1094/2021/PTSR

Inviting applications for contractual engagement of Project staff in the Fumigation Device Project in the Department of SRPT, AIIA, for AYUSH intervention - Reg.

Applications are hereby invited from interested persons for contractual engagement of Project staff in the Department of Stree Roga & Prasuti Tantra All India Institute of Ayurveda, Sarita Vihar, New Delhi as per details given below:

Intern (Materials Science and Engineering) **- 01** (@ Rs. 20,000/- per month)

Appointments to the above posts will initially be made for ***Six 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 Post : Intern (Materials Science and Engg)

Essential Qualifications:

M.Tech in Polymer Science & Technology

Working knowledge of MS Office, MS Word, MS Power Point and MS Excel, MS access would be essential.

Desirable Qualifications:

- Experience in handling projects and related matters.

Maximum age : 35 years

Note: - Date of interview will be the date for determining maximum age.

Other Conditions:

- Six days in a week work schedule will be applicable
- 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 of the project 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 wishes to resign; one-month notice is required.

- He/she shall be bound to hand over entire records of assignment to the institute if He/she voluntarily leaves the project or 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.

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

Interested persons may attend the interviews scheduled on 2nd March, 2021 at 10:30 AM in Administrative Building, Block – C, AIIA, New Delhi along with application form duly filled in as per specimen enclosed and certified copies of all relevant documents. Original certificates are also to be produced at the time of interview.

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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:**

_____

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_____

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:

_____

_____

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Signature of applicant

Date: