**ALL INDIA INSTITUTE OF AYURVEDA**

(An Autonomous Organization),

Ministry of AYUSH, Govt. of India,

Gautampuri, Sarita Vihar, Mathura Road,

**New Delhi-110076**

**F.No.A-17001/2/2/2015-AIIA/WII/Vol.IV October, 2019**

**ADVERTISEMENT FOR ENGAGEMENT OF STAFF ON CONTRACT THROUGH ‘WALK IN INTERVIEW’**

All India Institute of Ayurveda (AIIA) under the aegis of Ministry of AYUSH, Govt. of India is a 200 bed referral hospital and imparts Postgraduate, Post-doctoral and super specialty Fellowship Programs in major streams of Ayurveda. In order to fill up the following posts on contract (temporary) basis, AIIA intends to conduct walk-in-interview on 15th October, 2019:-

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| --- | --- | --- | --- | --- | --- |
| **S.No.**  | **Name of Post** | **No of post(s)**  | **Nature of engagement** | **qualification & experience**  | **Remuneration (Rs.)** |
|  | Associate Professor (Dravya Guna - 1) (Swasth Vritta - 1)(Stree Roga) | 3 | Full time | 1. Degree in Ayurveda recognized under schedule-II of IMCC Act 1970
2. MD/MS(Ay) recognized by CCIM under schedule-II of IMCC Act 1970- in the concerned subject
3. Ph. D. in the subject concerned.
4. Minimum 9 years of teaching experience as Asstt. Prof./Lecturer out of which 3 years experience as Guide at MD/MS/PhD level in concerned subject with PhD

OrTotal 14 years teaching experience at UG level.1. High quality published works, such as research papers (min. five (excluding his own Ph. D. work publications) in indexed journals.) and books or technical reports.

**Desirable:**1. Experience of undertaking independent research Projects as Principal Investigator (PI).

Capacity to undertake/ lead sponsored R&D consultancy and related activitiesMaximum age limit : 50 years | Remuneration Rs. 80,000 per month |
|  | Paediatrician  | For making a panel of Doctors on call basis | On call basis | * An approved degree in Modern Medicine
* Post Graduate degree in M.D (Paediatrician) or DNB (Paediatrician)
* Having experience of working in NICU, neonatal care, Labour room, neonatal and Paediatric emergencies
* Aptitude and inclination of teaching, hands on training and research in Paediatrics, especially in a teritiary care Ayurveda Hospital
* Medical Registration to practice modern medicine as per MCI

Or* Person with graduate degree in modern medicine and diploma in Child Health with experience of minimum 5 years in above areas may also be considered

Maximum age limit : 65 years | * Rs.2000/- per visit of two hours duration
 |
|  | Surgeon | 1 | Full Time/ Part Time/ On call basis | * A recognized Post Graduation Medical degree in the respective speciality with minimum 03 years’ experience in a reputed hospital/ Institute. **or**
* A recognized Post Graduate Medical Diploma after MBBS with a minimum of 04 years ‘experience in a reputed

Hospital * MCI/State MC Registration

Maximum age limit : 65 years | * Full Time: Rs.80,000/- per month
* Part Time: Rs.60,000/- per month for two sessions per day into six days in a week. Duration of each session will be two hours.
* For extra session of two hours Rs.1000/-
* On giving undertaking to be available for performing emergency call duty after the schedule time Rs.10,000/- per month
* Empanelment for visit (on call) Rs.2000/- per visit.
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|  | Radiologist | 1 | Full time | * A recognized Post Graduation Medical Degree in the respective speciality with minimum 03 years Post qualification in reputed Hospital/ Institute

**Or*** A recognized Post Graduate Medical Diploma after MBBS with a minimum of 04-year experience in reputed Hospital
* MCI/ State MC Registration

Maximum age limit : 65 years | * Full Time: Rs.80,000/- per

month * Part Time: Rs.60,000/- per month for two sessions per day into six days in a week. Duration of each session will be two hours.
* For extra session of two hours

Rs.1000/- * On giving undertaking to be available for performing emergency call duty after the schedule time

Rs.10,000/- per month * Empanelment for visit (on call) Rs.2000/- per visit.
 |
|  | Pharmacy Manger | 1 | Full time | * B. Pharma (Pharmaceutics/ B. Pharma (Ay)
* 05 years experience of large scale manufacturing/ company Institute/ Hospital and exposure to GMP and related regulatory experience

**Desirable** * PG degree/Diploma in Material Management/ M Pharma in Ayurveda
* MBA
* Related experience should be preferably in Ayurveda manufacturing unit

Maximum age limit : 35 years | Rs.35,000/- PM (consolidated) |
|  | OT Assistant | 1 | Full time | * 10+2 in science from recognized Board
* Diploma (full-time) in the relevant field from recognized Institute of minimum one year duration.
* 3 years experience in relevant field

Maximum age limit : 28 years | Rs. 28,000/- Per month (consolidated) |
|  | Assistant Consultant (Admin) | 1 | Full time | Retired officers of Central/State Governments/Autonomous institution in GP of Rs.5400/- & above, or, from Public Sector Undertakings in pay scale of level E-4, or, above . Candidate should have experience of HR/Administration with thorough knowledge of rules & regulations, should be well conversant with Central Government rules on all matters i.e. Establishment, Pay Fixation, Recruitment, Reservation policy, Maintenance of Roster, Policy matters, Disciplinary matters, Preparation of tender documents, Lining up & execution of various contracts, CVC guidelines etc.Maximum age limit : 64 years | Rs. 45,000/- Per month (consolidated) |
|  | Assistant Consultant (Accounts) | 1 | Full time | Retired from Central/State Govt. Dept./Autonomous organization with G.P of Rs.5400/-, or above, or from PSUs in E-4 & above level in Finance & Accounts discipline Maximum Age : 64 years | Rs.45000/- PM (consolidated) |
|  | Principle Private Secretary | 1 | Full time | Retired from Central/ State Govt. Dept./ Autonomous Organization as PPS with G.P. of Rs. 6600 or from PSUs at E-5 or above levelMaximum age limit : 64 years | Rs. 50,000/- Per month (consolidated) |
|  | Private Secretary | 1 | Full time | Retired from Central/ State Govt. Dept./Autonomous organizations as PS with G.P of Rs.4600 or from PSUs at E-3 or above level Maximum age limit : 64 years | Rs.35,000/- per month (Consolidated) |
|  | Accountant | 1 | Full Time | Essential :1. B.Com/BBA from a recognized university
2. 2 years experience in Budget/accounts in Central/State/Autonomous/large industry
3. Computer skill

Desirable :1. M.Com/MBA
2. Training in cash & accounts from ISTM

Maximum Age : 30 years  | Rs. 30,000/- Per month (consolidated) |

**Note: - Date of interview will be the date for determining maximum age. Experience prescribed for the posts means post-qualification experience.**

Candidates fulfilling the eligibility criteria as mentioned above may appear for the **Walk-in-Interview** in Committee Room of Academic Block of AIIA on 15.10.2019 at 10:30 AM along with duly filled-in prescribed application form, original testimonials and two sets of attested photo copies of the following certificates. Candidates reporting after 11.30 AM will not be considered for interview.

1. Certificate in support of age (high school/matriculate) issued by any recognized Board.
2. Certificate in support of educational qualification & experience

 **Conditions/ Instructions**: -

1. No other allowance will be paid other than fixed amount of remuneration.
2. Appointment on full time basis will be as per AIIA’s working hours.
3. Candidate should have excellent communication and inter personnel skills, computer knowledge as MS Word, MS Excel and PowerPoint etc.
4. Candidates for the post of PPS/PS should be able to do secretarial job and prepare notes and letters independently. Besides this, they must possess knowledge of Central Government rules, regulations and guidelines issued by DOPT from time to time on all matters. PPS would report to Director, while PS would be posted with Dean/Joint Director, or any other official.
5. No TA/DA will be admissible for appearing in interview or for joining the institute.
6. The number of posts may ‘vary’ depending upon the requirement and discretion of Competent Authority, AIIA.
7. Mere fulfilling the minimum qualification and experience is not the criteria/parameter for selection of candidate.
8. Initially the duration of all above said posts will be 6 months on contractual basis, or, till the posts are filled up on regular basis, or, until further orders, whichever is earlier. However, contractual engagement may be extended further as per requirement or may be terminated any time at the discretion of Competent Authority AIIA without assigning any reason thereof.
9. The candidate shall be engaged on contract & purely on temporary basis which will not confer any claim for future appointment to any post in the Institute in whatsoever manner.
10. The appointee engaged on full-time basis with the institute is not allowed to accept other assignment during the period of contract.
11. Candidates are advised to ensure that they fulfill the eligibility criteria as mentioned in the advertisement before coming for the Walk-in-Interview.
12. The competent authority reserves the right for any amendment, cancellation or change in this advertisement in whole or part thereof without assigning any reason.
13. Candidate will be allowed one-day leave in a calendar month. Absence for more than one day in a month would be subject to deduction of remuneration.
14. Necessary tax deduction as per Govt. instructions will be made.
15. Candidate shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the organization, without the written consent of the organization.
16. Person so engaged shall be bound to hand-over entire records of assignment to the organization on expiry of contract and before release of final payment.
17. Candidate shall have no claim for regular appointment.
18. The selected candidates will have to join within in a week’s time from the date of issue of offer of engagement.
19. In case of any changes or amendment in time, venue, date or any matter related to this advertisement, it will be displayed on the website only and no separate advertisement shall be issued.

(Prof. Dr. Tanuja Manoj Nesari)Director