



अखिल भारतीय आयुर्वेद संस्थान

ALL INDIA INSTITUTE OF AYURVEDA (AIIA)

(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

Date: 23rd September, 2020

F. No. A-17001/2/2/2015-AIIA/WII/Vol. IV

ADVERTISEMNT FOR ENGAGEMENT OF STAFF ON CONTRACT THROUGH 'WALK-IN-INTERVIEW'

All India Institute of Ayurveda (AIIA) under the aegis of Ministry of AYUSH, Government of India is a 200 bed referral hospital and imparts Postgraduate, Post-Doctoral and super specialty Fellowship Programmes in major streams of Ayurveda. In order to fill up the following post on contract (temporary) basis, AIIA intends to conduct walk-in-interview on 1st October, 2020:

Sl. No.	Name of Post	No. of Post(s)	Nature of engagement	Qualification & Experience	Remuneration (in ₹)
1.	Assistant Consultant (Accounts)	1	Full time	Retired from Central / State Govt. Dept. / Autonomous organisation with G.P. of ₹5,400/- or above preferably from the post of Accounts Officer of Pay and Accounts office / Comptroller General of Accounts, Government of India Age: Should not be more than 64 years	₹45,000/- per month (consolidated)

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

Candidates fulfilling the eligibility criteria as mentioned above may report for the **Walk-in-Interview** at Academic Block of AIIA on 1st October, 2020 at 11:00 hrs. along with duly filled-in prescribed application form enclosed herewith, original testimonials and two sets of attested photocopies of the following certificates. Candidates reporting after 13:00 hrs on the day of interview, would not be considered for interview.

- Certificate in support of educational qualification and experience / attested copy of PPO along with original for verification

Conditions/Instructions:

- No other allowance will be paid other than fixed amount of remuneration
- Appointment on full-time basis will be as per working hours of AIIA
- Candidate should have excellent communication and inter-personnel skills, computer knowledge such as MS Office etc.
- No TA/DA will be admissible for appearing in interview or for joining the Institute.
- The number of posts may vary depending upon the requirement and discretion of Competent Authority, AIIA.

गौतमपुरी, सरिता विहार, मथुरा रोड, नई दिल्ली -110076

Gautampuri, Sarita Vihar, Mathura road, NEW DELHI-110076

E-mail: director-aiia@gov.in

Phone: 011-29948658

Fax: 011-29948660



अखिल भारतीय आयुर्वेद संस्थान

ALL INDIA INSTITUTE OF AYURVEDA (AIIA)

(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

6. Mere fulfilling the minimum qualification and experience is not the criteria/parameter for selection of candidate.
7. Initially, the duration of above said post will be 06 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.
8. The candidate shall be engaged on contract and purely on temporary basis which will not confer any claim for future appointment to any post in the Institute in whatsoever manner.
9. The appointee engaged on full-time basis with the Institute is not allowed to accept other assignment during the period of contract.
10. Candidates are advised to ensure that they fulfil the eligibility criteria as mentioned in the advertisement before coming for the Walk-in-Interview.
11. The Competent Authority reserves the right for any amendment, cancellation or change in this advertisement in whole or part thereof without assigning any reason.
12. 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.
13. Necessary tax deduction as per Govt. instructions will be made.
14. Candidate shall not utilise 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 organisation, without the written consent of the organisation.
15. Person so engaged shall be bound to handover entire records of assignment to the organisation on expiry of contract and before release of final payment.
16. Candidate shall have no claim for regular appointment.
17. The selected candidates will have to join within a week from the date of issue of offer of engagement.
18. 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

2

गौतमपुरी, सरिता विहार, मथुरा रोड, नई दिल्ली -110076

Gautampuri, Sarita Vihar, Mathura road, NEW DELHI-110076

E-mail: director-aiia@gov.in

Phone: 011-29948658

Fax: 011-29948660



ALL INDIA INSTITUTE OF AYURVEDA (AIIA)

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)
Gautampuri, Sarita Vihar, Mathura road, NEW DELHI-110076

APPLICATION FORM

Affix self attested
recent passport size
photograph

1. Name of the post : _____
2. Advertisement No. : _____
3. Category applied for : _____ (Unreserved/SC/ST/OBC/PWD/PH)
4. Name in full (in Capital letters): _____
5. Father's /Husband's Name: _____
6. Address: (in CAPITAL letters)

Present address (for correspondence)

Email Id: _____ Mobile No. _____

Permanent home address

7. Date of birth: dd _____ mm _____ YYYY _____ (in words) _____
8. Age (as on closing date of application according to Matriculation Certificate) _____
9. Nationality: _____
10. Sex: Male/Female
11. Mother Tongue : _____
12. Other language(s) which the applicant can speak, read and write fluently: _____
13. Whether belongs to SC/ST/OBC/PWD/PH _____

(In support, please enclose a certificate from authorized Issuing Officer)

14. Examinations passed (enclose a copy of each degree/certificate & mark) (attach extra sheet if required)

Examination	Name of the institute & University	Percentage	Year of passing	Subject(s) (Major)/ Specialization
10 th class				
10+2 or equivalent				
Bachelor's degree				
Master's Degree				
Doctorate degree				
Any other examination(s)				

15. Employee Record (Starting from the present position): (attach extra sheet if required)

Office/Institute/ Organisation	Post held	From	To	Scale of Pay & Basic Pay	Nature of Duties	Actual Duration (Years & Months)

Total experience: Years _____ Months _____

DECLARATION

I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected or employment terminated.

Place: _____
Date: _____

Signature of the candidate
(Name in CAPITAL letters)