

I/4884/2023

File No.O-15/4/2021-AIIA-Part(2)
ALL INDIA INSTITUTE OF AYURVEDA
 (An Autonomous Organization under Ministry of AYUSH, Govt. of India)
 Gautampuri, Sarita Vihar, Mathura Road,
 New Delhi-110076

F.No. O-15/4/2021-AIIA-Part (2)/

Date: August, 2023

ADVERTISEMENT FOR ENGAGEMENT OF DATA ENTRY OPERATOR ON CONTRACTUAL BASIS THROUGH ‘WALK IN INTERVIEW’ FOR ALL INDIA INSTITUTE OF AYURVEDA

Inviting application for contractual engagement of Data Entry Operator purely on contractual basis -reg.

Applications are hereby invited from interested persons for contractual engagement as Data Entry Operator under **PHI- Project titled “Promotion of Knowledge, Attitude and Practices and Oral Health Status Among School Children Through Ayurvedic Intervention”** in All India Institute of Ayurveda (AIIA), Sarita Vihar, New Delhi as per details given below:

S. No.	Name of the Post	No. of Post(s)	Qualification and experience	Age limit	Remuneration (Rs.)
1.	Data Entry Operator	1	<u>Essential:</u> <ul style="list-style-type: none"> • Degree from Any Recognized University. • One Year Diploma in Computer Application with Working Experience in relevant field. • Minimum One Years’ Experience required. 	30 years	Rs. 20,000/- per month

NOTE: Date of interview will be the date for determining maximum age. Experience prescribed for the post means post-qualification experience.

Candidates fulfilling the eligibility criteria as mentioned above may appear for the Walk-in-Interview in Committee Room of Academic Block of AIIA on **28th August, 2023, 11.30 PM** along with duly filled-in prescribed application form, original testimonials and two sets of attested photo copies of the following certificates. Candidates reporting after 11.30 AM will not be considered for interview.

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

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CONDITIONS/ INSTRUCTIONS: -

1. No other allowance will be paid other than fixed amount of remuneration.
2. Appointment on contractual basis will be as per AIIA's working hours.
3. Candidate should have excellent communication and inter personnel skills, computer knowledge as MS Word, MS Excel and PowerPoint etc.
4. No TA/DA will be admissible for appearing in interview or for joining the institute.
5. The number of posts may 'vary' depending upon the requirement and discretion of Competent Authority, AIIA.
6. Mere fulfilling the minimum qualification and experience is not the criteria/parameter for selection of candidate.
7. 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.
8. The appointee engaged on contractual basis with the institute is not allowed to accept other assignment during the period of contract.
9. Candidates are advised to ensure that they fulfill the eligibility criteria as mentioned in the advertisement before coming for the Walk-in Interview.
10. The Competent Authority reserves the right for any amendment, cancellation or change in this advertisement in whole or part thereof without assigning any reason.
11. Candidate will be allowed 1.5 day leave in a calendar month. Absence for more than 1.5 day in a month would be subject to deduction of remuneration.
12. Necessary tax deduction as per Govt. instructions will be made.
13. 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.
14. 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.
15. Candidate shall have no claim for regular appointment.
16. The selected candidates will have to join within in a week's time from the date of issue of offer of engagement.
17. In case of any changes or amendment in time, venue, date or 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 color 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)

S.No.	Qualification	Board / University	Year of Passing	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: