

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. A-12034/3/2022-AIIA

Date: 28/06/ 2025

**ADVERTISEMENT FOR ENGAGEMENT OF FOLLOWING POSTS ON CONTRACTUAL BASIS THROUGH ‘WALK IN INTERVIEW’ FOR
ALL INDIA INSTITUTE OF AYURVEDA**

Inviting application for contractual engagement of following posts purely on contractual basis -reg.

Applications are hereby invited for contractual engagement the Incubation Centre for Ayurveda Innovation and Entrepreneurship (iCAINE) of 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.	IT Technical Support Manager	01	<u>Essential:</u> <ul style="list-style-type: none">B.Tech in computer science/ IT.5 years' experience in the relevant field. <u>Key Responsibilities:</u> <ul style="list-style-type: none">Built and deployed full-stack web applications using JavaScript, React.js, Node.js, and Python to deliver rapid MVPs aligned with startup goalsDesigned responsive UI/UX using HTML, CSS, Bootstrap, and custom themes for dynamic user interfaces.Managed code versioning and collaborative development through Git, ensuring agile and efficient workflows.Actively contributed to all phases of the Software Development Life Cycle (SDLC), from ideation to deployment and maintenance.Handled server-side scripting, database integration, and API development using Node.js, PHP, and Apache.Set up and maintained scalable databases using MySQL, MongoDB, and Microsoft SQL Server.Customized and managed websites using WordPress, adding plugins, themes, and backend features.Worked in Linux environments for development, deployment, and troubleshooting.Wore multiple hats across tech and operations, showcasing adaptability in a fast-paced startup ecosystem	Not more than 45 years	Rs 50,000/- (Consolidated) per month with 5% performance based annual increment

2.	Accounts/ Legal Manager	01	<p><u>Essential:</u></p> <ul style="list-style-type: none"> LLB from a recognized University/ Institute with 2 years of relevant experience. <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> Candidates with previous exposure to start-ups and incubator is preferred. Giving accurate and timely legal advice on a variety of legal topics, including IPR. Drafting, negotiating, and reviewing various agreements, commercial contracts and other legal documents. Managing internal legal processes and advising on institutional risks related to legal and policy matters. Updating and reviewing existing internal policies and formulating and implementing new regulations or policies as necessary. Drafting, reviewing, and finalising necessary briefs, notices, replies, legal advice on RTIs, and policy documents. Communicating and negotiating with external parties, including regulatory authorities, government departments, and other third parties. Providing clarifications on legal language or applicable law. Staying up-to-date with changes to legislation, particularly in relation to laws, rules, and regulations for startups and incubators. Managing the litigation, if any, coordinating with external legal counsel, and devising appropriate legal strategies. 	Not more than 45 years	Rs 50,000/- (Consolidated) per month with 5% performance based annual increment
3.	Office Assistant	01	<p><u>Essential:</u></p> <ul style="list-style-type: none"> Graduation from a recognized university with 3 years of experience in the relevant field with efficiency in MS Office. <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> Maintain and update records, files, and databases. Assist in scheduling meetings, appointments, and events. Assist the incubation manager/team in organizing workshops, events, and training sessions. Prepare meeting agendas, minutes, and presentations as required. Help in onboarding incubates and maintaining their documentation. 	Not more than 35 years	Minimum wages as per Labour department NCT Delhi (Skilled clerical category)

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 **21 July 2025** along with duly filled-in prescribed application form, original testimonials and two sets of attested photo copies of the following certificates. Candidates reporting after 10.30 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

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. Manjusha Rajagopala)
Director(I/c)

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 / Deptt.	From	To	Nature of duties performed

vii. Any other relevant information:

Signature of applicant:

Date: