Director/DS (Admin.) - Chairperson	JS (Admin) - Chairperson	Joint Secretary (A) - Chairperson
Under Secretary (Admin) - Member	Director/DS (Admin) - Member	Adviser (Ayurveda Or Unani or Homoeo) - Member
Under Secretary - Member	Director/DS - Member	Jr. Adviser (Ayurveda Or Unani or Homoeo) - Member

- 5.5 The Ministry has the right to cancel advertisement issued for engagement of Consultants and not to proceed in the matter for engagement of Consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.

6. **Scope of Consultancy/ Responsibility:**

- i. Matters relating to Establishment, Administration, Finance and Accounts.
- ii. Policy matters/Legislation.
- iii. Parliamentary/Hindi matters.
- iv. Legal/IT/Media matters.
- v. New projects and specialized subject-areas.
- vi. Any other item of work as per requirement.

7. **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.

14.2 For Consultants engaged through open-market, criteria may be relaxed in exceptional cases based on justification in the interest of the government with the approval of Secretary (Ayush).

15. Police Verification :

15.1 The Consultant from Open Market shall be engaged after verification of antecedent by the Police.

15 (A) Vigilance Clearance - The retired government servants will be considered for post-retirement engagement only on receipt of vigilance clearance/vigilance inputs, subject to the conditions laid out by Central Vigilance Commission's (CVC) Circular No. 07/05-21 dated 03.06.2021.

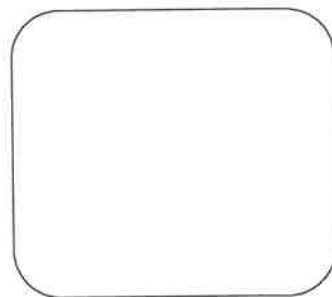
16. Interpretation Clause :

16.1 The power to interpret any of the guidelines or power to settle any dispute arising out of these guidelines shall lie with Secretary (Ayush) whose decision shall be final and binding on the consultant. Further, any condition not explicitly covered under these guidelines shall be put up to Secretary (Ayush) for decision which shall be final and binding on the consultant.

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Annexure-III

APPLICATION FORM FOR POSTS ON CONTRACT BASIS IN INSTITUTE OF TEACHING AND RESEARCH IN AYURVEDA (I.T. R.A.), JAMNAGAR, (GUJARAT)



Affix passport size photos

I. Personal Details:

1.	Post applied for Consultant/Consultant (OL/Hindi) Domain Expert/ Senior Legal Consultant/Legal Consultant), Consultant/TT/Sr. Project Consultant (Civil Engineer)/Media Consultant.	
2.	Name of the Applicant (in Block Letters)	
3.	Father's/Husband's name	
4.	Date of Birth (DoB)	
5.	Nationality	
6.	Permanent Address	
7.	E-mail ID (in Block Letters)	
8.	Mobile Number	
9.	In case of retired Govt. Servant, last Post held in Government Service prior to retirement along with the name off Ministry/Department/Organization (please attach a copy of PPO)	
	Pay Level/ Grade Pay of the last post held	
10.	References	

II. Educational Qualifications: (Please attach the self-attested copies of education certificates supporting the claim)

Sr. No.	Degree/Diploma

III. Professional Qualifications: (Please attach the self-attested copies of education certificates supporting the claim)

Sr. No.	Name of the Organization	Period Service/Engagement	Post held prior to retirement (in case of Govt. Employee)
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I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from the Ministry.

Signature with date

General Information

Applicants are advised to read all instructions carefully before filling up the applications.

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 or advice will be entertained asking for eligibility.
3. The prescribed essential criteria are minimum and mere possession of the same does not entitle candidates to be called for written test/skill test and/or interview. 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 and binding in this regard.
4. **Experience certificate should clearly mentioned name, designation and tenure, failing which, candidature will be rejected summarily.**
5. If any document/Certificate furnished in a **language other than Gujarati or 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 qualification and/or experience will be the closing date prescribed for receipt of application.**
7. Institute reserves the right to increase or decrease the number of vacancies, to withdraw the vacancy of any or all the posts and reject any or all applications without assigning any reason thereof, whatsoever, at any stage of recruitment process.
8. Institute reserves the right to make any criteria for selection, amendment, cancellation and changes pertaining to this advertisement in whole or part thereof without assigning any reason thereof, whatsoever.
9. **Applicant has to attach necessary certificate like Gazette, Marriage certificate in case applying by name other than mentioned in the certificate.**
10. The written test and/or interview call letter, if short listed, shall be intimated by email.
11. No TA/DA will be granted to any candidates for written test and/or interview, if called for.
12. No correspondence or personal inquiries shall be entertained.

13. In case of any dispute the jurisdiction will be Jamnagar-361008.
14. The Institute will not be responsible for any delay in receipt of any application. Applications received after the last date or applications incomplete in any respect will be summarily rejected without any intimation.
15. Canvassing in any form by or on behalf of any candidate, or bringing political or other influence with regard to selection/recruitment/posting will be lead to disqualification of candidature.
16. Applications will not be accepted by **E-Mail or Fax. No enquiry will be entertained over Phone, or E-Mail or Fax.**
17. Applicants are advised to access the **Website** of the Institute frequently for any further information relating to this Vacancy Advertisement Notification.
18. The appointments to the above post will be **purely on contract basis** and will not confer any right for regular appointment in Institute/Ministry.
19. Other terms & condition will be as per Ministry of Ayush letter no. A-41020/4/2020-E-II dated 01.04.2023 regarding "**Guidelines for engagement of consultants in the M/o Ayush**" with amendment therein from time to time.

How to apply:

20. Applicants are required to apply in the prescribed format available at website on <https://itra.ac.in> as per the prescribed proforma of applications form. Institute will not consider any other format or application Proforma.
21. Duly signed application completed in all respect enclosing self-attested copies of all certificates, mark sheets, testimonials in support of age, educational qualifications, experience, cast/community/Persons with disabilities (PwD) in prescribed format by Government of India, the supporting documents should be sent in an envelope super scribed "**APPLICATION FOR THE POST OF _____**" by **Registered/Speed-Post only through Department of Posts, Govt. of India to:**

**The Director,
Institute of Teaching and Research in Ayurveda (ITRA),
(Institute of National Importance)
Opp. B-Division Police Station, Gurudwara Road,
Jamnagar-361008 (Gujarat)**

22. Invalid Applications:

Candidates are advised to read all instructions carefully before sending their applications otherwise their applications are likely to be rejected on one or more of the following reasons or terms of the notifications.


- (a) Applications received after the closing date.
- (b) Candidates not having the required qualifications & valid experience.
- (c) Applications without latest photo not being pasted in the provided space.
- (d) Applications without declaration.
- (e) Application without signature.
- (f) Applications without any supporting documents details mention in application form.
- (g) Applications which are incomplete/illegible in any manner.
- (h) Application on another format not prescribed by ITRA.
- (i) Application sent not through **Register/Speed post only through Department of Posts, Govt. of India.**

23. **Last Date:**

- (a) The last date is for applying the post & receipt of applications is Dt.05.04.2024.
- (b) In case the last date of receipt of application is falls on Sunday/Holiday/Closed day, next working day will be considered as last date of the application.
- (c) Applications by hand will not be accepted.

24. **Disclaimer:-**

The application submitted by candidates does not imply that candidate has fulfilled all the criteria given in the advertisement. Your candidature in the whole recruitment/selection process is “**PURELY PROVISIONAL**” depending on scrutiny of your eligibility as mentioned in the Advertisement (No. ITRA/03/2024) for the post applied at later stages of recruitment/selection process. In case, it is found that the candidate does not fulfil the eligibility criteria as per advertisement and any information provided by the candidate is found to be false or is not in conformity with the eligibility criteria mentioned in advertisement including essential educational qualification(s) and experience prescribed for the post his/her candidature will be rejected at any stage of selection process and even after appointment.


10.1.24
(Director, ITRA)