



॥ आयुषे सर्वलोकानाम् ॥

भारतीय चिकित्सा पद्धति राष्ट्रीय आयोग
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National Commission for Indian System of Medicine
Ministry of Ayush, Govt. of India
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क्रमांक/Ref. No.-General Matters/MARB/2023

दिनांक/Date:23.11.2023

To,

✓
The Principal/Dean/Director
All Colleges of Ayurveda, Unani, Siddha Systems of Medicine.

Subject: - Updating the profile on OTMS, reg-

Sir/Madam,

It is found that many of the faculties have not updated their profile on OTMS in spite of issuing necessary guidelines in this regard. This in turn causes lots of technical issues and obstacles at the time of approving applications for appointment, promotion etc. and the process of approving such applications gets delayed.

Therefore, you are informed to direct all your faculties to update their OTMS profile at the time of submission of requisition. Faculty should submit their request for any corrections in experience etc. by mail to president.marbism@ncismindia.org with necessary supportive documents.

Further, faculties who need to update their OTMS profile must submit the request by mail, by mentioning the subject in below mentioned format, even by those who have submitted their requests before receiving this circular.

Name of the faculty<>teachers code<>Profile updation.

Further you are hereby directed to monitor the process of applying for new Teacher's code, appointment, change of department and promotion by faculty in a time bound manner as per the enclosed guidelines.

It is pertinent to note that any issue regarding OTMS of individual faculty must be routed through the head of institution. It is the responsibility of the principal/Head of the institution to pursue all the matters with MARBISM. Principal/Head of the Institution should not direct any faculty to pursue the matters with MARBISM.

Enclosed.

डॉ. रघुराम भट्ट उ.
Dr. Raghurama Bhatta U.
अध्यक्ष, वा.चि.प. चिकित्सा आकलन और रेटिंग बोर्ड
President, Medical Assessment and Rating Board for Indian System of Medicine
(Dr. Raghurama Bhatta U.)
National Commission for Indian System of Medicine
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(NCISM)

Copy to: -

1. The Chairperson, National Commission for Indian System of Medicine, New Delhi-110058.
2. Guard file

(Dr. Raghurama Bhatta U.)
President, Medical Assessment and Rating Board for Indian System of Medicine
(NCISM)

Dear Institute/Teacher,

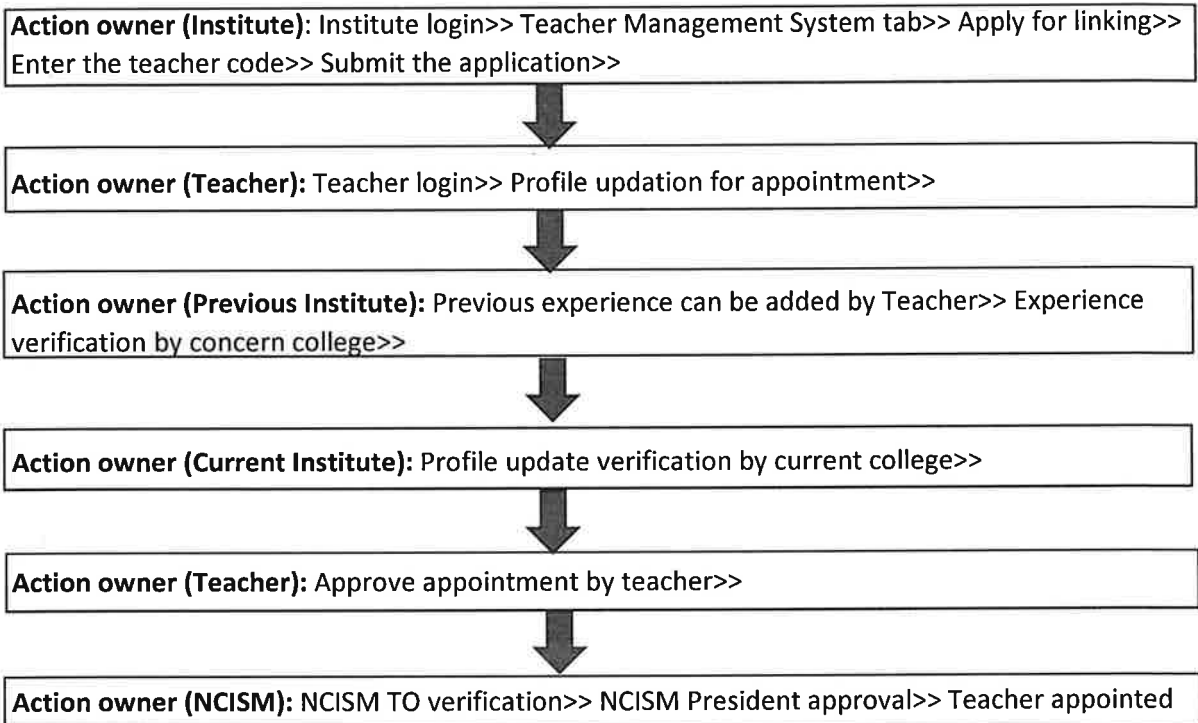
This is to inform you that there are few modifications incorporated in Teacher management system. Now the teachers must update their latest experience in OTMS profile before submission of any request. At time of requisition for Appointment, Department change and Promotion, teacher has to mandatorily update the profile with latest experience details.

For more details, please refer the TCM Manual from Teacher profile login page.

Please refer the below process before submitting the request.

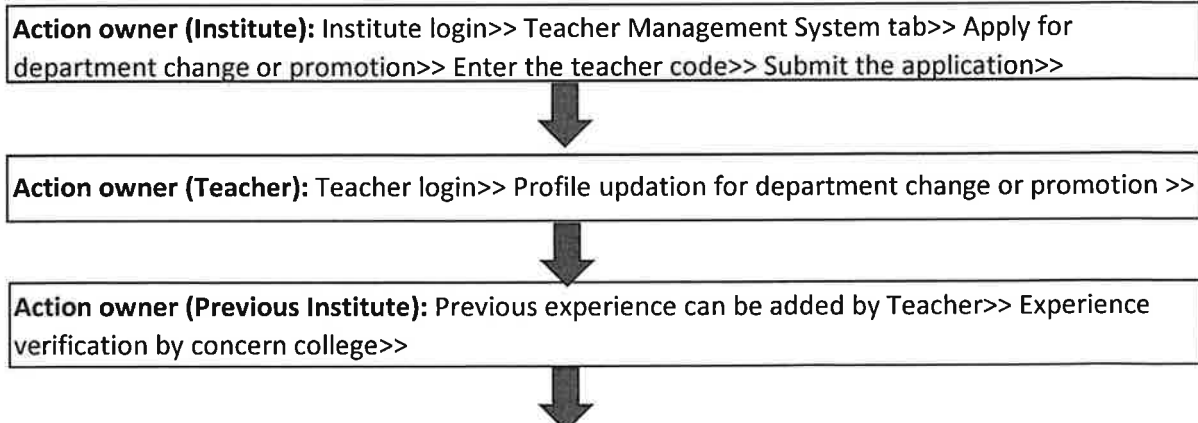
Appointment of Teacher:

The following process is changed in the approval of appointment.



Department change/Promotion of Teacher:

The following process is changed in the approval of appointment.



GUIDELINES FOR UPDATING OTMS PROFILE

1. Faculty must update his/her OTMS profile regularly.
2. Exert utmost care while choosing the tabs. Serious technical issues will pop up by pressing wrong tabs.
3. Ensure to provide correct data and to upload appropriate documents. It will ensure a fast and smooth approval process.
4. New documents viz. renewed registration certificate and certificate of additional degree must be uploaded as and when faculty receives these certificates.
5. Faculty those who have uploaded the provisional post-graduation degree certificate only, must upload the postgraduation degree certificate once the certificate is issued by the University. Combine the post-graduation degree certificate along with the provisional postgraduation degree certificate in a single pdf file.
6. New documents as mentioned above must be uploaded under the tab OTHERS if the corresponding tabs are not open.
7. Appointment of fresh teacher must be reported within a week with all necessary documents.
8. Appointment in another institution after getting relieved from previous institution must be reported with in a week with all necessary documents.
9. Faculty must be appointed to the post he/she held in the previous institution. He/she can be promoted if eligible, after getting approval of the appointment.
10. Application for promotion must be submitted with in a week with all necessary documents.
11. Application for change of department must be submitted within one week with all necessary documents.
12. Application for revoking the code must be submitted within three days after joining the institution with all necessary documents.
13. Notarized affidavit is one of the four documents to be uploaded with the application for restoring the teacher's code. Notarized affidavit must contain the details of previous experience and current job and the gap period. Affidavit submitted at the time of visitation should not be uploaded in this tab.