



NATIONAL INSTITUTE OF AYURVEDA

(Deemed to be University)

Ministry of Ayush, Government of India

Jorawar Singh Gate, Amer Road, Jaipur – 302002

ADVERTISEMENT NOTICE

1. Engagement of Consultant (Accounts/Audit Officer) on Contractual Basis (Retired Government Servant / Open Market)

National Institute of Ayurveda (Deemed to be University), Jaipur, an Institution of National Importance under the Ministry of Ayush, Government of India, invites applications from eligible Indian Nationals for engagement of Consultant (Accounts/Audit Officer) on a purely contractual basis in accordance with the Ministry of Ayush Guidelines for Engagement of Consultants and Young Professionals dated 01.04.2026. The details of the post are as under:

Sl. No.	Name of Post	No. of Posts	Consolidated Remuneration
1	Consultant (Accounts/Audit Officer)	01	<u>For Retired Government Servants</u> : under the applicable Government, calculated by deducting the Basic Pension from the Pay drawn at the time of retirement. No Dearness Allowance (DA) shall be admissible. Transport Allowance, wherever admissible, shall be governed by the applicable Department of Expenditure/Government instructions. No HRA, residential accommodation, CGHS facility or medical reimbursement shall be admissible unless specifically authorized under applicable Government instructions. <u>For Open market</u> : ₹60,000/- per month

Essential Qualification

The engagement shall be open to both retired Government servants and Open market possessing the requisite qualifications and experience

relevant to the their respective field for above post as follows :

For Retired Government Servants : Retired Accounts Officer / Audit Officer / Senior Accounts Officer / Senior Audit Officer or equivalent in the Level-7 and above as per 7th CPC from Central / State Government / Autonomous Bodies / PSUs / AG Office.

Or

For Open market : Post Graduate Degree in relevant subject i.e. Commerce / Finance / Accounting / Business Administration (M.Com / MBA Finance / MBA) OR Professional / Technical Qualification like CA / CMA or equivalent in relevant field from a recognized University / Institution.

Essential Experience

For Retired Government Servants : Professional experience in one or more of the following areas : Government Financial Administration, Budget Preparation & Control, Grant Management, Government Accounting, Maintenance of Annual Accounts & Balance Sheet, Internal Audit, Statutory Audit, CAG Audit, Settlement of Audit Paras, Preparation of Utilization Certificates, Reconciliation of Accounts, Payroll & Pension Management, PFMS & GeM Financial Compliance, Taxation (Income Tax, GST, TDS) and EPF & other statutory compliances.

Preference shall be given to candidates having experience at senior level such as Senior Accounts Officer, Senior Audit Officer, Accounts Officer, Audit Officer, Assistant Accounts Officer (Group-B Gazetted), Deputy Director (Finance) or equivalent, particularly in C&AG Office, Controller General of Accounts (CGA), Defence Accounts, Central/State Government Departments, PSUs, Autonomous Bodies or other Government organizations.

Experience in handling financial matters of major institutional, educational, healthcare, Autonomous Bodies or large Government organizations shall be desirable.

For Open market : 05-10 years experience in handling Financial Administration, Budget Preparation, Grant Management, Internal Audit, Statutory Audit, Settlement of Audit Paras, Preparation of Annual Accounts, Utilization Certificates, Reconciliation of Accounts, Payroll Management, Pension Matters in Central / State Govt. Organization.

Desirable Qualification

Proficiency in PFMS, GeM, Tally ERP, MS Excel and other Accounting Software. Well conversant with General Financial Rules (GFR-2017), CCS(Pension) Rules, Income Tax, GST, EPF, and other Government Accounting procedures.

Nature of Work

The selected Consultant shall provide professional support to the Institute in:

Financial Administration, Budget & Grant Management, Internal & External Audit, Compliance of Audit Observations & Paras, Examination of Bills & Pay Fixation, Preparation of Annual Accounts, Balance Sheet, Utilization Certificates, PFMS & GeM related Financial Compliance, EPF/Income Tax/GST matters, Tender Scrutiny from finance angle, and any other Accounts/Audit related assignment entrusted by the Competent Authority.

Age Limit :

For Retired Government Servants : The candidate should not be more than 64 years of age as on the last date of receipt of application.

The engagement shall, in no case, continue beyond the maximum period permitted under the applicable Government/Ministry of Ayush guidelines. The NIA Policy provides that engagement of a retired Government servant shall not extend beyond five years after superannuation.

For Open market : Maximum **45 Years** as on the closing date of receipt of applications.

Period of Engagement

For Retired Government Servants : The initial engagement shall ordinarily be for a period of one year.

The engagement may be extended by another year, subject to:

- satisfactory performance;
- continuing requirement of the Institute;
- availability of funds;
- review of the engagement; and
- approval of the Competent Authority.

Continuation beyond two years after superannuation shall require appropriate justification and review. In no case shall the engagement extend beyond five years after superannuation, in accordance with the NIA Policy.

For Open market : The engagement shall initially be for a period of three (03) years, subject to annual performance appraisal. Continuation or extension of the engagement shall be based on satisfactory performance, requirement of the Institute, availability of funds, and

approval of the Competent Authority, and initial Three (03) Months from the date of joining shall be treated as an Assessment Period.

Termination of Engagement

The engagement of the Consultant may be terminated by either party by giving one month's prior written notice or one month's consolidated remuneration in lieu thereof. However, the Institute reserves the right to terminate the engagement with immediate effect, without any notice or compensation, in cases of misconduct, breach of confidentiality, submission of false information/documents, conflict of interest, violation of contractual obligations, or any act considered prejudicial to the interests of the Institute.

Nature of Engagement The engagement shall be: Purely contractual, Full-time , The engagement shall not confer any right for regular appointment, absorption or continuation beyond the approved tenure.

Place of Posting : National Institute of Ayurveda, Jaipur.

Selection Procedure The selection shall be made on the basis of:

- Shortlisting of eligible candidates;
- Interview and/or Skill Assessment(whenever applicable), as considered appropriate method of selection by the Selection Committee;
- Verification of original documents.

The decision of the Competent Authority shall be final and binding.

How to Apply Eligible candidates may submit their applications in the prescribed format (**attached with advertisement notice**) along with self-attested copies of:

Educational Certificates, Experience Certificates, Proof of Date of Birth, Identity Proof, Recent Passport Size Photograph, Any other relevant documents

Applications should reach: **JOINT DIRECTOR (ADMN.)** ,National Institute of Ayurveda (Deemed to be University),Jorawar Singh Gate, Amer Road,Jaipur - 302002 on or before **02/11/2026 (05:30PM)**. Applications received after the last date or incomplete applications shall not be considered.

General Instructions

1. The engagement shall be governed by the Ministry of Ayush Guidelines for Engagement of Consultants and Young Professionals

dated 01.04.2026.

2. Mere fulfillment of eligibility conditions shall not confer any right to be called for interview.
3. The Institute reserves the right to increase or decrease the number of posts or cancel the recruitment process without assigning any reason.
4. The Institute may adopt shortlisting criteria if the number of applications received is large.
5. Original documents shall be produced at the time of interview/document verification.
6. No TA/DA shall be admissible for attending the interview.
7. Selected candidates shall execute a Contract Agreement and Non-Disclosure Agreement before joining.
8. Any canvassing in any form shall lead to disqualification.
9. The Institute reserves the right to modify, withdraw or cancel this advertisement at any stage without assigning any reason.

Digitally signed by
CHANDRA SHEKHAR SHARMA
Date: 23-10-2026 16:04:57

(C S Sharma)

DEPUTY DIRECTOR (ADMN.)

Copy to: -1. IT(I/C) for information with the request to upload the enclosed information on the website of the Institute. 2. Notice Board.

ANNEXURE-I

APPLICATION FORM

**For Engagement of Consultant (Accounts/Audit Officer)
on Contractual Basis : Post Applied as (Tick ✓)**

☐ Retired Government Servant

☐ Open Market

1. Personal Details

Particulars	Details
Name of Applicant	
Father's/Husband's Name	
Date of Birth	
Age (as on closing date)	
Gender	
Category (UR/OBC/SC/ST/EWS/PwBD)	
Aadhaar No.	
Mobile No.	
E-mail ID	
Correspondence Address	
Permanent Address	

**Affix Recent
Passport Size
Photograph**

2. Educational Qualification

Examination	Board/University	Year	Percentage/CGPA	Subjects
10th				
12th				
Graduation				
Post Graduation				
Professional Qualification				

3. Experience

Employer	Designation	Period	Nature of Duties

4. Declaration

It is hereby declared that the information furnished in this application is true, complete, and correct to the best of knowledge and belief. In the event of any information being found false or incorrect at any stage, candidature/engagement shall be liable to be cancelled forthwith. It is also declared that the applicant has read and understood the terms of engagement and has no claim for regular appointment, absorption, or continuation beyond the contractual period.

Date:

Place:

(Signature of Applicant)

ANNEXURE-II

TERMS OF REFERENCE (TOR)

Consultant (Accounts/Audit Officer)

Scope of Work : The Consultant will perform the following tasks and provide technical assistance in :

- Budget estimates (BE/RE), Budget demand, Grant-in-aid, and Tasks related to utilization certificates;
- Preparing annual accounts and bank reconciliation;
- Responding to CAG/internal audit paras and audit correspondence;
- Financial verification of bills, salary fixation, pension/NPS, and procurement cases;
- Information and correspondence related to the Ministry of Ayush;
- Any other work assigned by the competent authority.

ANNEXURE-III

GENERAL TERMS & CONDITIONS

1. Engagement shall be purely contractual.
2. No claim for regular appointment shall be entertained.
3. Initial engagement shall be for 03 years, subject to annual performance review for open market candidates. Continuation or extension of the engagement shall be based on satisfactory performance, requirement of the Institute, availability of funds, and approval of the Competent Authority, and initial Three (03) Months from the date of joining shall be treated as an Assessment Period.
4. For retired government servants Initial engagement shall ordinarily be for a period of one year. The engagement may be extended by another year, subject to satisfactory performance .
5. Monthly consolidated remuneration shall be **₹60,000/- for Open Market Candidates and For retired government servants as per the Pay minus Pension Policy .**
6. Working hours shall be as applicable to Institute employees.
7. The Young Professional may be required to work beyond office hours without additional remuneration.
8. Leave shall be admissible as per Ministry of AYUSH Guidelines.
9. TA/DA , if applicable, shall be governed by Ministry Guidelines .
10. Income Tax shall be deducted at source.
11. Selected candidates shall execute:
 - Contract Agreement
 - Non-Disclosure Agreement
11. The engagement may be terminated in accordance with the advertisement notice.
12. Any canvassing shall lead to disqualification.
13. The Institute reserves the right to:
 - cancel the advertisement;
 - increase/decrease the number of posts;
 - modify the recruitment process.
14. The decision of the Competent Authority shall be final.