



अखिल भारतीय आयुर्वेद संस्थान

ALL INDIA INSTITUTE OF AYURVEDA (AIIA)

(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)
(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

F.No. A-12034/6/2021-AIIA

Date: 11th October, 2021

ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANT (ADMIN) ON CONTRACT THROUGH 'WALK IN INTERVIEW'

All India Institute of Ayurveda (AIIA) under the aegis of Ministry of AYUSH, Government of India is a 200 bed referral hospital and imparts Postgraduate, Post-Doctoral and super specialty Fellowship Programmes in major streams of Ayurveda. In order to fill up the following post on contract (temporary) basis, AIIA intends to conduct walk-in-interview on ____ October, 2021:

S.No.	Post	No. of Post	Nature of engagement	Qualification & Experience	Remuneration per month	Job Specification
1.	Consultant (Admin)/ Assistant Consultant (Admin)	01	Full time	Retired Section Officer /Under Secretary/Deputy Secretary from Central/State Govt. Deptt./Autonomous Bodies of Govt. of India. Maximum age: 64 years	As per the guidelines issued by the M/o AYUSH.	Candidate should have experience of HR/Administration with thorough knowledge of rules & regulations, should be well conversant with Central Government rules on all matters i.e. Establishment, Pay Fixation, Recruitment, Maintenance of Roster, Policy matters, Disciplinary matters, Preparation of tender documents, Lining up & execution of various contracts, CVC guidelines etc.

Candidates fulfilling the eligibility criteria as mentioned above may appear for the **Walk-in-Interview** at Committee Room of Academic Block of AIIA, New Delhi on **25th October, 2021 at 10:00 A.M.** along with duly filled-in prescribed application form, original testimonials and two sets of attested photocopies of the following certificates:

- Certificate in support of age (high school/matriculate) issued by any recognized Board.
- Certificate in support of educational qualification & experience.

Conditions/ Instructions: -

- No other allowance will be paid other than fixed amount of remuneration.
- Appointment on full time basis will be as per AIIA's working hours.
- Candidate should have excellent communication and inter personnel skills, computer knowledge as MS Word, MS Excel and PowerPoint etc.
- No TA/DA will be admissible for appearing in interview or for joining the institute.
- The number of posts may 'vary' depending upon the requirement and discretion of Competent Authority, AIIA.
- Mere fulfilling the minimum qualification and experience is not the criteria/parameter for selection of candidate.

गौतमपुरी, मथुरारोड, नईदिल्ली -110044

Gautampuri, Mathura road, NEW DELHI-110044

ई-मेल / E-mail: director@aiia.gov.in

दूरभाष / Phone: 011-26950401/402



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7. Initially the duration of all above said posts will be six months on contractual purely on temporary basis, or, till the posts are filled up on regular basis, or, until further orders, whichever is earlier. However, contractual engagement may be extended further as per requirement or may be terminated at the discretion of Competent Authority AIIA without assigning any reason thereof.
8. The candidate shall be engaged on contract & purely on temporary basis which will not confer any claim for future appointment to any post in the Institute in whatsoever manner.
9. The appointee engaged on full-time basis with the institute is not allowed to accept other assignment during the period of contract.
10. Candidates are advised to ensure that they fulfill the eligibility criteria as mentioned in the advertisement before coming for the Walk-in-Interview.
11. The competent authority reserves the right for any amendment, cancellations and change in this advertisement in whole or part thereof without assigning any reason.
12. Candidate will be allowed one-day leave in a calendar month. Absence for more than one day in a month would be subject to deduction of remuneration.
13. Necessary tax deduction as per Govt. instructions will be made.
14. Candidate shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the organization, without the written consent of the organization.
15. Person so engaged shall be bound to hand-over entire records of assignment to the organization on expiry of contract and before release of final payment.
16. Candidate to sign Annexure pertaining to Non-Disclosure Undertaking at the time of joining.
17. Candidate shall have no claim for regular appointment.
18. The selected candidates will have to join within in a week's time from the date of issue of offer of engagement.
19. In case of any changes or amendment in time, venue, date or to any matter related to this advertisement, it will be displayed on the website only and no separate advertisement shall be issued.

(Prof. (Dr.) Tanuja Manoj Nesari)
Director

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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)

S.No.	Qualification	Board / University	Year Passing	of Max. Marks	Marks obtained	%

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

S.No	Post held	Organization / Deptt.	From	To	Nature of duties performed

- vii. Any other relevant information:

Signature of applicant
Date: