

Walk-in-Interview

AIIA intends to conduct walk in interviews for filling up the following posts on contract basis at All India Institute of Ayurveda, Sarita Vihar, New Delhi under PHI Scheme in project titled “ Management of Musculo skeletal Pain through Ayurvedic Interventions”.

Interested and eligible candidates are advised to go through the specifications and terms & conditions of engagement on contract basis mentioned below for each post:-

<u>Project Consultant(Ayurveda) -1</u>
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BAMS, MPH @ 70000/ month

<u>Medical Officer - 01</u>

BAMS ,MD (Ayurveda)(Preferential) (@ Rs. 40000/- per month)
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Appointments to the above posts will initially be made for 11 months, which may be further extended on mutual consent and based upon the satisfactory performance of the incumbent. The institute, however, reserves the right of termination of services of the appointee forthwith or before the expiry of stipulated period without assigning any reason. The Terms of Reference for the above posts are as follows:

Name of the Post – Project Consultant

Essential Qualifications – BAMS, MPH from recognised institute. Preference will be given to persons having working experience in Central Sector Schemes in AYUSH / Health sector. Working knowledge of MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential. Consolidated salary of Rs-70000/ Month will be paid.

Responsibilities:

- To coordinate & liaison with the chief coordinator of the Project. Duties allocated to the field regarding the project and liaising with the DAUO of the allocated District.
- To update and provide regular status reports of the program as desired.
- To assist in organizing the training programmes under the scheme.
- Other related activities assigned time to time.

Other Conditions:

- Six days in a week work schedule will be applicable
- The assignment of on a full time basis and he / she has to ensure to attend the office on all working days and on holidays, if required on account of exigencies of work for which no additional remuneration will be paid.

- The appointee is required to give an undertaking to the effect that he / she will obey all the rules and condition of the Institute during the period of service.
- The appointee is required to perform the duties and responsibilities expected from the authority and to perform all the duties assigned to him / her at regular intervals.
- Tax deduction at source: The Income Tax or any Tax liable to the deducted as per the prevalent rules.
- His / her appointment on contract basis will not confer any claim for further appointment or regularization to any post in the Institute.
- He/She shall not utilize / publish / disclose any part of the data or statistic or proceeding or information collected for the purpose of this assignment to any third party without the consent of the organization.
- If, the appointee wish to resign; one month notice is required.
- He/She shall be bound to hand over entire records of assignment to the institute before expiry of contract.
- On appointment, He/She must sign a Non-Disclosure Undertaking of the institute.

Leave: Programme Management Unit Staff shall be eligible for *Twelve days* Leave in a calendar year (with prior permission) besides Govt. holidays on pro-rata basis and thereafter remuneration would be deducted on pro-rata basis. Un-availed leave in a calendar year cannot be encashed or carried forward to the next year.

Allowance: No TA/DA, no transport, mobile or medical allowances shall be admissible.

Name of Post : Medical Officer

Essential Qualifications: BAMS, MD Ayurveda from recognized university. Preference will be given to persons having working experience in Central Sector Schemes in AYUSH / Health sector. Working knowledge of MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential.

Responsibilities:

- To coordinate & liaison with the chief coordinator of the Project. Duties allocated to the field regarding the project and liasoning with the DAUO of the allocated District.
- To update and provide regular status reports of the program as desired.
- To assist in organizing the training programmes under the scheme.
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- If, the appointee wish to resign; one month notice is required.
- He/She shall be bound to hand over entire records of assignment to the institute before expiry of contract.
- On appointment, He/She must sign a Non-Disclosure Undertaking of the institute.

Salary: Consolidated salary of Rs. 40000/- (Forty Thousands only) per month.

Leave: Programme Management Unit Staff shall be eligible for ***Twelve days*** Leave in a calendar year (with prior permission) besides Govt. holidays on pro-rata basis and thereafter remuneration would be deducted on pro-rata basis. Un-availed leave in a calendar year cannot be encashed or carried forward to the next year.

Allowance: No TA/DA, no transport, mobile or medical allowances shall be admissible.

Number of posts can be increased or decreased at the discretion of Director, AIIA. Interested persons may attend the interviews scheduled on 17th September, 2020 at 10:30 AM at Academic Block, Ground Floor, AIIA, Gautampuri, Sarita Vihar, New Delhi - 110076 along with enclosed application form duly filled in and original documents regarding qualification and experience. No TA is payable for attending the interview. Institute reserves the right to select/reject any, or, all the candidates without assigning any reason therefor. Further, the Institute also reserves the right to withdraw, or, cancel the advertisement any time due to administrative reasons.

APPLICATION FORM

Recent Color
Passport Size
Photograph

- i. Name of post applied for: _____
- ii. Name of the candidate: _____
- iii. Address for communication with telephone number & email:

iv. Date of birth and present age: _____

v. Educational qualifications: (additional sheets can be added if needed)

	Qualification	Board / University	Year of Passing	Max. Marks	Marks obtained	%

vi. Details of employment: (additional sheets can be added if needed)

	Post held	Organization / Deptt.	From	To	Nature of duties performed

vii. Any other relevant information:

Signature of applicant / Date