

NATIONAL INSTITUTE OF SOWA RIGPA
(An autonomous body under the Ministry of AYUSH)
Government of India

U.T. Ladakh, Leh 194101 Telefax:01982-252449,251448
E-Mail: nrisr.leh@gmail.com/nrisr-leh@gov.in
website: www.sowarigpainstitute.in

IMPORTANT NOTE

Date of commencement for submission of duly completed applications in the prescribed form.	18.01.2025
Closing date of receipt of applications	17.02.2025 (4.00 PM)

Applications in the prescribed format duly completed in all respects alongwith required documents are to be sent on our official address i.e.

Director
National Institute of Sowa Rigpa (NISR)
(An autonomous Body under the Ministry of Ayush)
Government of India
Behind Head Post Office
Leh-194101 (U.T. Ladakh)

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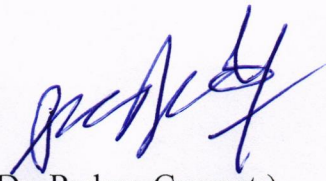
Vacancy Notification No.08/2024 Dated 18.01.2025

Applications in the prescribed format are invited from eligible candidates for appointment to the following posts on permanent basis on Direct Recruitment/ Deputation basis in National Institute of Sowa Rigpa (NISR) Ministry of Ayush, Govt. of India, Leh (U.T.of Ladakh).

The details of these posts, General Instructions for the candidates and application forms are available on the website of National Institute of Sowa Rigpa, Leh i.e. www.sowarigpainstitute.in

S.No.	Name of post	Pay Level	Number of posts	Whether reserved for SC/ST/OBC/EWS or UR
1.	Private Secretary	Level-8	01 post	On deputation basis
2.	Library & Information Assistant	Level-6	01 post	UR
3.	Stenographer Grade-II	Level-4	01 post	UR
4.	Panchkarma Technician	Level-4	02 posts	UR
5.	Panchkarma Masseur	Level-3	01 post	UR
6.	Junior Medical Laboratory Technologist	Level-5	01 post	UR
7.	Dresser	Level-2	01 post	UR

Duly completed applications in the prescribed format along with attested copies of educational/ professional qualification, age, caste and experience certificates should reach the office of the Director, National Institute of Sowa Rigpa, Behind Head Post Office, Leh-194101 (U.T. Ladakh) within one month from the date of publication of the Advertisement Notification in the Employment News, National Newspapers and Regional Newspapers i.e. by 17.02.2025 (4.00 PM)


(Dr. Padma Gurmet)
Director

GENERAL INSTRUCTIONS

- 1.1 The candidate must be either
- a) A citizen of India, or
 - b) a subject of Nepal, or
 - c) a subject of Bhutan, or
 - d) a Tibetan refugee who came over to India before 1st January-1962 with the intention of permanently settling in India, or
 - e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination provisionally but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.

- 1.2 Fresh appointees shall be governed by New Pension Scheme (NPS). The candidates selected will be on probation for one/ two years which may be extended at the discretion of the competent authority to a maximum period of one year.
- 1.3 Persons already in service must submit their applications through proper channel. While forwarding the applications of in-service candidates, the Head of the Institutions should certify that the applicant is free from disciplinary and vigilance angle and that no vigilance proceedings are either pending or being contemplated.
- 1.4 Candidates desirous of applying for more than one post are required to apply for each post separately.
- 1.5 Canvassing in any form by or on behalf of the candidate, or bringing political or other outside influence with regard to selection/recruitment/posting will lead to disqualification of Candidature.
- 1.6 Director, National Institute of Sowa Rigpa, Leh reserves the right to cancel the recruitment for all/ any of the posts without assigning any reason.
- 1.7 The details submitted by the candidates in their application form will be verified with the Documents submitted before offer of appointment letter is issued.
- 1.8 Only the date of birth as recorded in the Matriculation/ Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will be accepted as proof of date of birth.
- 1.9 The decision of NISR about the mode of selection to the post and eligibility conditions shall be Final and binding. No correspondence will be entertained in this regard.

- 1.10 Reservation of vacancies for SC/ST/OBC and EWS candidates will as per Government of India Guidelines/instructions. Candidates belonging to SC/ST/OBC/EWS category shall have to Submit the self attested copy of Caste certificate issued by the Competent Authority at the time of document verification in support of their claim, which will be verified by the duly constituted Screening Committee.
- 1.11 The age relaxation for reserved category candidates shall be admissible only in case of vacancies reserved for such categories. The reserved category candidates, who apply against un-reserved posts, are not entitled for any age relaxation.
- 1.12 The selection process/ recruitment do not involve any correspondence by this Institute with candidates at any stage regarding deficiency in application/ document etc. It shall be the responsibility of the candidate to satisfy himself/herself to furnish correct, complete and desired information/ documents etc. No correspondence will be entertained from the candidates found ineligible and not called for written test/ interview or for non-selection.
- 1.13 The candidates must note the mere fact that an admit card for appearing in the written test or Interview issued to him/her, does not imply that the candidate has been finally accepted by the Institute or that the entries made by the candidate in his/her application form have been accepted by the Institute as true and correct.
- 1.14. The candidates are advised in their own interest that they should not furnish any document/ information that are false, tampered, fabricated or should not suppress any material/ information while filling the application form.
- 1.15 Action against misconduct & Unfair means during selection process: At any stage of recruitment or later , if a candidate is or has been found guilty of any misconduct such as:-
 - (a) Impersonating or procuring impersonation by any person, or
 - (b) Misbehaving with the test administrators, invigilators at test centre, or disturbing or damaging Computers, equipments etc. at the test centre.
 - (c) Resorting to any irregular means in connection with his /her candidature during selection process, or
 - (d) Using undue influence for his/her candidature by any means, or
 - (e) Submitting of false certificates/ documents/ information or suppressing any information at any stage, or
 - (f) Giving wrong information regarding his/her category (SC/ST/OBC/EWS) while appearing in the test/interview or thereafter, or
 - (g) Writing irrelevant matter including obscene language or pornographic matter in the script, or
 - (h) Being in possession of calculator, Mobile phone, pager, Bluetooth, headphone, earplug, laptop, i-pad and other computing/ communication devices, or
 - (i) Possessing any form of textual material/ handwritten or typed pages etc.

In addition to rendering the candidate liable to legal/criminal prosecution, the candidate will be:

- (i) Disqualified from the examination and/ or
- (ii) Debarred either permanently or for a specific period from any exam/recruitment and/or
- (iii) Discharge/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of NISR.

- 1.16 Calculator, Mobile phone, pager, Bluetooth, headphone, earplug, laptop, i-pad and other computing/ communication devices will not be permitted inside the examination centre. Therefore, the candidates shall be responsible for safe-keeping of such devices because arrangement for keeping these devices safe, can not be assured by NISR/ Exam Centre.
- 1.17 There shall be complete ban on possessing or using the electronic devices such as Mobile Phone or its accessories, texted/ printed material/ calculator in the examination Hall, finding which the candidature of the candidate shall be cancelled and the candidate shall be banned at least for 5 years for applying for any post in NISR and also action may be taken against him/her under Indian Penal Code (IPC).
- 1.18 Any further information/ corrigendum/details regarding applications or applicants/ any other information regarding schedule of examination/test or call letter for written test/ Interview/ instruction notices/ results/ panels shall be posted only on the official website of National Institute of Sowa Rigpa (NISR) i.e. www.sowarigpainstitute.in No Publication in any other media will be made. Thus, the candidates are advised to keep Updating themselves by checking the official website of NISR very frequently.
- 1.19 In case of any inadvertent mistake in the process of selection or technical glitch which may be detected at any stage even after the issue of appointment order, NISR, Leh reserves the right to modify/withdraw/cancel any communication made to candidates.
- 1.20 In case of any dispute, any suite or legal proceeding against NISR, the territorial jurisdiction shall be restricted to the Courts of J&K and Ladakh.
- 1.21 The decision of NISR in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

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S.No	Name of Post	No. of posts	Age	Group	Educational / professional/ qualification & experience required	Method of recruitment
1.	Private Secretary Pay Level-8	01 Posts UR=01 posts	<p>Not exceeding 30 years as on closing date for receipt of applications.</p> <p>(Relaxable for Government servants in accordance with the instructions/ orders issued by the Central Govt. from time to time/ as per the decision of the Governing Body (GB) of NISR, Leh.</p> <p>Maximum age limit is relaxable by 5 years for SC/ST candidates and 3 years for OBC candidates as per Government rules. However, the age relaxation for reserved category candidates shall be admissible only in case of vacancies reserved for such categories. The reserved category candidates, who apply against un-reserved posts, are not entitled for any age relaxation.</p> <p>The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.</p>	Group 'B'	<p><u>For Promotion</u></p> <p>Personal Assistants With six years regular service in Pay Level-6 on the basis of Seniority/fitness, subject to qualifying in the Stenography test as mentioned in point-11.</p> <p>OR</p> <p>Personal Assistant/ Stenographer with 08 years regular service in Pay Level-4 on the basis of Seniority/fitness subject to qualifying in the stenography test as mentioned in point - 11</p> <p><u>For Direct Recruitment Essential</u></p> <p>1. Graduate or equivalent Degree from a recognized University/ Institution.</p> <p><u>2. Skill test norms</u></p> <p>Dictation: 10 minutes @ 80 w.p.m Transcription: 50 minutes (English)</p> <p>3, 35 w.p.m. typing (Hindi) on computer.</p> <p>4, 20 w.p.m. typing (Bhoti) on computer.</p> <p>5, 05 years experience as Private Secretary / Stenographer/ Personal Assistant.</p> <p><u>For Deputation:</u></p> <p>1, Minimum 06 years regular service in Pay Level-6 or above.</p>	100% by promotion failing which by Deputation, failing both by Direct Recruitment.

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2.	Library Information Assistant Pay Level-6	01 Post UR=01 post	<p>Not exceeding 30 years as on closing date for receipt of applications.</p> <p>(Relaxable for Government servants in accordance with the instructions/orders issued by the Central Govt. from time to time/ as per the decision of the Governing Body (GB) of NISR, Leh.</p> <p>Maximum age limit is relaxable by 5 years for SC/ST candidates and 3 years for OBC candidates as per Government rules. However, the age relaxation for reserved category candidates shall be admissible only in case of vacancies reserved for such categories. The reserved category candidates, who apply against un-reserved posts, are not entitled for any age relaxation.</p> <p>The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.</p>	Group'B' Non Gazetted	<p>Essential</p> <p>1, Bachelors Degree in Library Science or Library and Information Science of a recognized University/ Institute</p> <p>2, Two years professional Experience in a Library Under Central/ State Govt./ Autonomous or Statutory organization/PSU/ University or recognized Research of Educational Institute.</p> <p>Desirable:-</p> <p>1, Diploma in Computer Application from a recognized University or Institute.</p> <p>2, Working knowledge in Bhoti language.</p>	100% by Direct Recruitment.
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3.	Stenographer Grade-II Pay Level-4	01 Post UR=01 post	Age between 18 to 28 years. (Relaxable for Government servants in accordance with the instructions/orders issued by the Central Govt. from time to time/ as per the decision of the Governing Body (GB) of NISR, Leh. Maximum age limit is relaxable by 5 years for SC/ST candidates and 3 years for OBC candidates as per Government rules. However, the age relaxation for reserved category candidates shall be admissible only in case of vacancies reserved for such categories. The reserved category candidates, who apply against un-reserved posts, are not entitled for any age relaxation. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.	Group'C'	Essential 1) , 12 th Pass or Equivalent from a recognized Board or University. ii) , Skill test Dictation 10 minutes @ 80 words per minute. Typing 30 words per minute in English/ Hindi and 10 words per minute in Bhoti. Desirable: Bhoti language knowing	100% by Direct Recruitment
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