

## Advertisement for Walk-in-Interview

Date: 25.06.2025

**Subject: -** Engagement of Retired government officer on contract basis as Principal Sr. Consultant (Administration) thorough “Walk-in-Interview” in Institute of Teaching & Research in Ayurveda- reg.

Institute of Teaching & Research in Ayurveda(TRA), an autonomous organization under Ministry of Ayush, Government of India, invites applications from the Govt. employees who superannuated on closing date of application from level 10 to 14 from any Ministry/ Department of Central Government/State Government/Central Autonomous Bodies/State Autonomous Bodies for engagement as Principal Sr. Consultant (Administration) in Institute of Teaching & Research in Ayurveda as under:

No. of position	Age (upper limit)	Eligibility	Remuneration
01	63 years	<p>1. Having Ph.D. degree in Sciences / Health science.</p> <p>2. Any individual, retired from level 10 to 14 as per the Pay Matrix as per 7<sup>th</sup>CPC.</p> <p>3. Should have Administrative and Academic experience not below 30 years in handling establishment and service matters in National Institutes / Autonomous Body.</p> <p>4. Experience of leadership in quality enhancement in the area of academic / research and healthcare management like; Accreditation/ NABH/ NAAC/ NABL etc.</p>	<p>-- To be calculated by deducting the pension from the Basic Pay drawn at the time of retirement.</p> <p>-- For persons retired with NPS, an amount equivalent to 30% of the last pay drawn at the time of retirement shall be deducted from the last basic pay and the resultant amount shall be the fixed monthly amount as remuneration.</p> <p>-- The Principal Sr. Consultant (Administration) shall also be entitled for Transport Allowance at the rate applicable to him/her at the time of retirement.</p>

2. The details including eligibility criteria, terms & conditions etc. of the above engagement are also available on the website i.e. <https://itra.ac.in/>.
3. Interested officer, who fulfil the eligibility criteria as mentioned above may appear for the Walk-in-interview at the below mentioned address along with CV / Resume as well as relevant attested documents on dt. 2<sup>nd</sup> July 2025 at 09.30 a.m. onwards:-

**Office of the Director, Institute of Teaching & Research in Ayurveda, Gurudwara Road, Jamnagar– 361008**

  
25/6/25  
 निदेशक  
 Director  
 आयुर्वेद शिक्षण एवं अनुसंधान संस्थान  
 Inst. of Teaching & Research in Ayurveda  
 आयुष मंत्रालय, भारत सरकार  
 Ministry of Ayush, Govt. of India  
 जामनगर - 361008 (भारत)  
 Jamnagar - 361008 (India)

**Terms & Conditions.**

**1. Period of engagement**

The engagement shall be initially for a period of one year till the end of financial year i.e. 31<sup>st</sup> March 2026 which may be extended/curtailed depending upon the performance of the Principal Sr. Consultant (Administration) or functional requirement of the Office with the approval of the Competent Authority.

**No Extension will be granted beyond the age of 65 years.**

**2. Selection Procedure**

The engagement will be purely on contract basis. Applicant appeared for Walk-in-interview on the basis of experience and qualification will be selected from shortlisted candidates on Walk-in-interview basis.

**3. Remuneration**

A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay last drawn at the time of retirement and for persons retired with NPS, an amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and resultant amount shall be the fixed monthly amount as remuneration. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment / percentage increase during the contract period. No DA/HRA, residential accommodation shall be admissible. Their engagement in the organization shall not be considered as a case of re-employment.

**4. Scope of Duties**

During the period of such engagement, the Principal Sr. Consultant (Administration) would be required to perform any work as assigned to them by the concerned division heads in which they would be posted to work as Principal Sr. Consultant (Administration).

**5. Leave**

The Principal Sr. Consultant (Administration) will be entitled for the paid leave at the rate of 1.5 days for each complete month of service. Encashment/Accumulation of leave beyond contract period will not be allowed. In special circumstances, the Principal Sr. Consultant (Administration) could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

**6. Transport Allowance**

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. No TA/DA is admissible for joining the assignment or on its completion. However, retired employees engaged as Principal Sr. Consultant (Administration) may be allowed TA/DA on official Tour, if any, as per their entitlement at the time of retirement.

**7. Office time and working hours**

Engagement of Principal Sr. Consultant (Administration) would be on full time basis. Working hours shall be from 9.30 AM to 6.00 PM during working days. They will not be allowed to take any other assignment during the period of contractual engagement. The Principal Sr. Consultant (Administration) may be called on Saturday/ Sunday/ other Gazetted holidays, if required. The Principal Sr. Consultant (Administration) may be required to mark his/her attendance in Bio- metric System or any other system as prescribed time to time.

## **8. Tax deduction at Source**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

## **9. Confidentiality of data and documents**

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. 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 the course of the assignment for the office, without the express written consent of the office. The Principal Sr. Consultant (Administration) shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

## **10. Conflict of interest**

The Principal Sr. Consultant (Administration) appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Principal Sr. Consultant (Administration) would be permitted to take up any other assignment during the period of Consultancy.

## **11. Termination of service**

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Principal Sr. Consultant (Administration) desires to leave the assignment, he/she has to give 07 days' notice which can be curtailed/extended depending upon the workload.

In the event any Principal Sr. Consultant (Administration) is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice.

12. I.T.R.A. shall not be responsible for any loss, accident, damage; injury suffered by the Principal Sr. Consultant (Administration) whatsoever arising in or out of the execution of his work including travel.

## **13. Guidelines for the submission of the application**

Applicants appearing for Walk-in-interview have to submit the application along with following documents: -

- a) Copy of PPO
- b) Copy of Last Pay Certificate
- c) Copy of PAN card and AADHAR card
- d) Service certificate mentioning date of retirement (for employees who are due to retire as on closing date of advertisement)

*TMCSA/*  
23/6/2018  
निदेशक  
Director  
आयुर्वेद शिक्षण एवं अनुसंधान संस्थान  
Inst. of Teaching & Research in Ayurveda  
आयुष वंचालय, भारत सरकार  
Ministry of Ayush, Govt. of India  
जामनगर - 361008 (भारत)  
Jamnagar - 361008 (India)

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## Application for engagement of Principal Sr. Consultant (Administration) in ITRA

1	Name in full (Block letters)						
2	Educational Qualifications						
3	Date of Birth						
4	Age as on date of Walk-in-Interview (Month, Year)						
5	Post/Rank held at the time of retirement (substantive grade)						
6	Date of superannuation from Govt. service						
7	AADHAR No (Enclose Photo Copy)						
8	PAN No (Enclose Photo Copy)						
9	PPO No (Enclose Photo Copy)						
10	Complete residential address						
11	Mobile Number						
12	E-mail I.D.						
13	Post/Rank held at the time of retirement (substantive grade)						
14	Last Office's address (at the time of retirement)						
15	Brief particulars of experience in Govt. service during last five years, just before retirement*	Post Held & Pay Level	From	To	Area of Experience*	Last Pay Drawn and Basic Pension	Whether covered under NPS or OPS

16	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.	
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\* As regard Particulars/Area of Experience, if required, separate sheets may be attached.

### 17. Self-attested copy of documents (**essential**)

S.No.	Documents	Enclosed or not enclosed	Page no.
1.	Copy of AADHAR Card		
2.	Copy of PAN Card		
3.	Copy of PPO		
4.	Copy of Essential Educational Qualification		
5.	Copy of Post Qualification Experience Certificate		
6.	Copy of Last Pay Certificate		
7.	Service certificate mentioning date of retirement ((for employees who are due to retire as on closing date of advertisement))		
8.	Complete CV ( <b>Curriculum Vitae</b> )		

I hereby declare that the particulars furnished above in the pro forma are true and correct to the best of my knowledge and belief. In case of any discrepancy of information, the candidature of the undersigned be cancelled even after selection or joining to the post. I further declare that I was clear from vigilance angle at the time of my retirement. I have read Annexure II and ready to accept all the term & conditions for engagement of consultants.

(Signature of the Candidate)  
Name:

Place:

Date:

Annexure-III

The Director  
Institute of Teaching and Research in Ayurveda,  
Gurudwara Road, Jamnagar - 361008.

Sir,

1. I hereby undertake:

- a) to treat all the information that come to my knowledge as part of my duties in this Office i.e. ITRA as confidential information and keep it strictly confidential.
- b) not to sell, trade, publish or otherwise disclose information to any one in any manner whatsoever including by means of reproduction either in physical, hard copy, digital or in electronic format.
- c) to hold such confidential information in trust and confidence both during and after the terms of my engagement.
- d) not to engage in any other employment/ occupation/ consultancy or any other activity during my engagement with ITRA.
- e) to abide by data security policy and related guidelines applicable in the office of ITRA.
- f) not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
- g) to maintain highest standards of ethics & integrity during the period of engagement as Consultant.

2. In the event of my termination of employment for any reason whatsoever I shall promptly surrender and deliver to this Office any records/ material, equipment, documents or data which is of confidential nature.

3. I shall keep ITRA informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)  
Name:

Address:

Date: