

Advertisement for the Selection of Project Staff

AIIA intends to conduct walk-in-interview for appointment of Project staff in the Programme Management Unit of Regional Raw drug Repository of Trans Ganga Plain Region (RRDR) at All India Institute of Ayurveda, Sarita Vihar, New Delhi, India on contract basis for the following posts:-

Sl.no	Post name	No of post	Remuneration (Rs./Month)	Max age limit	Essential Qualifications	Nature of Work
1.	Senior Research Fellow (Analytical chemist/Phytochemistry)	1	35000+ HRA/ month	35	<ul style="list-style-type: none"> MD (Ayu) Dravyaguna or Rasashastra or M Pharma (Ayu) MSc (Chemistry/ Botany/ Medicinal Plants) from a recognized University/ Institute. Two Year Research Experience in any branch mentioned above Age Not exceeding 35 years as on date of Interview. 	<ul style="list-style-type: none"> laboratory analysis of samples reports preparation, data compilation / processing, Preparation of progress reports etc.
2.	Senior Research Fellow (Taxonomy)-	1	35000+ HRA/ month	35	MD (Ayu) or M Pharma (Ayu) or MSc (Botany/	Undertake periodical field

					<p>Ayurvedic Medicinal Plants) from a recognized University/ Institute.</p> <p>2 years' research experience in Plant Taxonomy.</p>	<p>surveys, collection and preservation of drugs, herbarium, reports preparation, data compilation/ processing,</p>
3.	Museum curator	1	25000/-+ HRA per month	35	<p>Master's degree in Botany/zoology with work experience for Museum or archival activity is desirable.</p>	<p>Buying exhibits, organising exhibitions, arranging restoration of specimens, identifying and recording items, exhibits specimens in a museum.</p>
4.	Gardener	1	17000/-	50	<p>Matriculation or equivalent pass field work experience in maintaining gardens is desirable.</p> <p>Age not exceeding 50 years.</p>	<p>Taking care of gardens and helping in collection of plant samples.</p>

Terms and Conditions:

Appointments to the above posts will initially be made for one year, 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:

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 be 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 wishes 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 above mentioned as same.

Leave: Programme Management Unit Staff shall be eligible for Twelve days Leave in a calendar year (with prior permission) 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 next year.

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

Selection Procedure: A Selection Committee shall be formed to make selection after following due procedures.

Interested candidates meeting the specifications for the posts may attend the walk-in--interview scheduled on **19th November, 2020 at 11:00 am in conference hall, Administration block, Ground Floor** along with their resume in the enclosed application form and certified copies of all relevant documents. Original certificates regarding qualification, experience and age should also be brought at the time of interview.

APPLICATION FORM

Recent colour
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: