ई-मेल/E-mail: admin.nih@nic.in
वेबसाइट/Website: nih.ayush.gov.in

राष्ट्रीय होमियोपैथी संस्थान /National Institute of Homoeopathy
एक स्वायत्त संस्था/An Autonomous Institute
भारत सरकार/Govt. of India
आयुष मंत्रालय/Ministry of Ayush

दूरस्थ परिसर / Satellite Campus:
सेक्टर - ए 8, / Sector - A8,
चौधरी रामदेव चौक, / Chaudhary Ramdev Chowk,
नरेला, दिल्ली - 110040 / Narela, Delhi – 110040

मुख्यालय / Headquarters:
ब्लॉक-जीई, सेक्टर- III, / Block-GE, Sector-III,
साल्ट लेक, कोलकाता-700106 / Salt Lake, Kolkata-700106
फोन नं. / Ph. No. 033-2337-0969 / 70

मिसिल सं/F. No: A/33/2025-Oo_MemberAK-Part(1)/1458
दिनांक / Dated: 23/ 11/ 2026

Advertisement No. Con. Eng./04/2026

WALK-IN-INTERVIEW

National Institute of Homoeopathy (NIH), an Autonomous Institute under the Ministry of Ayush, Government of India, invites eligible Indian Citizens to appear for a **Walk-in Interview** scheduled to be held on the following dates as mentioned against each for filling up the following posts on contract basis for a period of one (01) year, or till filling up of the posts on regular basis, or till further orders, whichever is earlier.

The Walk-in Interview shall be conducted as per the following schedule:

Sl. No.	Name of the post	No. of Posts	Date for Interview	Venue of Interview & Place of Engagement
1.	Library Information Assistant	Two (02)	**22.12.2026**	National Institute of Homoeopathy (NIH), Academic Building, Block GE, Sector III, Salt Lake, Kolkata 700106 Reporting Time: **09:30 A.M. on all scheduled dates**
2.	Junior Hindi Translator	One (01)	**15.12.2026**	
3.	MTS (Aya/Ward Boy)	Two (02)	**23.12.2026**	
4.	MTS (Safaiwala)	One (01)	**24.12.2026**	

The details of posts and other criteria are mentioned below:

1. Library Information Assistant (02 Posts) consolidated remuneration of ₹ 35,400/- per month

Essential Qualification:

1. Degree in Library Science from recognized university/institution.
2. Degree in any discipline from recognized university.

3. Qualified with a speed of 30WPM in type writing in Hindi/English.
4. Having done Computer Course from recognized Institute.

Training in library computerization.

Age limit:

Not exceeding 35 years as on the date of interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with the Orders issued by Govt. of India from time to time.)

2. Junior Hindi Translator (01 Post) consolidated remuneration of ₹ 25,500/- per month

Essential Qualification:

1. Degree in Hindi/English from a recognized university with English/Hindi respectively as ancillary subject.
2. At least one year diploma in Hindi Translation.
3. Qualified with a speed of 30 wpm in Hindi/English.

Desirable qualification:

Knowledge in computer preferably Certificate in Office Automation Course like MS Office from a recognized Institute.

Age limit:

Not exceeding 28 years as on the date of interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with Orders issued by Govt. of India from time to time.)

3. MTS (Aya/Ward Boy) (02 Posts) consolidated remuneration of ₹ 18,000/- per month

Essential Qualification:

1. Matriculation or its equivalent from a recognized State/Central Board,
2. Ability to read and write English and local language.

Age limit:

Not exceeding 28 years as on the date of interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with the Orders issued by Govt. of India from time to time.)

4. MTS (Safaiwala) (01 Post) consolidated remuneration of ₹ 18,000/- per month

Essential Qualification:

Literate in Local language.

Desirable:

1. Primary Pass,
2. Previous experience in the trade.

Age limit:

Not exceeding 28 years as on the date of interview (relaxable up to 5 years for candidates belonging to SC/ST category and Govt. Autonomous Body Employees in accordance with the Orders issued by Govt. of India from time to time.)

Terms & Condition:

1) The posts are purely on contract basis, and the candidate does not hold any right to claim for permanent employment.
2) Tenure of the service will be initially for a period of **one (01)** year or till filling up of the posts on regular basis or till further order, whichever is earlier.
3) The contract may be terminated at any time without assigning any reason.
4) No TA/DA/Local Conveyance/boarding-lodging charges will be admissible for attending the Walk-in Interview.
5) Candidate should be ready to join immediately.
6) No correspondence will be entertained in this regard.
7) The duty hours for the post of Library Information Assistant shall be 9:00 A.M. to 5:30 P.M., Monday to Saturday & the duty hours for the posts of Junior Hindi Translator shall be 9:00 A.M. to 5:30 P.M., Monday to Friday. Sunday and gazetted holidays will remain holidays. The duty hours of MTS (Aya/Ward Boy) & MTS (Safaiwala) shall be fixed by their concerned Reporting Officer. She/He may be required to work on holidays in case of exigency of work.
8) The Competent Authority reserves the right to modify the duty hours as per functional requirements.
9) No other allowances will be paid apart from consolidated remuneration.
10) They will be entitled to 1.5 days' leave on each completed calendar month, calculated according to the English calendar.
10) The candidate should not have been convicted by any Court of Law.
11) Applications incomplete in any aspect will be summarily rejected.
12) Reservation policy is maintained as per the extant guidelines of Govt. of India issued and amended from time to time.
13) Police verification of the selected candidates may be done as per the latest instructions issued by MHA. In case a negative report is received, the contract shall cease to exist with immediate effect without any notice.
14) In case any information given or declaration by the candidate is found to be false or if the candidate willfully suppresses any material information relevant to this appointment, he/she will be liable to be removed from the service, or any action may be taken as deemed fit by the appointing authority.
15) Notwithstanding any provision of this advertisement, where it is necessary to do so, NIH may revise any of the Terms and Conditions related to the engagement of contractual posts.
16) Any corrigendum or revision of the advertisement or any other information regarding this recruitment will be posted on the official website of NIH, KOLKATA, only in due course. Candidates are advised to visit our website regularly for updated information in this regard.

17) The decision of the Director is final & binding.
18) These situations are indicative but not exhaustive.

Director, NIH, Kolkata reserves the right to modify, amend or cancel the advertisement partially and/or fully without assigning any reason thereof, and the same shall be published on the Institute website only. Director, NIH, Kolkata, reserves the right to cancel any and/or all the applications without assigning any reason thereof. The Director, NIH, Kolkata, reserves the right not to fill any or all of the advertised posts if suitable candidates are not found or for any other administrative reason, without assigning any reason thereof.

Interested eligible Indian candidates may appear for the Walk-in-Interview with a duly filled-up application in the prescribed proforma (Annexure-I) along with original and self-attested photocopies of all the relevant documents in support of their eligibility with one passport-size photograph.

Sd/-
Director,
NIH, Kolkata.

Annexure-I

NATIONAL INSTITUTE OF HOMOEOPATHY – KOLKATA

Affix here
Passport
Size photograph

Application for the post of ……

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1.	Name of the candidate in Block letters			
2.	Father's/Husband's name			
3.	Mother's Name			
4.	Date of Birth (in Christian era) DD/MM/YYYY			
5.	Age as on (Interview Date)			
6.	Gender	Male		Female
7.	Nationality			
8.	Religion			
9.	Marital status			
10.	Whether belongs to SC/ST/OBC/PwD			
11.	Are you Physically Handicapped *(If yes, please submit PH certificate)*			
12.	Whether working in Central/State/UT/Autonomous Body etc.			
13.	Languages known			
14.	Address for communication			
15.	Permanent address			
16.	Telephone No./Mobile No.			
17.	E-mail ID			
18.	Aadhaar No			

19. Educational Qualification (Starting from Matriculation or equivalent and onwards)

Sl. No.	Examination Passed	Year of Passing	Name of School/Board/University	Class/ Division	% of marks	Discipline/Subjects
i.	X & equivalent					
ii.	XII/Inter/PUC					
iii.	Diploma					
iv.	Degree					
v.	Others if any					

20. Experience (Including present employment):

SL No.	Name of the Employer	Designation of the Post held & nature of appointment	Pay Scale/ Salary	Date of joining/ leaving	Nature of duties performed

21.	Any other information, such as training, publication etc., in support of the suitability of the post.	

I hereby solemnly declare that the information given above is true and correct to the best of my knowledge, belief & not suppressing any material facts that may disqualify my candidature. In case any discrepancies or misrepresentations come to the knowledge of NIH at any stage, including after selection, my appointment is liable to be cancelled or terminated without prior notice.

Place: …….

Date: …….....

…….....

Full Signature of the Applicant