

**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./01/2021

01 July, 2021

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 in the prescribed application form: -

| S. No           | Name of the Post/ Pay Scale  | No. of Post & Reservation | Age   | Qualification   | Mode of Recruitment |
|-----------------|--|---------------------------|---|---|---------------------|
| <b>PHARMACY</b> |  |                           |   |   |                     |
| 1               | <b>PHARMACY MANAGER</b><br>Rs.9300-34800+GP<br>Rs.4600(PB2)<br>(Level-7) | 1(UR)                     | Age not exceeding 56 years in case of deputationists as on last date of receipt of application. | Deputation<br>Persons working in analogues posts<br><b>OR</b><br>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.<br><b>Essential:</b><br>i. B.Pharm (Pharmaceutics/B.Pharma (Ay)<br>ii. 5 years experience of large scale manufacturing/ company Institute/ Hospital and exposure to GMP and related regulatory experience<br><br><b>Desirable:</b><br>i. PG degree/Diploma in Materials Management.<br>M.Pharm in Ayurveda.<br>ii. MBA | Deputation          |

I/393/2021

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|--|---|---------------------------|---|--|---------------------|
|  |   |                           |   | iii. Related experience should be preferably in Ayurveda manufacturing unit.   |                     |
| <b>ADMINISTRATIVE &amp; OTHERS STAFF</b> |   |                           |   |  |                     |
| 2  | <b>FINANCE ADVISOR</b><br>Rs.15600-39100+GP<br>Rs.7600(PB3)<br><br>(Level-12)     | 1(UR)                     | Age not exceeding 56 years in case of deputationists as on last date of receipt of application. | <b>Deputation</b><br>Officers of the Central/ State Govt. Deptt's/PSU/ Autonomous organizations<br>Holding analogous post<br><b>OR</b><br>5 years service in PB-3 with GP of Rs.6600/- and Possessing the educational qualifications prescribed as under:<br><b>Essential:</b><br>i. M.Com/MBA (Finance) from a recognized university.<br><br>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.<br><br>iii. CA/ ICWA and good knowledge in preparation of Govt. Accounts/Budget<br><br><b>Desirable:</b><br>Experience in large size training Institution concerned with teaching and / or research in Medical Science and/ or Medical Care. | Deputation          |
| 3  | <b>COMPUTER PROGRAMMER</b><br>Rs.15600-39100+GP<br>Rs.6600(PB3)<br><br>(Level-11) | 1(UR)                     | Age not exceeding 56 years in case of deputationists as on last date of receipt of application. | <b>Deputation</b><br>Holding analogous post.<br><b>OR</b><br>5 years regular service in GP of Rs.5400/-.<br><b>OR</b><br>6 years regular service in GP of Rs.4800/- .<br><b>AND</b><br>Possessing the educational qualifications prescribed as under:  | Deputation          |

I/393/2021

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|-------|---|---------------------------|---|---|---------------------|
|       |   |                           |   | <p>i. B. Tech (Computer Science or Information Technology)/MCA from a recognized university/ institute</p> <p>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.</p>  |                     |
| 4     | <p><b>SR. ACCOUNTS OFFICER</b><br/>Rs.15600-39100+GP<br/>Rs.6600(PB3)<br/><br/>(Level-11)</p> | 1(UR)                     | Age not exceeding 56 years in case of deputationists as on last date of receipt of application. | <p><b>Deputation</b><br/>From officers of Central /State Govt / Govt Autonomous organization.<br/>Holding analogous post with qualification and experience prescribed as Direct recruits.</p> <p style="text-align: center;"><b>OR</b></p> <p>7 years as Sr. Accountant on regular basis in the grade pay Rs.4600/- with degree in any discipline from recognized University.</p> <p><b>Qualifications:</b><br/><b>Essential:</b></p> <p>i. M.Com from a recognized university.</p> <p>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.</p> <p>iii. Through knowledge in preparation of Govt. Accounts/Budget</p> <p>iv. Computer skills</p> <p><b>Desirable:</b><br/>Qualified CA or SAS</p> | Deputation          |
| 5     | <p><b>STORES OFFICER</b><br/>Rs.15600-39100+GP</p>  | 1(UR)                     | Age not exceeding 56 years in case of deputationists as on last date of                         | Graduate Degree from a recognized university.   | Deputation          |

I/393/2021

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|-------|--|---------------------------|---|--|---------------------|
| .     | Rs.5400(PB3)<br>(Level-10)   |                           | receipt of application.   | Officials working in analogous posts.<br><b>OR</b><br>8 years experience in GP Rs.4200/- in Central /State Govt./Autonomous Institutions with experience in Admin/Purchase/ Procurement as Store Keeper.   |                     |
| 6     | <b>ADMINISTRATIVE OFFICER</b><br>Rs.9300-34800+GP<br>Rs.4600(PB2)<br>(Level-7) | 1(UR)                     | Age not exceeding 56 years in case of deputationists as on last date of receipt of application. | <b>Deputation</b><br>Officials working in analogous posts.<br><b>OR</b><br>With 5 years service in GP Rs.4200/- in Central/state Govt./ Autonomous institutions with experience in administration/accounts and vigilance.  | Deputation          |
| 7     | <b>HINDI OFFICER</b><br>Rs.15600-39100+GP<br>Rs.5400(PB3)<br>(Level-10)        | 1(UR)                     | Age not exceeding 56 years in case of deputationists as on last date of receipt of application. | <b>Deputation</b><br>Officers of Central /State Govt / Govt Autonomous organization.<br>Holding analogous post.<br><b>OR</b><br>With 3 years service in PB-2 with GP Rs.4600/- and Possessing the educational qualifications prescribed as under:<br>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.<br>ii. 3 years post qualification experience in the relevant field in any Central / State Govt. Department/ PSU/Autonomous Organization in PB-2 GP-4600/-.<br>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 | Deputation          |

I/393/2021

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|-------|---|---------------------------|---|---|---------------------|
|       |   |                           |   | iv. Specialization / Research work in the relevant area.<br>v. Computer skill.  |                     |
| 8     | <b>JR. ACCOUNTS OFFICER</b><br>Rs. 9300-34800+GP<br>Rs.4600(PB2)<br><br>(Level-7)   | 1(UR)                     | Age not exceeding 56 years in case of deputationists as on last date of receipt of application. | <b>Deputation</b><br>Officials of Central /State Govt / Govt Autonomous organization holding analogous post with qualification and experience prescribed under direct recruitment.<br><br><b>OR</b><br><br>5 Years as Accountant in GPRs.4200/- with experience in cash & Budget handling.<br><br><b>Desirable:</b><br>i. M.Com/ MBA (Finance)<br><br>ii. Training in Cash and accounts from ISTM   | Deputation          |
| 9     | <b>SECURITY OFFICER</b><br><br>Rs. 9300-34800+GP<br>Rs.4200(PB2)<br><br>(Level – 6) | 1(UR)                     | Age not exceeding 56 years in case of deputationists as on last date of receipt of application. | Holding analogous post in in Central / State/ Public Sector/CRPF with following qualification & experience:-<br><br>i) Graduate degree from a recognized university.<br>ii) 5 years experience in the relevant field in Central/ State/ Public Sector/ CRPF/ Large Industry.<br>iii) Physical Height – min 170 cms (relaxable by 5 cms only for originally residents of Hills. Chest – 81 cms (85 cms after expansion) relaxable by 5 cms only for originally residents of Hills. Should possess sound health free from | Deputation          |

I/393/2021

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|-------|-----------------------------|---------------------------|-----|---|---------------------|
|       |                             |                           |     | defects/ deformities/ disease. Vision of both the eyes should be 6/12 there should no color blindness<br>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<br><b>OR</b><br>6 years as ASI on regular basis in GP of Rs.2800 with a degree in any discipline from recognized university |                     |

**NOTE:** Initially the tenure of deputation will be for two years which may be extended subject to approval of the Competent Authority. Tenure and all other terms and conditions of deputation will be governed in terms of the guidelines of DoP&T OM dated 17<sup>th</sup> June, 2010 and any other instructions/guidelines issued by Government of India in this regard from time to time.

**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 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) 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. 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.
9. Candidate applying for more than one post must send separate application for each post.

I/393/2021

10. No advance application shall be entertained.
11. 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.
12. 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.
13. Institute reserves the right to make any amendment, cancellation and changes in this advertisement in whole or part without assigning any reason thereof.
14. 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.
15. 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.
16. 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.
17. The appointment to the said post will be subject to physical fitness from the Competent Medical Board/Medical Authority before joining the post.
18. 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.
19. The form & conditions for appointment will be as per Recruitment Rules of All India Institute of Ayurveda (AIIA).
20. No Correspondence or personal inquiries shall be entertained.
21. Canvassing in any form will be treated as a disqualification for the post.

**c. 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 (III): For Deputation posts
- Candidate must sign in the application form.



I/393/2021

- 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 \_\_\_\_\_on DEPUTATION BASIS” by registered/Speed-Post to:

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

**d. 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.

**e. Last Date:**

- Last date of receipt of applications, complete in all respects is 20.07.2021 , 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