

Inviting applications for contractual engagement of Project staff in the PHI Project in the Department of Shalakyta Tantra, AIIA- reg.

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

Data Entry Operator (DEO) - 01
(@Rs. 16000/- per month)

Appointment to the above post 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:

Name of Post: Data Entry Operator (DEO)

Essential Qualifications:

- i. Graduate in any discipline from recognized university.
- ii. Typing speed of 35 w.p.m.
- iii. Must have proficiency in working with MS Office.

Desirable Qualifications:

- Any additional computer related qualification

Maximum Age: 30 Years

Experience:

- i. Minimum one-year experience in managing the data and secretarial assistance in any organization.
- ii. Working experience in any health-related project/organization will be given preference

Responsibilities:

- i. To coordinate whole PHI research work with all involved persons in project.
- ii. Other related activities assigned time to time.
- iii. To update and provide regular status reports of the program as desired.
- iv. Other related work/ activities assigned time to time.

Other Conditions:

1. Six days in a week work schedule will be applicable.

2. 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.
3. 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.
4. The appointee is required to perform the duties and responsibilities expected from the authority and to perform all the duties assigned to him / her from time to time.
5. Tax deduction at source: The Income Tax or any Tax liable to the deducted as per the prevalent rules.
6. His / her appointment on contract basis will not confer any claim for further appointment or regularization to any post in the Institute.
7. 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.
8. If, the appointee wishes to resign; one-month notice is required.
9. 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.
10. On appointment, He/she must sign a Non-Disclosure Undertaking of the institute.

Leave: 12 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, transport, mobile or medical allowances shall be admissible.

Selection Procedure: Selection will be based on Skill test and suitability of the candidate.

Interested eligible candidates may attend the interview/skill test scheduled on 22.07.2021 at 11.00 AM in Administrative Building, C-Block, 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.



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)