



ESTB-501.3/1/2025-C1/1
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

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No. ITRA/7/E/2025-26/

1588

Date: 07.10.2025

:Notification:

In exercise of the powers conferred by Regulation No. 26 : Qualification for appointment.- Age, Experience and other qualifications for appointment to a post under the Institute shall be specified by the appointing authority subject to the condition that non-ayurveda persons shall not be appointed to the post of the Director read with the Schedule :II (Power of Authorities of Institute) Authority for Appointment, Confirmation, Promotion and Lien for All posts of Group – B and C has been delegated to Director , ITRA in Institute of Teaching and Research in Ayurveda Regulations, 2021. Accordingly, Director- ITRA hereby makes the following rules regulating the method of recruitment to the below mentioned posts in ITRA:

1. Senior Nursing Officer (Group-B)
2. Office Superintendent (Group-B)
3. Personal Assistant (Group-B)
4. Accountant (Group-B)
5. Head Clerk (Group-B)
6. Store Keeper (Group-B)
7. Cashier (Group-B)
8. Sr. Clerk (Group-C)

1. **Short title and Commencement-**(i) These rules may be called Group-B and C (Non-Teaching-Promotional Posts) Recruitment Rules of ITRA, 2025.
(ii) They shall come into force on the date of issuance of notification by the Institute.
2. **Number of the posts, classification and level in Pay matrix-** The number of said posts, their classification and the level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the said Schedule annexed to these rules.
3. **Controlling Authority of the Posts-** The posts shall be controlled by Director, ITRA as per ITRA Regulation, 2021 amended from time to time.
4. **Method of recruitment, age-limit, qualifications, etc.-** The method of recruitment, age-limit, qualification and other matters relating to the said posts shall be as specified in columns (5) to (13) of the said Schedule.
5. **Disqualification. No person-**
 - (a) Who has entered into or contracted a marriage with person having spouse living, or
 - (b) Who having a spouse living, has entered into or contracted a marriage with any person.

Shall be eligible for appointment to the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.
6. **Power to relax-**Where the Central Government is of the opinion that it is necessary or expedient so to do, it may order and for reasons to be recorded in writing relax any of the provision of these rules with respect to any class or category of persons.
7. **Saving-** Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

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Name of Post	Number of Post	Classification	Pay scale &Grade pay/Level in the pay matrix	Whether the selection post or non-selection post	Age limit for direct recruits.	Education and other qualifications required for direct recruits.
1	2	3	4	5	6	7
1. Office Superintendent	02(2025 year)	Group – B (Non-Gazetted)	Pay Matrix Level -7 (Rs.44900 – 142400)	Not Applicable	Not exceeding 35 years for Direct recruitment	Educational qualification: (i) Bachelor Degree from recognized University/Institute (ii) 5 years experience in administration, cash/ accounts work. Desirable: CCC- Computer Certificate Course

Whether age and educational qualifications prescribe for direct recruits apply in the case of promotes.	Period for probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case recruitment or by promotion/ deputation /absorption grades from which promotion / deputation/ absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstance in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
No	One year for Direct recruitment	By Promotion, failing which by Deputation, failing which by short term contract.	Promotion from cadre of Head clerk having 5 years qualifying service as Head clerk in the grade. For Deputation: Age: Not exceeding 56 years for deputation Persons working in analogous posts on Head Clerk or equivalent with five years of regular service in Level-6 in any Central/State Govt. Institutions/ PSU with experience administration, account, vigilance.	1. Director, ITRA, Chairman 2. One Dy. Director – Member (To be nominated by Director) 3. Representative from Ministry of Ayush, not below rank of Under Secretary- Member	Not applicable

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Name of Post	Number of Post	Classification	Pay scale & Grade pay/Level in the pay matrix	Whether the selection post or non-selection post	Age limit for direct recruits.	Education and other qualifications required for direct recruits.
1	2	3	4	5	6	7
2. Accountant	04(2025 Year)	Group - B (Non-Gazetted)	Pay Matrix Level – 6 (Rs.35,400 – 1,12,400) as per 7 th CPC	Not Applicable	Not exceeding 30 years for Direct recruitment	Educational qualification: (a) B.Com degree (accounting/Finance) of a recognized University/Institute. (b) Five years' experience in cash, account and budget work in a Government Office/ PSU/Autonomous body/ statutory body. Desirable: CCC- Computer Certificate Course

Whether age and educational qualifications prescribe for direct recruits apply in the case of promotes.	Period for probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case recruitment or by promotion/ deputation /absorption grades from which promotion / deputation/ absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstance in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
No	One year for Direct recruitment.	By Promotion, failing which by Deputation, failing which by Direct recruitment.	By promotion from the cadre of Senior clerk having 10 years qualifying service as Senior clerk in the grade. For Deputation: Age: Not exceeding 56 years for deputation Persons working in analogous posts as Sr. Clerk or equivalent with five years of regular service in Level-4 in any Central/State Govt. Institutions/ PSU with experience in cash, account and budget work.	1. Director, ITRA, Chairman 2. One Dy. Director – Member (To be nominated by Director) 3. Representative from Ministry of Ayush, not below rank of Under Secretary- Member	Not applicable

/555/2025

Name of Post	Number of Post	Classification	Pay scale & Grade pay/Level in the pay matrix	Whether the selection post or non-selection post	Age limit for direct recruits.	Education and other qualifications required for direct recruits.
1	2	3	4	5	6	7
3. Senior Nursing Officer	13 (2025 Year)	Group – B (Non-Gazetted)	Pay Matrix Level -8 (Rs.47,600 – 1,51,100) as per 7 th CPC.	Selection post	Not Applicable	Not Applicable

Whether age and educational qualifications prescribe for direct recruits apply in the case of promotes.	Period for probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case recruitment or by promotion/ deputation /absorption grades from which promotion / deputation/ absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstance in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable	Not Applicable	By Promotion, failing which by Deputation, failing which by Direct recruitment.	<p>By promotion from the cadre of Nursing Officer having 2 years qualifying service as Nursing Officer in the grade.</p> <p>For Deputation: Age: Not exceeding 56 years for deputation Persons working in analogous posts as Nursing Officer or equivalent with two years of regular service in Level-7 in any Central/State Govt Institutions/ PSU with experience in Nursing Work in minimum 50 bedded hospital.</p>	1. Director, ITRA, Chairman 2. One Dy. Director – Member (To be nominated by Director) 3. Representative from Ministry of Ayush, not below rank of Under Secretary- Member	Not applicable

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Name of Post	Number of Post	Classification	Pay scale & Grade pay/ Level in the pay matrix	Whether the selection post or non-selection post	Age limit for direct recruits.	Education and other qualifications required for direct recruits.
1	2	3	4	5	6	7
4. Store Keeper	04 (2025 Year)	Group – B (Non-Gazetted)	Pay Matrix Level -6 (Rs.35,400 1,12,400) as per 7 th CPC	Not applicable	Not exceeding 30 years for Direct recruitment	Educational qualification: <ol style="list-style-type: none"> 1. Bachelor's Degree with Commerce/ Economics/ Statistics/ Business Public Administration as a subject from a recognized University/Institute. 2. Five year experience in handling Stores and keeping Accounts in a Store of Central or State Government, autonomous/ statutory organization, PSUs or University/Banks. Desirable: CCC- Computer Certificate Course

Whether age and educational qualifications prescribe for direct recruits apply in the case of promotes.	Period for probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case recruitment or by promotion/ deputation /absorption grades from which promotion / deputation/ absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstance in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
No	One year for Direct recruitment	By Promotion, failing which by Deputation, failing which by Promotion, failing which by Deputation, failing which by Direct recruitment.	By promotion from the cadre of Senior Clerk having 10 years qualifying service as Senior Clerk in the grade. For Deputation: Age: Not exceeding 56 years for deputation Persons working in analogous posts as Sr. Clerk or equivalent with five years of regular service in Level-4 in any Central/State Govt. Institutions/ PSU with experience in handling Stores and keeping Accounts in a Store.	1. Director, ITRA, Chairman 2. One Dy. Director – Member (To be nominated by Director) 3. Representative from Ministry of Ayush, not below rank of Under Secretary- Member	Not applicable

Name of Post	Number of	Classification	Pay scale & Grade	Whether the	Age limit for direct	Education and other
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/555/2025	Post		pay/Level in the pay matrix	selection post or non-selection post	recruits.	qualifications required for direct recruits.
						1 2 3 4 5 6 7
5. Cashier	02 (2025 year)	Group – B (Non-Gazetted)	Pay Matrix Level -6 (Rs.35,400 – 1,12,400) as per 7 th CPC	Not applicable	Not exceeding 30 years for Direct recruitment	Educational qualification: (a) B.Com degree (accounting/ Finance) of a recognized University/institute. (b) Five years' experience in cash, account and budget work in a Government Office/ PSU/Autonomous body/ statutory body. Desirable: CCC- Computer Certificate Course

Whether age and educational qualifications prescribe for direct recruits apply in the case of promotes.	Period for probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case recruitment or by promotion/ deputation /absorption grades from which promotion / deputation/ absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstance in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
No	One year for Direct recruitment	By Promotion, failing which by Deputation, failing which by Direct recruitment.	By promotion from the cadre of Senior Clerk having 10 years qualifying service as Senior Clerk in the grade. For Deputation: Age: Not exceeding 56 years for deputation Persons working in analogous posts as Senior clerk or equivalent with five years of regular service in Level-4 in any Central/State Govt. Institutions/ PSU with experience in cash, account and budget work.	1. Director, ITA, Chairman 2. One Dy. Director – Member (To be nominated by Director) 3. Representative from Ministry of Ayush, not below rank of Under Secretary- Member	Not applicable

Name of Post	Number of Post	Classification	Pay scale &Grade pay/Level in the pay	Whether the selection post or	Age limit for direct recruits.	Education and other qualifications required for direct recruits.
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1	2	3	matrix	non-selection post	6	7
6. Head Clerk	02 (2025 year)	Group – B (Non-Gazetted)	Pay Matrix Level -6 (Rs.35,400 - 1,12,400) as per 7 th CPC	Not applicable	Not exceeding 30 years for Direct recruitment	Educational qualification: <ol style="list-style-type: none"> 1. Bachelor Degree from recognized University/Institute 2. Five years experience in administration, cash/ accounts work in a Government Office/ PSU/Autonomous body/ statutory body. Desirable: CCC- Computer Certificate Course

Whether age and educational qualifications prescribe for direct recruits apply in the case of promotes.	Period for probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case recruitment or by promotion/ deputation /absorption grades from which promotion / deputation/ absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstance in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
No	One year for Direct recruitment	By Promotion, failing which by Deputation, failing which by Direct recruitment.	By promotion from the cadre of Senior Clerk having 10 years qualifying service as Senior Clerk in the grade. For Deputation: Age: Not exceeding 56 years for deputation Persons working in analogous posts or Senior clerk with five years of regular service in Level-4 in any Central/State Govt. Institutions/ PSU with experience in administration, cash/ accounts work.	1. Director, ITRA, Chairman 2. One Dy. Director – Member (To be nominated by Director) 3. Representative from Ministry of Ayush, not below rank of Under Secretary- Member	Not applicable

Name of Post	Number of Post	Classification	Pay scale & Grade pay/Level in the pay matrix	Whether the selection post or non-selection post	Age limit for direct recruits.	Education and other qualifications required for direct recruits.
1	2	3	4	5	6	7
7. Senior Clerk	08 (2025 Year)	Group – C	Pay Matrix Level -4 (Rs.25,500– 81,100)	Non Selection post	Not Applicable	Not Applicable

Whether age and educational qualifications prescribe for direct recruits apply in the case of promotes.	Period for probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case recruitment or by promotion/ deputation /absorption grades from which promotion / deputation/ absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstance in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
Not Applicable	Not Applicable	By Promotion, failing which by Deputation, failing which by Direct recruitment.	<p>By promotion from the cadre of Junior Clerk cum Typist Cadre having 8 years regular qualifying service as Junior Clerk in the grade.</p> <p>For Deputation:</p> <p>Age: Not exceeding 56 years for deputation</p> <p>Persons working in analogous posts as Junior clerk or equivalent with five years of regular service in Level-2 in any Central/State Govt.</p> <p>Institutions/PSU with experience in Administration, Accounts and Vigilance.</p>	<p>1. Director, ITRA, Chairman</p> <p>2. One Dy. Director – Member(To be nominated by Director)</p> <p>3. Representative from Ministry of Ayush, not below rank of Under Secretary- Member</p>	Not applicable

/555/2025 Name of Post	Number of Post	Classification	Pay scale & Grade pay/Level in the pay matrix	Whether the selection post or non-selection post	Age limit for direct recruits.	Education and other qualifications required for direct recruits.
						1 2 3 4 5 6 7
8. Personal Assistant	01 (2025 year)	Group – B (Non-Gazetted)	Pay Matrix Level -7 (Rs.44,900 - 1,42,400)	Not applicable	Not exceeding 30 years for Direct recruitment	<p>Essential :</p> <ol style="list-style-type: none"> Educational qualification with experience Graduation from any a recognized University or Institute. Three years' experience in a relevant field under the Central or State Government or Autonomous or Statutory organization or Public Sector Undertaking or University or recognised Research or Educational Institution. Skill/Stenography Test Norms- Dictation: 10 minutes @ 100 words per minute. – Transcription: 40 minutes. (English), 55 minutes. (Hindi) The matter will have to be transcribed on computer only. <p>Desirable: Having knowledge of Secretariat administration. Having good knowledge of Hindi and English languages.</p>

Whether age and educational qualifications prescribe for direct recruits apply in the case of promotes.	Period for probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation /absorption and percentage of vacancies to be filled by various methods	In case recruitment or by promotion/ deputation /absorption grades from which promotion / deputation/ absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstance in which Union Public Service Commission to be consulted in making recruitment.
8	9	10	11	12	13
No	One year for Direct recruitment	By Promotion, failing which by Deputation, failing which by Direct recruitment.	<p>By promotion from the cadre of Steno Grade II cum P.A. to Dean having 5 years regular qualifying service in the grade.</p> <p>For Deputation:</p> <p>Age: Not exceeding 56 years for deputation</p> <p>Persons working in analogous posts as Stenographer or equivalent with five years of regular service in Level-6 in any Central/State Govt. Institutions/ PSU.</p>	<ol style="list-style-type: none"> Director, ITRA, Chairman One Dy. Director – Member (To be nominated by Director) Representative from Ministry of Ayush, not below rank of Under Secretary- Member <p>Signed by</p>	Not applicable

Tanuja Manoj Nesari

Date: 07-10-2025 18:03:59



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(Institute of National Importance)

Ministry of Ayush, Government of India

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No. ITRA/7/E/2025-26/ 1600

Date:09.10.2025

Corrigendum Notification

In reference to the Notification vide No. ITRA/7/E/2025-26/1587 Dt.07.10.2025 issued by the Institute, Please read that the word : **Library Clerk cadre and Hindi Typist cadre having 8 years regular qualifying service as Library Clerk and Hindi Typist in the grade** is added after the word By promotion from the cadre of Junior Clerk cum Typist Cadre having 8 years regular qualifying service as Junior Clerk in the grade appearing in page No. 8, in column no.11 of attached Schedule Sr. No.7 regarding Recruitment Rules for the post of Senior Clerk of the aforesaid Notification.

(Prof. (Dr.) Tanuja Nesari)
Director