

F. No.A.11019/36/2018-NMPB  
Government of India  
Ministry of AYUSH  
National Medicinal Plants Board

1<sup>st</sup> & 2<sup>nd</sup> Floor, Indian Red Cross Society (IRCS)  
Annexe Building, Red Cross Road,  
New Delhi-110001.  
Dated: 14<sup>th</sup> September, 2022

CIRCULAR

**Subject: Preparation of Panel for Engagement of Consultant (Admin & Accounts) on contract basis in National Medicinal Plants Board, Ministry of Ayush- reg.**

The undersigned is directed to say that National Medicinal Plants Board, Ministry of Ayush proposes to prepare a panel of Consultants (Admin. & Accounts) from the retired Deputy Secretary/ Under Secretary on Contract basis. The short-listed candidates will be considered for engagement as per the requirement. The details are as follows:-

1.	No. of consultants to be engaged on contract basis	01
2.	Period of engagement	Initially for a period one year. May further be extended on year to year basis, subject to functional requirements and also subject to appraisal of the performance.
3.	Age limit	Should not be more than 64 years of age on the last date for receipt of application. The age ceiling for continuation of contract shall be 65 years as on the date of renewal of contract year to year basis.
4.	Remuneration payable	As per guidelines of Ministry of Ayush
5.	Place of work	National Medicinal Plant Board, Red Cross Building, New Delhi
6.	Specialisation in	Administration/ Establishment matters, Budget, Policy matters Project/Scheme related work.
7.	Desirable	Preference will be given to persons: <ul style="list-style-type: none"><li>• Who are proficient in working independently in e-office and other computer applications</li></ul>