

Advt. No O-15/10/2021-AIIA

Dated:28.06.2023

Advertisement for the Selection of Project Staff

All India Institute of Ayurveda, Sarita Vihar, New Delhi, India, an Apex Institute of Ayurveda invites applications for Walk-in-Interview on **17/07/2023 (Monday)** for contractual engagement of Consultants for a NMPB project entitled “**Regional Raw Drug Repository of Trans Ganga Plain Region (RRDR)**” with the educational qualification and desirable qualifications as mentioned below:

Sl.no	Post name	No of post	Remuneration (Rs. /Month)	Max age limit	Essential Qualifications
1.	Consultant (Pharmacognosy)	1	50,000/- (consolidated)	Not exceeding 64 Years as on Date of interview	<ul style="list-style-type: none"> • MSc (Botany/Medicinal Plants) from a recognized University/ Institute. • 10 Years’ experience in handling projects related to AYUSH system and should be well versed in dealing with the subject matter.
2.	Consultant (Phyto-chemistry)	1	50,000/- (consolidated)	Not exceeding 64 Years as on Date of interview	<ul style="list-style-type: none"> • MSc (Chemistry) or M. Pharma from a recognized University/ Institute. • 10 Years’ experience in handling projects related to AYUSH system and should be well versed in dealing with the subject matter.

Role & Responsibilities

- Ensure timely submission of all deliverables related to RRDR project
- Preparation of reviews, reports, and development of SOPs and monographs
- Working knowledge in computers
- Flair for scientific writing, and ensure publications from the project

Terms and Conditions:

Appointments to the above posts will initially be made for ***06 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:

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; two-week notice is required along with NOC from PI, and Data transfer to them.
- He/She shall be bound to hand over entire records of assignment to the institute before relieving.
- 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 **17th July, 2023** 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
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- 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: