

ALL INDIA INSTITUTE OF AYURVEDA

(An Autonomous Organization),
Ministry of AYUSH, Govt. of India,
Gautampuri, Sarita Vihar, Mathura Road,
New Delhi-110076

Advt. No. AIIA/Rectt./03/2020

10th November, 2020

All India Institute of Ayurveda (AIIA) is a new up-coming Institute as Autonomous Organization under the aegis of Ministry of AYUSH, Govt. of India. Institute imparts postgraduate, doctoral, post-doctoral and Super-specialty Fellowship Programmes in major streams of Ayurveda. All India Institute of Ayurveda acts as a referral hospital and a “Centre of Excellence” to set highest standards of education, research, patient care and also functions as a model center for international collaboration.

AIIA hereby invites applications for the following posts to be filled-up by Direct Recruitment/Deputation in the prescribed application form along with fees: -

S. No.	Name of the Post / Pay Scale	Specialty with No. of Post & Reservation	Age	Qualification & Experience	Mode of Recruitment
Teaching Faculty					
1.	PROFESSOR Rs.37400-67000+GP Rs.10500(PB4)+NPA admissible as per Central Govt. Rules (Level-14A)	Total Post-4 Kaumarbhritya (01-OBC) Panchakarma (01-UR) Swasth Vritta (01-OBC) Sharir Kriya (01-SC)	Not exceeding 55 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization in accordance with orders issued by the Central Government from time to time)	Essential: i. Degree in Ayurveda recognized under schedule-II of IMCC act 1970 ii. MD/MS(Ay.) recognized by CCIM under schedule-II of IMCC act 1970- in the concerned subject iii. PhD in the concerned subject iv. Minimum 16 yrs full-time teaching and or research experience after MD/MS (Ay.) out of which minimum 14 yrs experience of PG teaching as guide at MD/MS/PhD level out of which minimum 10 years as Associate Professor Or Holding analogous post in Ayurveda teaching Institute v. High quality published works, such as research papers (min. Ten (excluding his own PhD work publications) in indexed journals.) and books or technical reports. Desirable: i. Experience of undertaking Research Projects as Principal Investigator (PI).	Deputation failing which by Direct Recruitment

S. No.	Name of the Post / Pay Scale	Specialty with No. of Post & Reservation	Age	Qualification & Experience	Mode of Recruitment
				ii. Capacity to undertake/lead sponsored R&D consultancy and related activities. iii. Patents filed/ obtained.	
2.	ASSOCIATE PROFESSOR Rs.37400-67000+GP Rs.9000(PB4)+NPA admissible as per Central Govt. Rules (Level 13-A1+)	Total Post-2 Prasuti Tantra & Stri Roga (01-SC) Samhita & Siddhant (01-ST)	Not exceeding 50 (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization in accordance with orders issued by the Central Government from time to time)	Essential: i) Degree in Ayurveda recognized under schedule-II of IMCC Act 1970 ii) MD/MS(Ay) recognized by CCIM under schedule-II of IMCC Act 1970- in the concerned subject iii) Ph. D. in the subject concerned. iv) Minimum 9 years of teaching experience as Asstt. Prof./Lecturer out of which 3 years experience as Guide at MD/MS/PhD level in concerned subject with PhD Or Total 14 years teaching experience at UG level with Ph.D. v) High quality published works, such as research papers (min. five (excluding his own Ph. D. work publications) in indexed journals.) and books or technical reports. Desirable: i. Experience of undertaking independent research Projects as Principal Investigator (PI). ii. Capacity to undertake/ lead sponsored R&D consultancy and related activities	Deputation failing which by Direct Recruitment
3.	ASSISTANT PROFESSOR Rs.15600-39100+GP Rs.8000(PB-3)+NPA admissible as per Central Govt. Rules (Level-12)	Total Post-3 Shalakya Tantra (EYE & ENT) (01-UR) Swasth Vritta (01-UR) Samhita & Siddhant (01-UR)	Not exceeding 45 (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization in accordance with orders issued by the Central Government from time to time)	Essential: i) Degree in Ayurveda recognized under schedule-II of IMCC Act 1970 ii) MD/MS(Ay) recognized by CCIM under schedule-II of IMCC Act 1970 -in the concerned subject iii) 3 years full time teaching and or research experience from any recognized institute after MD/MS (Ay.) iv) Published works, such as research papers (min. 3) in indexed journals.) and books or technical reports. Desirable:	Deputation failing which by Direct Recruitment

S. No.	Name of the Post / Pay Scale	Specialty with No. of Post & Reservation	Age	Qualification & Experience	Mode of Recruitment
				i) Ph.D (in the concerned subject)	

S. No.	Name of the Post/ Pay Scale	No. of Post & Reservation	Age	Qualification	Mode of Recruitment
(ii) HOSPITAL STAFF					
4.	MEDICAL OFFICER (CASUALTY) Rs.15600-39100+GP Rs.5400(PB3)+NPA admissible as per Central Govt. Rules (Level-10)	1(UR)	Not exceeding 35 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding in accordance with orders issued by the Central Government from time to time)	Essential: MBBS Degree recognized by IMC Act, 1956 Desirable: i. MD/MS in Medicine/Surgery/Orthopedics ii. Experience of working in casualty / Trauma Centre in a reputed hospital	Direct
5.	Dietician Rs.9300-34800+GP Rs.4600(PB2) (Level-7)	1(UR)	Not exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	Essential: i. M.Sc (Nutrition) from any recognized university ii. 2 years experience in the relevant field in a hospital Desirable Knowledge and / or experience of concepts of Ayurvedic dietetics	Direct
6.	ASSISTANT NURSING SUPERINTENDENT Rs.9300-34800+GP Rs.4600(PB2) (Level-7)	1(UR)	Not exceeding 35 years (Relaxable in respect of candidates belonging to SC/ST/OBC), serving Central /State Govt / Govt Autonomous organization in accordance with orders issued by the Central Government from time to time)	Essential: i. B.Sc. Nursing/ MSc Nursing from recognized university/ institute. ii. For BSc Nursing 4 years experience out of which 2 years in Supervisory capacity / for MSc Nursing 2 years experience out of which 1 year in Supervisory capacity in reputed institution hospital. iii. Registered with Nursing Council Desirable: i. Working experience in a Ayurvedic Hospital	Direct

S. No.	Name of the Post/ Pay Scale	No. of Post & Reservation	Age	Qualification	Mode of Recruitment
				ii. Knowledge on Ayurvedic medicines and therapeutic procedures.	
7.	LAB ASSISTANT Rs.5200-20200+GP Rs.2800(PB1) (Level-5)	2(UR)	Not exceeding 28 years (Relax able in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	i. 10+2 or equivalent in science from any recognized Board. ii. Diploma in the relevant field (Diploma in Medical Laboratory Technology) from recognized institute iii. 2 years experience in the relevant filed	Direct
8.	OPERATION THEATRE ASSISTANT Rs.5200-20200+GP Rs.2800(PB1) (Level-5)	1(UR)	Not exceeding 28 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	i. 10+2 in science from any recognized Board. ii. Diploma in the relevant field from recognized institute (min. one year duration-Full time) iii. 3 years experience in the relevant filed	Direct
9.	SONOGRAPHY ASSTT. Rs.5200-20200+GP Rs.2400(PB1) (Level-4)	1(UR)	Not exceeding 28 years (Relax able in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	Essential: i. 10+2 in science from any recognized Board. ii. Full time Diploma in the Ultra-sonography from recognized Institute (min. one year duration) iii. 2 years experience in the relevant filed Desirable: Graduation in science from recognizes university.	Direct
10.	MEDICAL RECORD CLERK	1(UR)	Not exceeding 28 years (Relax able in respect of candidates belonging to SC/ST/OBC, serving Central /State	10+2 from recognized Board with 4 years experience OR	Direct

S. No.	Name of the Post/ Pay Scale	No. of Post & Reservation	Age	Qualification	Mode of Recruitment
	RS.5200-20200+GP RS.1900(PB1) (Level-2)		Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	Degree from any recognized University with 2 year experience in medical record keeping in hospital.	
(iii) PHARMACY					
11.	PHARMACY MANAGER Rs.9300-34800+GP Rs.4600(PB2) (Level-7)	1(UR)	Not exceeding 35 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time) Age not exceeding 56 years in case of deputationists as on last date of receipt of application.	Deputation (including short term contact)/ promotion: Persons working in analogues posts OR 5 years of experience in GP 4200 as Pharmacist/ Pharmacy Manager in any Central /State Government Institutions/ PSU with education qualification and experience as prescribed under Direct. Direct Essential: i. B.Pharm (Pharmaceutics/B.Pharma (Ay) ii. 5 years experience of large scale manufacturing/ company Institute/ Hospital and exposure to GMP and related regulatory experience Desirable: i. PG degree/Diploma in Materials Management. M.Pharm in Ayurveda. ii. MBA iii. Related experience should be preferably in Ayurveda manufacturing unit.	Deputation /Failing which by Direct
12.	PHARMACIST Rs.9300-34800+GP Rs.4200(PB2) (Level-6)	1(UR)	Not exceeding 33 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in	iv. B.Pharma/B.Pharma (Ay) with 3 years professional experience in a reputed institution/ hospital. OR Diploma in Ayurvedic Pharmacy (not be less than 2 years duration) with 5 years professional experience in a institution/ hospital	Direct

S. No.	Name of the Post/ Pay Scale	No. of Post & Reservation	Age	Qualification	Mode of Recruitment
			accordance with orders issued by the Central Government from time to time)		
(iv) ADMINISTRATIVE & OTHERS STAFF					
13.	FINANCE ADVISOR Rs.15600-39100+GP Rs.7600(PB3) (Level-12)	1(UR)	Not exceeding 50 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time) Age not exceeding 56 years in case of deputationists as on last date of receipt of application.	Deputation Officers of the Central/ State Govt. Deptt's/PSU/ Autonomous organizations Holding analogous post OR 5 years service in PB-3 with GP of Rs.6600/- and Possessing the educational qualifications prescribed as in Direct. Direct Essential: i. M.Com/MBA (Finance) from a recognized university. ii. 20 years experience out of which 5 years in the scale of pay Rs.15600-39100/-GP-6600 in Central / State Govt./PSU/Autonomous organizations. iii. CA/ ICWA and good knowledge in preparation of Govt. Accounts/Budget Desirable: Experience in large size training Institution concerned with teaching and / or research in Medical Science and/ or Medical Care.	Deputation / Failing which by Direct
14.	COMPUTER PROGRAMMER Rs.15600-39100+GP Rs.6600(PB3) (Level-11)	1(UR)	35 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	Deputation Holding analogous post. OR 5 years regular service in GP of Rs.5400/-. OR 6 years regular service in GP of Rs.4800/- . AND Possessing the educational qualifications prescribed as Direct recruits. Direct	Deputation/ Failing which by Direct recruitment.

S. No.	Name of the Post/ Pay Scale	No. of Post & Reservation	Age	Qualification	Mode of Recruitment
			Age not exceeding 56 years in case of deputationists as on last date of receipt of application.	i. B. Tech (Computer Science or Information Technology)/MCA from a recognized university/ institute In case of B Tech- 5 years experience in a institute/ organization in the related field. 6 years experience in case of MCA in the related field.	
15.	SR. ACCOUNTS OFFICER Rs.15600-39100+GP Rs.6600(PB3) (Level-11)	1(UR)	Not exceeding 40 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time) Age not exceeding 56 years in case of deputationists as on last date of receipt of application.	Deputation From officers of Central /State Govt / Govt Autonomous organization. Holding analogous post with qualification and experience prescribed as Direct recruits. OR 7 years as Sr. Accountant on regular basis in the grade pay Rs.4600/- with degree in any discipline from recognized University. Direct Essential: i. M.Com from a recognized university. ii. 10 years experience out of which 5 years in the scale of pay Rs.15600-39100/-GP-5400 in Central / State Govt. Deptt./ Universities/ Autonomous Bodies. iii. Through knowledge in preparation of Govt. Accounts/Budget iv. Computer skills Desirable: Qualified CA or SAS	Deputation/ Failing which by direct recruitment
16.	ADMINISTRATIVE OFFICER Rs.9300-34800+GP Rs.4600(PB2) (Level-7)	1(UR)	Not exceeding 40 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the	Deputation Officials working in analogous posts. OR With 5 years service in GP Rs.4200/- in Central/state Govt./ Autonomous institutions with experience in administration/accounts and vigilance. Direct	Deputation/ Failing which by direct recruitment

S. No.	Name of the Post/ Pay Scale	No. of Post & Reservation	Age	Qualification	Mode of Recruitment
			Central Government from time to time) Age not exceeding 56 years in case of deputationists as on last date of receipt of application.	i. A Degree from a recognized university. ii. Experience in Administration, vigilance, accounts/budget. iii. Computer skills	
17.	HINDI OFFICER Rs.15600-39100+GP Rs.5400(PB3) (Level-10)	1(UR)	Not exceeding 40 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time) Age not exceeding 56 years in case of deputationists as on last date of receipt of application.	Deputation Officers of Central /State Govt / Govt Autonomous organization. Holding analogous post. OR With 3 years service in PB-2 with GP Rs.4600/- and Possessing the educational qualifications prescribed under direct recruitment. Direct i. Master's degree in Hindi with English as an elective subject at the degree level or Master's degree of a recognized university in English with Hindi as an elective subject at the degree level. ii. 3 years post qualification experience in the relevant field in any Central / State Govt. Department/ PSU/Autonomous Organization in PB-2 GP-4600/-. iii. Experience of terminology work in Hindi, Sanskrit and / or translation work from English to Hindi and vice-versa, preferably of technical or scientific literature or teaching, research, writing or journalism in Hindi iv. Specialization / Research work in the relevant area. v. Computer skill.	Deputation/ Failing which by Direct Recruitment
18.	JUNIOR ENGINEER (MAINTENANCE) Rs.9300-34800+GP Rs.4200(PB2) (Level-6)	1(UR)	Not exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in	Essential: i. 10+2 in Science from a recognized Board ii. Diploma in Engineering (Electrical) passed from any recognized Institute iii. 2 years experience in the relevant field from a reputed organization Desirable:	Direct

S. No.	Name of the Post/ Pay Scale	No. of Post & Reservation	Age	Qualification	Mode of Recruitment
			accordance with orders issued by the Central Government from time to time)	B. Tech/ BE in Electrical	
19.	ASSISTANT ADMINISTRATIVE OFFICER Rs. 9300-34800+GP Rs.4200(PB2)	1(UR)	Not exceeding 35 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	i. A Degree from a recognized university. ii. At least 3 years experience as Office Superintendent or in equivalent post in Central/State Govt./ Autonomous Bodies iii. Experience in Administration, vigilance, accounts/budget. iv. Computer Skills	Direct
20.	PRIVATE SECRETARY Rs. 9300-34800+GP Rs.4600(PB2) (Level-7)	2(UR)	Not exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	i. Graduate from any recognized university. ii. 100/120 w.p.m speed in shorthand iii. 5 years experience in any organization in the GP-4200. iv. Computer skills	Direct
21.	SR. HINDI TRANSLATOR Rs. 9300-34800+GP Rs.4600(PB2) (Level-7)	1(UR)	Not exceeding 33 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	i. Master's degree in Hindi with English as an elective subject at the degree level or Master's degree of a recognized university in English with Hindi as an elective subject at the degree level. ii. 5 years post qualification experience in the relevant field in any Central / State Govt. Department/ PSU/ autonomous bodies in PB-2 with GP-4200. iii. Experience of terminology work in Hindi, Sanskrit and / or translation work from English to Hindi and vice-versa, preferably of technical or scientific literature or teaching, research, writing or journalism in Hindi iv. Computer skill	Direct

S. No.	Name of the Post/ Pay Scale	No. of Post & Reservation	Age	Qualification	Mode of Recruitment
22.	JR. ACCOUNTS OFFICER Rs. 9300-34800+GP Rs.4600(PB2) (Level-7)	1(UR)	Not exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time) Age not exceeding 56 years in case of deputationists as on last date of receipt of application.	Deputation Officials of Central /State Govt / Govt Autonomous organization holding analogous post with qualification and experience prescribed under direct recruitment. OR 5 Years as Accountant in GPRs.4200/- with experience in cash & Budget handling. Direct Essential: i. B.Com/BBA from a recognized university. ii. 3 years service as Accountant in Central / State Govt./ Govt. Autonomous organization iii. knowledge in preparation of Govt. Accounts/Budget iv. Computer skill Desirable: i. M.Com/ MBA (Finance) ii. Training in Cash and accounts from ISTM	Deputation/ Failing which by Direct Recruitment
23.	ASSISTANT SECURITY OFFICER Rs. 9300-34800+GP Rs.4200(PB2) (Level-6)	1(UR)	Not exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	i. Graduate degree from a recognized university. ii. 3 years experience in the relevant field in Central/ State/ CRPF/ large industry/ hospital/medical institute. iii. Physical- Height- min. 170 Cms (relax able by 5 cms only for originally residents of Hills. Chest- 81 cms (85 cms after expansion) relax able by 5 cms only for originally residents of Hills. Should possess sound health free from defects/ deformities/ disease. Vision of both the eyes should be 6/12. There should no color blindness iv. (candidates claiming relaxation in height and chest will have to produce the certificate to this effect from the competent authority viz., Deputy Commissioner/ District Magistrate/ Tehsildar of their place of residence)	Direct
24.	ASSISTANT Rs. 9300-34800+GP Rs.4200(PB2)	2(UR)	Not exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State	i. A Degree from a recognized university. ii. At least 6 years experience as UDC in Central/State Govt./ Autonomous Bodies	Direct

S. No.	Name of the Post/ Pay Scale	No. of Post & Reservation	Age	Qualification	Mode of Recruitment
	(Level-6)		Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	iii. Knowledge of operating computer iv. Experience in Administration, vigilance, accounts/budget.	
25.	PERSONAL ASSISTANT Rs. 9300-34800+GP Rs.4200(PB2) (Level-6)	2(UR)	Not exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	Essential: i. Graduate from any recognized university. ii. 100 /80 w.p.m speed in shorthand iii. 3 years experience in Central /State Govt. / Govt. Autonomous organization Desirable: Computer skill	Direct
26.	STORE KEEPER Rs.5200-20200+GP Rs.1900(PB1) (Level-2)	2(UR)	Not exceeding 28 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	Essential: i. 12 th 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 depressions for each work in Computer skill test Desirable: Graduate from recognized University.	Direct
27.	ACCOUNTANT Rs. 9300-34800+GP Rs.4200(PB2) (Level-6)	1(UR)	Not exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the	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: i. M Com/ MBA ii. Training in Cash & Accounts from ISTM	Direct

S. No.	Name of the Post/ Pay Scale	No. of Post & Reservation	Age	Qualification	Mode of Recruitment
			Central Government from time to time)		
28.	FIRE OFFICER Rs. 9300-34800+GP Rs.4200(PB2) (Level-6)	1(UR)	Not exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	i. Graduate degree from a recognized university. ii. 5 years experience in the relevant field as per Fire Service safety Act iii. Have relevant fulltime certificate/diploma from Govt. recognized institute/ Board	Direct
29.	UDC Rs.5200-20200+GP Rs.2400(PB1) (Level-4)	2(UR)	Not exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	i. A Degree from a recognized university. ii. At least 8 years experience as LDC in GP Rs 1900/- Central/State Govt./ Autonomous Bodies/large organization iii. Knowledge of operating computer. iv. Experience in general administration etc.	Direct
30.	LDC Rs.5200-20200+GP Rs.1900(PB1) (Level-2)	2(UR)	Not exceeding 28 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous organization holding analogous post/working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	Essential: i. 12 th Class or equivalent qualification from any 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 depressions for each work in Computer skill test Desirable: Graduate from recognized University.	Direct

NOTE: For details of Qualifications, experience application procedure, prescribed format alongwith required fees and other general conditions, the interested & eligible candidates are advised to visit website' www.aiaa.gov.in

Age: The cut-off date for determining the age is the last date of receipt of applications.

Reservation & age relaxation: As per Government of India Rules.

GENERAL INFORMATION AND CONDITIONS

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

a. Benefits under AIIA service:

1. These posts carry usual allowance as admissible to the Central Government employee and as made applicable to All India Institute of Ayurveda (AIIA) employees.

b. Other Conditions:

1. The applicant must be a citizen of India.
2. All applicants 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. They are advised to satisfy themselves before applying that they possess essential criteria laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
3. The prescribed essential criteria is 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) will be final in this regard.
4. 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.
5. 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.
6. The date for determining the upper age limit, qualification and/or experience will be the closing date prescribed for receipt of application.
7. Vacancies may increase or decrease at the time of screening/interview by the order of the Competent Authority. This is subject to change without any notice.
8. Post marked as “Deputation/Direct Recruitment”, the Institute will first call the deputationist and in case of non- availability of suitable candidate, Direct Recruitment mode will be applied.
9. No advance application shall be entertained.

10. 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 contemplated against the applicant.
11. Complete ACR dossier/APARs of last five years of the applicant (for deputation posts) must be enclosed with the application duly attested by the officer not below the rank of Under Secretary or equivalent.
12. The candidates servicing in Govt./Autonomous/Statutory bodies should apply **through proper channel** and their application should reach the office of Director, All India Institute of Ayurveda (AIIA) on or before the closing date. 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 straight away be rejected.
13. Candidate applying for more than one post must send separate application for each post alongwith application fee.
14. Institute reserves the right to make any amendment, cancellation and changes in this advertisement in whole or part without assigning any reason thereof.
15. Any corrigendum/ order regarding this advertisement will be issued on the website only. Candidates are advised to remain in touch with the website for this purpose. No separate corrigendum etc. will be published in Newspaper.
16. Applicants will be fully responsible for the accuracy of the information they furnish. Any information furnished by the candidate if found wrong at any stage will result in his/her disqualification and/or dismissed from the service at any stage and No correspondence will be entertained at all.
17. The interview/call letter, if shortlisted shall be sent by speed/registered post. However, the Institute shall not be responsible for any postal delay lapse, whatsoever.
18. The appointment to the said post will be subject to physical fitness from the Competent Medical Board/Medical Authority before joining the post.
19. The candidate shall have to appear for interview, if called for, at his/her own cost. However, SC/ST/OBC candidate, if called for interview will be allowed travelling allowance as per rule.
20. The form & conditions for appointment will be as per Recruitment Rules of All India Institute of Ayurveda (AIIA).
21. No Correspondence or personal inquiries shall be entertained.
22. Canvassing in any form will be treated as a disqualification for the post.

Note:- In case AIIA does not get suitable candidates for teaching faculty posts as advertised, then selection may be made at one level lower.

c. Reservation:

1. Reservation of SC/ST/OBC (below creamy layer), Persons with Disabilities (PWD)/ Physically handicapped (PH)/Economically Weaker section will be as per rules and existing policies of Central Government.
2. Applications not supported by the appropriate certificate for the reservation category claimed, will be treated as General/Unreserved. In case Institute observes any fraud or discrepancy in their certificate, their candidature will be rejected summarily. No correspondence will be entertained at all.
3. SC/ST/OBC/PH/Economically Weaker section candidates are required to produce original certificate in the prescribed copy of format signed by the specified authority, at the time of interview. It is mandatory.

d. Application Fee (by Bank Demand Draft (DD) only):

- **Group A posts carrying pay band with GP Rs.8000/- and above : Rs.2000/- for General & OBC candidates and Rs.1000/- for SC/ST candidates.**
- **Group A posts carrying pay band 3 with GP Rs.5400/- and above: Rs.1000/- for General & OBC and Rs.500/- for SC/ST candidates.**
- **Group B & C posts carrying pay band less than GP Rs.5400/- : Rs.500/ for General & OBC candidates and Rs.250/- for SC/ST candidates**
- No application fee for Physically Handicapped and candidates applying for Deputation post.
- Applications not supported by the appropriate copy of claimed certificate for the reservation category (under Application Fee relaxation) fee amount will be for General/Unreserved posts.
- Application fee: Bank Demand Draft (DD) in favour of “**Director, All India Institute of Ayurveda**” payable at **New Delhi**.
- On back side of DD, candidate must mention- Candidate name, category and post applied for.
- Fee once paid will not be refunded under any circumstances.

Note:- Candidates may please note that they need not pay the application fee for the following posts in case they had applied earlier with reference to the advertisements mentioned below and want to apply afresh by submitting their updated bio-data. Proof of having paid the fee needs to be submitted along with fresh application, failing which their application would not be considered. However, their eligibility for the post they apply for, would be determined with reference to the existing advertisement. They should, therefore, ensure that they fulfil the eligibility criteria laid down in the current advertisement before applying:-

- (i) For the post of Finance Adviser published in Employment News dated 10.1.2015.**
- (ii) For the post of Assistant Nursing Superintendent published in Employment News dated 20.1.2018.**
- (iii) For the post of Medical Officer (Casualty) published in Employment News dated 29.4.2017.**
- (iv) For the post of Junior Engineer (Maintenance) published in Employment News dated 20.1.2018.**
- (v) For the posts of Dietician, Lab Assistant, Sonography Assistant, Medical Record Clerk, Pharmacy Manager, Pharmacist, Computer Programmer, Senior Accounts Officer, Jr. Accounts Officer, Accountant, Administrative Officer, Assistant Administrative Officer, Private Secretary, Sr. Hindi Translator, Assistant Security Officer, Assistant, Personal Assistant, Store Keeper, Fire Officer, UDC, LDC advertised in the past in any of Employment News dated 10.1.2015, 29.4.2017, 20.1.2018.**

It may further be noted that for the following posts, candidates have to pay the requisite fee along with the application as these posts are being filled up afresh as action to fill up these posts with reference to previous advertisements was already completed:-

- (i) Professor, Associate Professor, Assistant Professor as per streams mentioned above.**
- (ii) Hindi Officer.**
- (iii) Operation Theatre Assistant**

e. How to apply:

- Candidates are required to apply in the prescribed format downloaded from website or neatly typed on A4 size paper on one side as per the format available on the website <http://aiia.gov.in> as per the following Applications formats:
Application Format (I): For Teaching/Academic, Medical Experts
Application Format (II): For Paramedical & Other Posts (for Direct Recruitment)
Application Format (III): For Deputation posts
- Application completed in all respect enclosing self-attested copies of all certificates, mark sheets, testimonials in support of age, educational qualifications, experience, cast/community/Persons with disabilities (PWD) in prescribed format by Govt. of India, the supporting documents alongwith non-refundable application should be sent in an envelop superscribed “APPLICATION FOR THE POST OF _____” by registered/Speed-Post to:

**The Director,
All India Institute of Ayurveda (AIIA)
Gautampuri, Sarita Vihar, Mathura road,
NEW DELHI-110076**

- Candidate must sign in the application form.

f. Invalid Applications:

Candidates are advised to read all instructions carefully before sending their applications otherwise their applications are likely to be rejected on one or more of the following reasons in terms of the notifications.

- Applications received after the closing date.
- Applications not in prescribed format.
- Candidates not having the required qualifications.
- Applications without latest photo not being pasted in the provided space.
- Applications without declaration.

- Application without signature.
- Applications without supporting documents.
- Applications which are incomplete/illegible in any manner.
- Applications without the prescribed Application Fee (where applicable).

g. Last Date:

- Last date of receipt of applications, complete in all respects is 22.12.2020, If the closing date happens to be a holiday, then the next working day will be taken as closing date for receipt of applications.

DIRECTOR