**Advt. No.D-20005/1/1/2016/2016-AIIA/RRDR 26th March, 2021**

**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:-

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| **Sl.no** | **Post name** | **No of post** | **Remuneration****(Rs.)** | **Max age limit** | **Essential Qualifications** | **Nature of Work** |
|  | Senior Consultant (Pharmacognosy/Analytical Chemist/Phytochemistry) | 2 | 50000/- per month | 60 | MD / MS (Ayu) or MSc (Botany / Chemistry) from a recognized University / Institute.1. Ample of Experience
2. Publications in credit
3. Experience in handling projects and related matters.
 | To conduct the project in a systematic way, supervise the employees, give appropriate directions to meet the objectives in a time bound manner |
|  | Senior Research Fellow (SRF)(Analytical Chemistry ) | 1 | 35000+ HRA/- per month | 35 |  **Essential:*** MSc (Analytical Chemistry / Ayurvedic Medicinal Plants) from a recognized University / Institute.
* Two years’ research experience in any branch mentioned above
* Age not exceeding 35 years
 | For analysis of the crude drugs Developing fingerprints and monographs |
|  | Senior Research Fellow (SRF)(Pharmacognosy ) | 1 | 35000+ HRA/- per month | 35 |  **Essential:*** MSc (Botany specialization in Pharmacognosy / Ayurvedic Medicinal Plants/ Mpharma Pharmacognosy/) from a recognized University / Institute.
* Two years’ research experience in any branch mentioned above
* Age not exceeding 35 years
 | For analysis of the crude drugs Developing fingerprints and monographs |
|  | Senior Research Fellow (SRF)(Microbiology ) | 1 | 35000+ HRA/- per month | 35 |  **Essential:*** MSc/ MPharma (Microbiology) from a recognized University / Institute.
* Two years’ research experience in any branch mentioned above
* Age not exceeding 35 years
 | For analysis of the crude drugs For antimicrobial analysis of the crude drugs Developing fingerprints and monographs |
|  | Junior Research Fellow ( Phytochemistry) | 1 | 31,000+ HRA/- per month | 30 |  **Essential:** * M.Sc. Analytical Chemistry from recognized University / Institute.

  **Desirable:*** Working experience for any research projects
* Age not exceeding 30 years
 | For analysis of the crude drugsAssist the senior employeesHelping in the management of activitiesDeveloping fingerprints and monographs |
|  | Junior Research Fellow ( Taxonomy) | 2 | 31,000+ HRA/- per month | 30 | **Essential**M.Sc. Botany with specialization in taxonomy /Ayurvedic Medicinal Plants) from recognized University / Institute. **Desirable**:* Working experience for any research projects
* Age not exceeding 30 years
 | For analysis of the crude drugs Assist the senior employees Helping in the management of activitiesDeveloping fingerprints and monographs |
|  | Junior Research Fellow ( Pharmacognosy) | 2 | 31,000+ HRA/- per month | 30 |  **Essential:*** M.Sc. Botany with specialization in Pharmacognosy/ Ayurvedic Medicinal Plants) from recognized University / Institute.

 **Desirable:*** Working experience for any research projects
* Age not exceeding 30 years
 | For analysis of the crude drugs Assist the senior employees Helping in the management of activitiesDeveloping in fingerprints and monographs |
|  | Museum curator | 1 | 25000 + HRA/- per month | 35 |  **Essential:*** Master’s Degree in Botany / Zoology.

**Desirable:*** Work experience in museum
 | Preparation and management of dry and wet samples of drugs and management of the museum |
|  | Gardener | 1 | 17000/- per month | 50 |  **Essential*** Matriculation or equivalent pass
* Field work experience in maintaining gardens is desirable.
 | Taking care of the garden |
|  | Data Entry Operator | 2 | 20,430/- per month | 35 |  **Essential**:* Bachelor Degree in Any discipline from a recognized University.
* Diploma in Computer Education from a Recognized Institution
* Should have good typing Speed in English and Hindi Desirable: PGDCA from any Govt. Recognized University / Institution with work experience
* Age Limit: Up to 35 years
 | Data entry Document filing, data maintenance and office management |
|  | Multi-Tasking Staff  | 2 | 18,797/- per month | 27 | **Essential:*** Matriculation or equivalent pass or ITI pass
* Age Limit: Not exceeding 27 years as on date of interview (May be relaxed)
 | Maintenance of officeDispatch related work Assistance in all office related works |

**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 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 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 persons may attend the walk-in--interview scheduled on 6th April, 2021 at **11:00 am** in **conference hall, Administration block, Ground Floor** along with their resume and certified copies of all relevant documents in the enclosed application form.

**APPLICATION FORM**

Recent colour Passport Size Photograph

1. **Name of post applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Name of the candidate:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Address for communication with telephone number & email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. **Date of birth and present age:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. **Educational qualifications:** (additional sheets can be added if needed)

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification** | **Board /****University** | **Year of Passing** | **Max.****Marks** | **Marks obtained** | **%** |
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1. **Details of employment:** (additional sheets can be added if needed)

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| --- | --- | --- | --- | --- | --- |
|  | **Post held** | **Organization / Deptt.** | **From** | **To** | **Nature of duties performed** |
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1. **Any other relevant information:**

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**Signature of applicant**

**Date:**