

**ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**

(An Autonomous Organization under the Ministry of Ayush, Govt. of India)

Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076

E-mail: director@aiaa.gov.in

Advt. No. AIIA/Rectt/04/2025**17th January, 2026**

The Institute invites applications in the prescribed format for the following non-teaching posts, to be filled on Direct Recruitment/Deputation basis at AIIA, New Delhi, and its Satellite Centre at AIIA, Goa.

S.No.	Posts	No. of Posts/ Category	Pay Scale	Mode of Recruitment
FOR AIIA, NEW DELHI CAMPUS				
1	Computer Programmer	1 (UR)	Level-11	Deputation / Absorption
2	Private Secretary	1 (UR)	Level-7	Deputation
3	Assistant	1 (UR)	Level-6	
4	CSSD Supervisor	1 (UR)	Level-6	
5	Security Officer	1 (UR)	Level-6	
6	Upper Division Clerk	4 (UR)	Level-4	
7	Panchakarma Technician	5 (UR)	Level-4	
8	Jr. Medical Record Officer	1 (UR)	Level-5	Deputation failing which by Direct Recruitment
9	Accountant	1 (OBC)	Level-6	Direct Recruitment
10	Medical Lab Technologist (Bio-Chemistry)	1 (UR)	Level-6	
11	Medical Lab Technologist (Zoology)	1 (ST)	Level-6	
12	Medical Lab Technologist (Microbiology)	1 (UR)	Level-6	
13	Research Assistant (Medicinal Plant)	1 (UR)	Level-6	
14	Yoga Instructor	1 (UR)	Level-6	
15	Junior Medical Lab Technologist	1 (UR), 1 (ST)	Level-5	
16	Panchakarma Technician	1 (EWS)	Level-4	
17	Store Keeper	1 (UR)	Level-2	
18	Lab Attendant	1 (UR)	Level-2	
FOR AIIA, GOA CAMPUS				
19	Nursing Superintendent	1 (UR)	Level-10	Direct Recruitment
20	Accountant	1 (UR), 1 (SC)	Level-6	
21	Accounts Officer	1 (UR)	Level-10	Deputation failing which by Direct Recruitment
22	Pharmacy Manager	1 (UR)	Level-7	Deputation
23	Assistant	2 (UR)	Level-6	1 post by Direct Recruitment, 1 post by Deputation

For details of qualification, experience, prescribed format of application, and terms & conditions, please visit AIIA's website <https://aiaa.gov.in>. Last date of receipt of applications will be 45 days from the date of publication of advertisement in Employment News.

Director

Eligibility Criteria:		
Post	Age	Qualification
Computer Programmer Level-11 (67700-208700) of the Pay Matrix as per 7th CPC	For Deputation/ Absorption:	
	Not exceeding 58 years	Officers from Ministries/ Departments of Government of India/State Government/ Union Territories / Statutory/ Autonomous Bodies i. Holding analogous post 5 years' regular service in Level-10 of the Pay Matrix 8 years' regular service in Level-8 of the Pay Matrix ii. BE/ B. Tech /MCA/BSc with Diploma in Computer Application + 5 years' experience in IT systems/ Networking/ Hardware configuration/ Software Programming OR OR
Accounts Officer Level 10 (56100-177500) of the Pay Matrix as per 7th CPC	For Deputation:	
	Not exceeding 58 years	Officials of Central/State Govt/ Govt Autonomous organization holding analogous post with following qualification and experience prescribed i. M.Com/MBA from a recognized university. ii. 8 years' experience as Accountant in central/state Govt./ Autonomous/ PSU organization. iii. Through knowledge in preparation of Govt. Accounts/Budget iv. Computer skills OR 5 years' experience in Level-7 of the Pay Matrix as Accountant OR 8 years as Accountant on regular basis in Level-6 of the Pay Matrix with degree in any discipline from recognized university.
	For Direct Recruitment:	
	Not Exceeding 40 years	i. M.Com/MBA from a recognized university. ii. 8 years' experience as Accountant in Central/State Govt./Autonomous/ PSU organization. iii. Through knowledge in preparation of Govt. Accounts/Budget iv. Computer skills

Private Secretary Level-7 (44900-142400) of the Pay Matrix as per 7th CPC	For Deputation:	
	Not exceeding 58 years	Officers in Central/State Govt./ Universities/ Autonomous Bodies: holding analogous post on regular basis in the parent cadre or department <p style="text-align: center;">OR</p> With five years regular service in the Stenographer/ Personal Assistant grade in Level-6 of the Pay Matrix or equivalent in the parent cadre or department.
Pharmacy Manager Level-7 (44900-142400) of the Pay Matrix as per 7th CPC	For Deputation:	
	Not exceeding 58 years	Pharmacists under the Central/State Governments/Universities/ Statutory Bodies or Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis, or with 5 years regular service in the grade of Pharmacist or equivalent in Level-6 of the Pay Matrix.
CSSD Supervisor Level-6 (35400-112400) of the Pay Matrix as per 7th CPC	For Deputation:	
	Not exceeding 58 years	<ul style="list-style-type: none"> • Persons working in analogous posts <p style="text-align: center;">OR</p> 6 years of regular service in Level-5 of the Pay Matrix <p style="text-align: center;">OR</p> 10 years of regular service in Level-4 of the Pay Matrix in any Central/ State Government Institutions/ PSU • with qualification and experience as under: <p style="text-align: center;">B. Sc. (Microbiology or Medical Technology) with 3 years' experience in CSSD in a 100 bedded Hospital. <p style="text-align: center;">OR</p> Staff Nurse (A Grade Registration) with two years' experience in CSSD in a 100 bedded Hospital. <p style="text-align: center;">OR</p> Theatre Assistant Course with four years' experience in CSSD in a 100 bedded Hospital.</p>
Security Officer Level-6 (35400-112400) of the Pay Matrix as per 7th CPC	For Deputation:	
	Not exceeding 58 years	Central/State/UT Governments or Officers of the Armed Forces including Para Military Forces, holding analogous posts or with six years regular service in a post in Level-5 of the Pay Matrix or above.

Assistant Level-6 (35400-112400) of the Pay Matrix as per 7th CPC	For Direct Recruitment:	
	Not exceeding 30 years	i. Graduate degree from a recognized university. ii. Knowledge of operating Computer.
	For Deputation:	
	Not exceeding 58 years	Officers under the Central/State/ U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations i. holding analogous posts on regular basis, <p style="text-align: center;">OR</p> With 6 years' regular service in Level-4 of the Pay Matrix in the relevant field and possessing following educational qualification: (a) Graduate degree from a recognized university. (b) Knowledge of operating computer.
Upper Division Clerk Level-4 (25500-81100) of the Pay Matrix as per 7th CPC	For Deputation:	
	Not exceeding 58 years	Officers under the Central/State /UT Governments/Universities / Statutory, Autonomous Bodies/ Research and Development Organizations: i. holding analogous posts on regular basis, <p style="text-align: center;">OR</p> With 8 years regular service in Level-2 of the Pay Matrix
Nursing Superintendent Level 10 (56100-177500) of the Pay Matrix as per 7th CPC	For Direct Recruitment:	
	Not exceeding 40 years	Essential: i. M. Sc. Nursing from a recognised University. ii. 8 years' experience out of which 4 years in administration in reputed institution. Desirable: i. Working experience in an Ayurvedic Hospital. ii. Knowledge on Ayurvedic Medicines and therapeutic procedures.

Accountant Level-6 (35400-112400) of the Pay Matrix as per 7th CPC	For Direct Recruitment:	
	Not exceeding 30 years	Essential: i. B.Com./BBA from a recognized University. ii. 2 years' experience in Budget/Accounts in Central /State/ Autonomous/ large industry. iii. Computer Skill. Desirable: M.com/MBA and training in Cash and Accounts from ISTM
Medical Lab Technologist (Bio-Chemistry) Level-6 (35400-112400) of the Pay Matrix as per 7th CPC	For Direct Recruitment:	
	Not exceeding 30 years	Essential: Bachelor Degree in Bio-Chemistry with 2 years relevant experience in Laboratory attached with recognized 100 bedded hospital/teaching/ research Institutes
Medical Lab Technologist (Zoology) Level-6 (35400-112400) of the Pay Matrix as per 7th CPC	For Direct Recruitment:	
	Not exceeding 30 years	Essential: Bachelor Degree in Zoology with 2 years relevant experience in Laboratory attached with recognized 100 bedded hospital/teaching/ research Institutes
Medical Lab Technologist (Micro-biology) Level-6 (35400-112400) of the Pay Matrix as per 7th CPC	For Direct Recruitment:	
	Not exceeding 30 years	Essential: Bachelor Degree in Micro-biology with 2 years relevant experience in Laboratory attached with recognized 100 bedded hospital/teaching/ research Institutes
Research Assistant (Medicinal Plant) Level-6 (35400-112400) of the Pay Matrix as per 7th CPC	For Direct Recruitment:	
	Not exceeding 30 years	Essential: i. Master's degree in Medicinal Plant from a recognized University/Institution ii. One-year research experience in a recognized institute

Yoga Instructor Level-6 (35400-112400) of the Pay Matrix as per 7th CPC	For Direct Recruitment:	
	Not exceeding 30 years	Essential: i. A degree in Yoga from a recognized University or institution of repute. OR Any graduate from a recognized University with diploma in Yoga education/Yoga Studies/ Yoga Science of at least One-year duration. ii. One year working experience in Government or Govt. aided/ autonomous/ reputed institution as Yoga Instructor. iii. Practical ability to perform Yoga practices. Desirable: i. Proficiency in Hindi and English languages. ii. Knowledge of Computer Operation.
Jr. Medical Record Officer Level-5 (29200-92300) of the Pay Matrix as per 7th CPC	For Deputation:	
	Not exceeding 58 years	Persons working in analogous posts in any Central/ State Government Institutions/ PSU OR Medical Record Clerk or equivalent post with 13 years of regular service in Level-2 of the Pay Matrix in any Central/ State Government/Autonomous Institutions.
	For Direct Recruitment:	
	Not exceeding 35 years	Essential: i. B.Sc. (Medical Records) OR 10+2 (Science) from a recognized board with at least 6-month Diploma/Certificate course in Medical Record Keeping from a recognized institute / University and 3 years' experience in Medical Record Keeping in 100-bedded Hospital. ii. Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi.

Junior Medical Lab Technologist Level-5 (29200-92300) of the Pay Matrix as per 7th CPC	For Direct Recruitment:	
	Between 21-30 years	Essential: i. 10+2 or equivalent in science from a recognized Board. ii. Diploma in relevant field (Diploma in Medical Laboratory Technology) from a recognized institute. iii. 2 years' experience in the relevant field.
Panchakarma Technician Level-4 (25500-81100) of the Pay Matrix as per 7th CPC	For Direct Recruitment:	
	Not Exceeding 30 years	Essential: i. Diploma or Certificate course in Panchakarma of minimum one-year duration from recognized institution ii. Five years' experience in a recognized Ayurvedic Hospital/ Institution.
	For Deputation:	
	Not exceeding 58 years	Persons working in analogous posts in any Central/ State Government Institutions/ PSU OR Panchakarma Therapist or equivalent with 8 years of regular service in Level-2 of the Pay Matrix in any Central/ State Government/ Autonomous Institutions
Store Keeper Level-2 (19900-63200) of the Pay Matrix as per 7th CPC	For Direct Recruitment:	
	Not Exceeding 28 years	Essential: i. 12th Class or equivalent qualification from a recognized Board. ii. Typing speed 30 w.p.m in English or 25 w.p.m in Hindi or Correspond to 10500 KDPH/9000 KDPH on an average of 5 key depression for each work in Computer skill test. Desirable: Graduate from recognized university.
Lab Attendant Level-2 (19900-63200) of the Pay Matrix as per 7th CPC	For Direct Recruitment:	
	Not exceeding 28 years	Essential: Two years regular Diploma in Medical Lab Technology/12th Science with Biology as one of the subjects from recognized Institute/University.

GENERAL INFORMATION AND CONDITIONS

Applicants are advised to read all instructions carefully before submitting their applications.

1. General Conditions:

- a) These posts carry usual allowance as admissible to the Central Government employees and as made applicable to All India Institute of Ayurveda employees.
- b) The place of posting indicated is for initial joining and reporting. Selected candidate may be posted at Headquarters or any Satellite Centre of AIIA as per requirement at the discretion of Director, AIIA.
- c) Vacancies may increase or decrease at the time of Screening/Interview as per the requirement of the Institute. This is subject to change without any notice.
- d) Institute reserves the right to make any amendment, cancellation and changes in this advertisement in whole or part without assigning any reason thereof.
- e) Any corrigendum/order regarding this advertisement will be issued on the website of the Institute only. Candidates are advised to remain in touch with the website for this purpose. No separate corrigendum etc. will be published in Newspaper.
- f) The number/category/recruitment mode of posts advertised may increase/decrease/change, and the Institute reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.

2. Eligibility Criteria:

- a) The applicant must be a citizen of India.
- b) The candidate should not have been convicted by any Court of Law.
- c) All applicants are advised to satisfy themselves before applying that they possess essential criteria laid down for various posts to avoid disappointment at later stage. They must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications, failing which their application will be liable to be rejected at any stage of recruitment. No enquiry asking for advice as to eligibility will be entertained.
- d) The prescribed essential criteria are minimum and mere possession of the same does not entitle candidates to be called for Screening/Interview/Written Test, as the case may be. The Competent Authority reserves the right to shortlist candidates on the basis of higher qualifications/year of experience in the subject/Screening Test/other criteria. The decision of the Director, All India Institute of Ayurveda (AIIA) shall be final in this regard. In case the number of eligible/shortlisted applications are found disproportionately higher, a Screening Test for shortlisting the candidates for Interview may be conducted.
- e) The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience.

- f) The date for determining the upper age limit, qualification and/or experience will be the closing date prescribed for receipt of application.
- g) The candidates servicing in Govt./Autonomous/Statutory Bodies should apply through proper channel and they should submit 'No Objection Certificate' from their employer at the time of interview. In case they do not furnish the same, their candidature will straightaway be rejected.
- h) While forwarding the application the sponsoring authority/employers shall ensure that the particulars of the candidate are verified and that he/she fulfills the eligibility conditions, along with a certificate that the officer is free/clear from vigilance angle and no disciplinary proceeding(s) is/are pending or being contemplated against the applicant. The same should be submitted in the format attached at **Annexure I**.

3. How to apply:

- a) The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ONLINE** mode. The Online registration of application will be made available on AIIA Recruitment Portal i.e. <https://aiiant.samarth.edu.in/>.
- b) No documents, including the online application form, are required to be sent physically except by candidates applying on a deputation basis.
- c) Candidates applying on a deputation basis shall submit their online application form, duly printed, along with all relevant documents, through proper channel only. The application form must be in the prescribed format for the respective post and should be submitted by eligible candidates whose services can be spared immediately upon selection. The application must be accompanied by a certificate from the Forwarding Authority (in the prescribed proforma) along with the following documents:
 - i. Cadre Clearance.
 - ii. Integrity Certificate.
 - iii. List of major/minor penalties imposed, if any, on the official during the last ten (10) years (if no penalty has been imposed, a 'Nil' certificate should be enclosed).
 - iv. Vigilance Clearance Certificate.
 - v. Attested photocopies of ACRs/APARs for the last five (05) years, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India
 - vi. Applications complete in all respects, along with the above-mentioned documents, of officers fulfilling the requisite qualifications and experience may be forwarded "Through Proper Channel Only" to:

The Director
All India Institute of Ayurveda (AIIA)
Gautampuri, Sarita Vihar,
New Delhi – 110076
 - vii. The application should be sent by Speed Post / Registered Post (A.D.). The last date for receipt of applications at AIIA, New Delhi shall be 15 days from the last date of submission of the online application form as notified in the advertisement.

- d) However, all applicants are advised to retain a copy of the online application form, along with proof of payment (copy of challan / online payment receipt), for their record.
- e) Candidate applying for more than one post must submit separate applications for each post.
- f) The candidature of such applicants who fails to complete the online application submission by the stipulated date and time will not be considered and no correspondence in this regard will be entertained.
- g) The Candidate must ensure that their recent Photo and Signature should be clearly visible in preview at the time of filling of application in online mode. If photo/signature image is displayed small or not visible in preview on website, the same should be resubmitted as per prescribed norms.

4. Application Fee:

- a) Application Fee is payable online during application through integrated payment gateway on AIIA Recruitment Portal, as per details given below:
 - *Group A posts (Level-10 of the Pay Matrix and above):*
₹1000/- for General/OBC/EWS candidates and **₹500/-** for SC/ST candidates.
 - *Group B & C posts (Level-9 of the Pay Matrix and below):*
₹500/- for General/OBC/EWS candidates and **₹250/-** for SC/ST candidates.
- b) No Application Fee is applicable for Persons with Disabilities/Physically Handicapped candidates and candidates applying for Deputation posts.
- c) Transaction/ Processing fee, if any, as applicable will be payable to the bank by the candidate.
- d) Applications not supported by the appropriate copy of certificate for claiming fee relaxation under reserved category (under Application Fee relaxation) fee amount will be as applicable for General/Unreserved posts.
- e) In case a candidate is applying for more than one post, application fee will be paid separately for each post applied for.
- f) Application Fee once paid shall not be refunded under any circumstances.

5. Age Relaxation:

- a) Upper age limit shall be determined as on last date of receipt of applications.
- b) Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate only will be accepted for determining the age and no subsequent request for change will be considered or granted.
- c) **No Age relaxation would be available to SC/ST/OBC candidates applying for unreserved vacancies.**
- d) Permissible relaxation of upper age limit for claiming age relaxation, as per Government orders as on the closing date of receipt of applications is as under:

S.No.	Category	Age Relaxation permissible beyond the Upper age limit
1	SC/ST	5 years
2	OBC	3 years
3	PwBD*	10 years
4	PwBD* + OBC	13 years
5	PwBD*+ SC/ST	15 years
6	Ex-Servicemen	Military service plus three years
7	For Group 'A' and 'B' posts (Level-6 and above)	
	Central Govt. Civilian Employees (General /Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	5 years
	Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	8 years
	Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	10 years
8	For Group 'C' posts (Level-5 and below)	
	Central Govt. Civilian Employees (General /Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Upto 40 years of age
	Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Upto 43 years of age
	Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application	Upto 45 years of age
9	Widows, divorced women and women judicially separated from their husbands and who are not re-married (General /Unreserved)	Upto 35 years of age
10	Widows, divorced women and women judicially separated from their husbands and who are not re-married (OBC)	Upto 38 years of age
11	Widows, divorced women and women judicially separated from their husbands and who are not re-married (SC/ST)	Upto 40 years of age

PwBD* = Persons with Benchmark Disability

NOTE-I: Ex-servicemen who have already secured employment in civil side under Central Government on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under EXS category. However, they are eligible for age relaxation as per rules.

NOTE-II: *The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation, as per rules.*

NOTE-III: *For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the Post / Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of application or otherwise than by way of dismissal or discharge on account of misconduct or inefficiency.*

EXPLANATION:

An 'ex-serviceman' means a person –

- i) Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the India Union, and
 - a. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - b. Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - c. Who has been released from such service as a result of reduction in establishment; or
- ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; or
- iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or
- iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1988; or
- v) Gallantry award winners of the Armed forces including personnel of Territorial Army; or
- vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

NOTE-IV: *Age concession is not admissible to sons, daughters and dependents of ex-servicemen.*

- e) Central Government civilian employees claiming age relaxation should produce a certificate in the prescribed format, is annexed with Notice of this examination (**Annexure-II**) from their office at the time of Document Verification, in respect of the length of continuous service which should be not less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian employees till the time of appointment, in the event of their selection.

6. Reserved Categories:

- a) Candidates seeking reservation benefits for SC/ST/OBC/EWS/PwBD/EXS must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the required certificates in the prescribed format in support of their claim as stipulated in this Notice. OBC and EWS candidates should ensure that they are in possession of valid OBC/EWS Certificate issued within the due date, issued by the competent authority.
- b) PwBD candidates with disabilities mentioned in Section 34 (1) of Rights of Persons with Disability Act, 2016, as identified by the Institute suitable for respective post is mentioned against its name. PWBD are eligible to apply under this category provided they have benchmark disability of equal to or more than 40%. Identifications of posts suitable for PWBD as per guidelines of Govt of India.
- c) Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by the Institute. Otherwise, their claim for SC/ST/OBC/PwBD/ExS status will not be entertained and their candidature/ applications will be considered under General (UR) category. The formats of certificates are annexed with notice of this Examination from (**Annexure-III** to **Annexure-IX**). Certificate obtained in any other format will not be accepted. Candidates are warned that they will be permanently debarred from the examinations conducted by AIIA in case they fraudulently claim SC/ST/OBC/ExS/PwBD status.
- d) Candidates applying under any of the reserved category viz. SC/ST/OBC/EWS will be considered subject to submission of valid Caste certificate on a prescribed format issued by the competent authority. The vacancies are being advertised in financial year 2025-2026, therefore, NCL-OBC certificate issued during the period from 01.04.2025 to 31.03.2026 will be considered valid. Candidates who have NCL-OBC certificate issued before or after this period (i.e. 01.04.2025 to 31.03.2026), will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the format provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt (Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer.

- e) The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Accordingly, an EWS certificate issued in prescribed format for employment in Central Government on the basis on income of financial year 2024-2025 issued from 01.04.2025 but not later than 31.03.2026 valid for the year 2025-2026 will be considered valid.
- f) Disability Certificate should be issued from the Medical Authority as notified by the Government is annexed with this notice with (***Annexure-VIII & Annexure-IX***)

7. Mode of Selection:

- a) The scheme of examination and Syllabus for recruitment to the various non-faculty posts as mentioned in the advertisement will be notified on the website of AIIA. For this purpose, candidates may also take reference from the previous notifications for recruitment available on AIIA website under *Vacancies*.
- b) SC, ST, OBC, EWS and PH candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC, EWS and PwBD candidates will be accommodated against the general/unreserved vacancies in the post as per their position in the overall Merit List or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, EWS and PwBD candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment by relaxed standard.
- c) A person with benchmark disability who qualifies the recruitment examination under General standards can be appointed against a reserved vacancy provided the post is identified suitable for person with disability of relevant category.
- d) An Ex-Serviceman or a person with benchmark disability category candidates who qualifies on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances in written examination, extended zone of consideration, etc. is to be counted against reserved vacancies and not against general vacancies subject to fitness of such candidate for selection. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of Ex-Serviceman are concerned, deduction from the age of Ex- Serviceman is permissible against the reserved or unreserved posts and such exemption cannot be termed as relaxed standards in regard to age.

- e) Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.
- f) The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be liable to be cancelled.
- g) Mobile phone, accessories and other electronic gadgets are banned within the premises of the examination centers. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings and debarment from AIIA examination, as may be decided by AIIA.
- h) Candidates must carry at least one photo bearing Identity Proof in original such as Driving License, Voter Card, Aadhaar Card, Identity Card issued by University/College, Income Tax Pan Card to the examination center, failing which they shall not be allowed to appear for the examination.

8. Document Verification:

- a) The original certificates/documents of successful candidates will be verified for which dates will be notified after declaration of result. On the basis of written test, the provisionally qualified candidates will be required to produce following original certificates/documents along with one set of photocopies, duly self-attested viz.:
 - i. Copy of Online Application Form.
 - ii. Copy of Admit Card issued for Written Examination.
 - iii. Certificate showing Date of Birth. (10th Certificate/ Birth Certificate).
 - iv. Class 10th & 12th Mark sheet and Certificates.
 - v. Mark sheet of Diploma/ Degree.
 - vi. Diploma/Degree (Recognized by AICTE and UGC).
 - vii. Caste certificate if applied under SC/ST/OBC/EWS category issued by the competent authority.
 - viii. The Disability Certificate, if applied under Person with Benchmark Disability (PwBD) category.
 - ix. 'No Objection Certificate' if in regular employment in Government/Semi Government/PSU Institution.
 - x. Experience Certificate, if any (With Supporting evidence viz. PF/ESI/Account Statement/Salary slip along with experience certificate).
 - xi. Identity Proof (PAN Card, Passport, Driving License, Voter Card, Aadhar Card and Government Approved Identity Proof)
 - xii. Address Proof (Aadhar Card, Passport, Ration Card, Driving License and Government Approved Address Proof)
 - xiii. Any other relevant documents.

9. Action against candidates found guilty of misconduct:

- a) Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, in filling OMR Sheet, they will not be evaluated.
- b) Without prejudice to criminal action/debarment from AIIA examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found to have indulged in any of the following:
 - i. In possession of mobile phone & accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched off mode and on person or otherwise.
 - ii. Involved in malpractices.
 - iii. Using unfair means in the examination hall.
 - iv. Obtaining support for his/her candidature by any means.
 - v. Impersonate/Procuring impersonation by any person.
 - vi. Submitting fabricated documents or documents which have been tampered with.
 - vii. Making statements which are incorrect or false or suppressing material information.
 - viii. Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
 - ix. Misbehaving in any manner in the examination hall with the Supervisor, Invigilator or AIIA representatives.
 - x. Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
 - xi. Intimidating or causing bodily harm to the staff employed by AIIA for the conduct of examination.
 - xii. Being ineligible for the examination by not fulfilling the eligibility conditions mentioned in the notice.
 - xiii. Candidature can also be cancelled at any stage of the recruitment for any other ground which AIIA considers to be sufficient cause for cancellation of candidature.

10. Other Conditions:

- a) The post(s) is/are whole time and private practice of any kind is prohibited.
- b) If required, Computer Based Online exam/ Offline exam will be held at New Delhi. However, AIIA reserves the right to hold examination at any other places also.
- c) If any document/Certificate furnished is in a language other than Hindi or English, a transcript in Hindi/English of the same duly attested by a Gazetted Officer or Notary is to be submitted.
- d) No advance application shall be entertained.
- e) Applicants will be fully responsible for the accuracy of the information they furnish in the Application Form. Candidate must ensure that he/she is fulfilling all the eligibility

conditions, as prescribed in the advertisement to avoid any disappointment at later stage. Any information furnished by the candidate if found wrong at any stage will result in his/her disqualification and/or dismissal from the service at any stage and no correspondence will be entertained in this regard at all.

- f) In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
- g) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the applicant.
- h) Based on the declaration made by the candidate in their Application Form, they will be provisionally declared eligible to appear in the Test/Exam/Interview. However, a preliminary scrutiny may be made based on information provided in the application form before declaration of results as decided by the Institute. All Selection will be made in order of merit. Qualified/selected candidates are subject to multi stage document verification as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.
- i) The appointment to the said post will be subject to physical fitness from the Competent Medical Board/Medical Authority before joining the post.
- j) The candidate shall have to appear for Interview, if called for, at his/her own cost. However, SC/ST/OBC candidates, if called for Interview will be allowed Travelling Allowance as per rules.
- k) The terms & conditions for appointment will be as per Recruitment Rules of AIIA.
- l) No correspondence or personal inquiries shall be entertained.
- m) Canvassing in any form will be treated as a disqualification for the post.
- n) The decision of the Director, All India Institute of Ayurveda (AIIA) in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers, interview, verification of documents and selection will be final and binding on all candidates. No enquiry / correspondence will be entertained in this regard.
- o) All disputes will be subject to jurisdiction of Court of Law at New Delhi.
- p) Candidates are advised to regularly visit the website for updates & interim queries shall not be entertained.

11. Closing Date:

- a) Closing Date for receipt of applications complete in all respects is, **3rd March 2026 (Tuesday) upto 11:59 pm.**

DIRECTOR

Organization:

Ref No.:

Date:

CERTIFICATION BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY

The information / details provided in the above application by Shri/Smt. _____ (name of the applicant) for the post of _____ in response to AIIA Recruitment Advertisement/ Vacancy Circular No. _____ are true and correct as per the facts available on records. He/She possesses educational qualification and experience mentioned in the vacancy Circular. If selected, he /she will be relieved immediately.

2. Also certified that:

- a) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____.
- b) His/her integrity is certified.
- c) His/her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- d) No major/minor penalty has been imposed on him/her during the last 10 years OR A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (*as the case may be*)

Signature:

Place:

Name:

Date:

Designation with Official Seal:

**FORM OF CERTIFICATE TO BE SUBMITTED BY CENTRAL GOVERNMENT CIVILIAN
EMPLOYEES SEEKING AGE-RELAXATION**

(To be filled by the Head of the Office or Department in which the candidate is working)

It is certified that Shri/Smt./Km. _____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs. _____ with 3 years regular service in the grade as on closing date of receipt of Applications Forms for the post of _____.

Place:

Date:

Signature:

Name:

Official Seal:

CERTIFICATE FOR SERVING DEFENCE PERSONNEL

I hereby certify that, according to the information available with me (No.) _____
_____ (Rank) _____
(Name) _____ is due to complete
the specified term of his engagement with the Armed Forces on the (Date) _____.

Place:

Signature of Commanding Officer

Date:

Office Seal

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I _____ bearing Roll No. _____ appearing for the Document Verification for the post of _____, do hereby undertake that:

- a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex- Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for reemployment; or
- c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as _____ on _____ in the office of _____. I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the abovementioned post for which I had applied for before joining the present civil employment; or
- d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as _____ on _____ in the office of _____. Therefore, I am eligible for age relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: _____

Name: _____

Roll No.: _____

Date: _____

Date of appointment in Armed Forces: _____

Date of Discharge: _____

Last Unit/ Corps: _____

Mobile Number: _____

Email ID: _____

FORMAT FOR SC/ ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/ her claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Smt./Kumari* _____
 son/daughter _____ of
 _____ of
 village/town* _____ in District/Division*
 _____ of the State/Union Territory*
 _____ belongs to the Caste/Tribes
 _____ which is recognized as a Scheduled Castes/Scheduled
 Tribes* under:

The Constitution (Scheduled Castes) order, 1950

The Constitution (Scheduled Tribes) order, 1950

The Constitution (Scheduled Castes) Union Territories order, 1951 *

The Constitution (Scheduled Tribes) Union Territories Order, 1951*

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962. The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@. The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@ The

Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (ST) orders (Amendment) Ordinance 1996@

The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Order (Amendment) Act 2007@

% 2. *Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.*

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Smt. _____ Father/mother of Shri/Smt./Kumari* _____ of village/town* _____ in _____ District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* _____ issued by the _____ dated _____.

%3. Shri/Smt./Kumari _____ and /or * his/her family ordinarily reside(s) in village/town* _____ of District/Division* _____ of the State/ Union Territory of _____.

Place:

Signature: _____

Date:

**Designation: _____

(with seal of office)

** Please delete the words which are not applicable @ Please quote specific presidential order*

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**** List of authorities empowered to issue Caste/Tribe Certificates:**

- District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/ Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- Revenue Officers not below the rank of Tehsildar.
- Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR
APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that _____ Shri/Smt./Kumari
_____ son/daughter of
_____ of village/town
_____ in District/Division
_____ in the State/Union Territory
_____ belongs to the _____
Community which is recognized as a backward class under the Government of India, Ministry of
Social Justice and Empowerment's Resolution No. _____ dated
_____.
Shri/Smt./Kumari _____ and/or
his/her family ordinarily reside(s) in the
_____ District/Division of the
_____ State/Union Territory. This is also to certify that
he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the
Schedule to the Government of India, Department of Personnel & Training O.M. No.
36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated: _____

Seal: _____

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

NOTE: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Government of _____

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____
son/daughter/wife of _____ permanent resident of
_____, Village/Street _____ Post Office
_____ District _____ in the State/ Union
Territory _____ Pin Code _____ whose photograph is
attested below belongs to Economically Weaker Sections, since the gross annual income* of his/
her 'family'** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year
_____. His/ her family does not own or possess any of the following assets *** :

- I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
2. Shri/Smt./Kumari _____
belongs to the caste _____ which is not recognized as a Scheduled
Caste, Scheduled Tribe and Other Backward Classes (Central List).

Recent passport size attested photograph of the applicant
--

** Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.*

*** Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/ her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.*

**** Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.*

DISABILITY APPLICATION FORM

FILLED BY PATIENT/ATTENDANT:

Name: _____ Sex: _____

Date of Birth: _____ Age: _____

Father's/Husband's Name: _____

Mobile No.: _____

Hospital ID: _____

Address: _____

I hereby certify that the information provided above is true and correct.

Date: _____

Signature: _____

FILLED BY CONSULTANT:

Consultant Name: _____

Department: _____

Nature of Disability: _____

Other Departments that may be required for evaluation: _____ (1)

(2) _____

(3) _____

Verified by Consultant (with signature and seal): _____

DISABILITY APPLICATION FORM

[The application and issuance of the disability certificate is in accordance to the Gazette notification of government of India {EXTRAORDINARY, PART II Section 3- Sub section (i); No. 489; New Delhi, Thursday, June 15, 2017/Jyaistha 25, 1939 (REGD. No. D.L. – 33004/99)} AND {EXTRAORDINARY, PART II Section 3-Sub section (ii): No. 61; New Delhi, Friday, January 05,2018/Pausha 15,1939 (REGD. No. D.L. – 33004/99)}]

Certificate No. _____**Date:** _____**Hospital:** _____

1. This is certified that I have carefully examined Mr./Mrs./Miss

S/o/D/o/W/o

Date of
Birth _____ Age _____ Years _____
Months _____ Permanent resident of _____

Recent passport
size attested
photograph of the
applicant

Identifications Mark(s)

(i) _____

(ii) _____

Whose photograph is affixed and had applied for disability certificate on dated:

Vide Application No: _____

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in%)
1	Locomotors disability			
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attach Victim			
7	Low vision			
8	Blindness			
9	Deaf			
10	Hard of Hearing			
11	Speech and Language Disability			
12	Intellectual Disability			

<i>S. No.</i>	<i>Disability</i>	<i>Affected Part of Body</i>	<i>Diagnosis</i>	<i>Permanent physical impairment/mental disability (in%)</i>
13	Specific Learning Disability			
14	Autism spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Condition			
17	Multiple sclerosis			
18	Parkinson's disease			
19	Hemophilia			
20	Thalassemia			
21	Sickle Cell Disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is:
 - a. Is recommended after _____ years and therefore this certificate shall be valid till _____
 - b. Not recommended
4. Percentage of disability as per guideline is _____ %.
5. The applicant has submitted the following document as proof of residence:

<i>Name of the document</i>	<i>Number</i>	<i>Details of authority issuing certificate</i>

Dr. _____
Signature _____
Chairman of Medical Board

Dr. _____
Signature _____
Member of Medical Board
(Subject Expert)

Dr. _____
Signature _____
Member of Medical Board
(Subject Expert)

Dr. _____
Signature _____
Member of Medical Board
(Subject Expert)

Dr. _____
Signature _____
Member of Medical Board
(Subject Expert)

Sign/Thumb Impression of
the person in whose favour
Certificate of disability is
issued

Counter signed by
Medical
Superintendent/CMO/
HOD of Hospital (With Seal)