



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)

Recruitment of project staff in Mission Utkarsh Project, AIIA

Inviting applications for contractual engagement of Project staff in the topic, “**Anaemia control among adolescent girls through Ayurveda interventions in the five districts of Mission Utkarsh**” at All India Institute of Ayurveda, Sarita Vihar, New Delhi, India.

S. No.	Post Name	No. of post	Remuneration (Rs./Month)	Max age limit	Place of Posting	Nature of work
1.	Office Assistant	01	Rs.23,982/- per month consolidated	Not exceeding 30 year as on the last date of application	AIIA, New Delhi	Full time

गौतमपुरी, सरिता विहार, मथुरा रोड, नई दिल्ली -110076

Gautampuri, Sarita Vihar, Mathura road, NEW DELHI-110076

E-mail: director-aiia@gov.in

Phone: 011-29948658

Fax: 011-29948660



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S. No.	Post Name	No. of post	Remuneration (Rs./Month)	Max age limit	Essential Qualifications	Nature of work
1.	Office Assistant	01	Rs. 23,982/- per month consolidated	Not exceeding 30 years as on the last date of application.	<ol style="list-style-type: none"> 1. Graduation degree from recognised university. 2. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. 3. The Candidates for the post of Office Assistant should be will conversant with Central Secretariat function like drafting, noting, budget, Accounts and Administrative matters and office procedure etc. Candidate should have excellent communication and interpersonal skills, knowledge of computer application such as MS Word, MS Excel and Power Point etc. 	Full time

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 issue

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Terms and Conditions:

Appointments to the above posts will be made for ***six months***. 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 ***Eighteen 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 10.02.2025 at 10:00 am in **Committee room, Administrative block, Ground Floor, All India Institute of Ayurveda, New Delhi-110076** along with their resume, original and certified copies of all relevant documents in the enclosed application form.

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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 of Passing	Max. Marks	Marks obtained	%

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

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

- vii. Any other relevant information:

Date:

Signature of applicants

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