



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/03/2022

July, 2022

The Institute invites applications for the following Non-teaching posts to be filled up on direct recruitment/deputation basis at AIIA, New Delhi and its Satellite Centre at AIIA, Goa:

Sl.No.	Posts	No. of Posts/ Category	Pay Scale	Mode of Recruitment
1.	Deputy Medical Superintendent	1 (UR)	Level-11	Direct Recruitment
2.	Medical Officer (Casualty)	1 (UR) 1 (OBC)	Level-10	Direct Recruitment
3.	Staff Nurse	4 (UR) 1 (OBC) 1 (ST)	Level-7	Direct Recruitment
4.	Yoga Instructor	1 (UR)	Level-6	Direct Recruitment
5.	Pharmacist	1 (UR)	Level-6	Direct Recruitment
6.	Accountant	1 (UR)	Level-6	Direct Recruitment
7.	Administrative Officer	1 (UR)	Level-7	Deputation failing which by Direct Recruitment
8.	Assistant	3 (UR) 1 (OBC)	Level-6	Direct Recruitment
9.	Upper Division Clerk	2 (UR)	Level-4	Direct Recruitment
10.	Store Keeper	1 (UR)	Level-2	Direct Recruitment

For details of qualification, experience, prescribed format of application, and terms & conditions, please visit AIIA's website <http://www.aiaa.gov.in>. Last date of receipt of applications is **10th August, 2022**.

Director

ALL INDIA INSTITUTE OF AYURVEDA
(An Autonomous Organization under Ministry of AYUSH, Govt. of India)
Gautampuri, Sarita Vihar, Mathura Road,
New Delhi-110076

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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 on direct recruitment/deputation basis at AIIA, New Delhi and its Satellite Centre at AIIA, Goa, in the prescribed application form: -

S. No.	Name of the Post/ Pay Scale	No. of Post & Reservation	Age	Qualification	Mode of Recruitment
1.	DEPUTY MEDICAL SUPERINTENDENT Rs. 15600-39100 + GP 6600 (PB3) + NPA (Level-11)	1 (UR)	Not exceeding 40 years (Relaxable in respect of candidates belonging to SC/ST/OBC, PH category, 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. Degree in Ayurveda recognized under Schedule II of IMCC Act, 1970. ii. A recognized degree of MD/MS (Ay.) in Kaya Chikitsa/ Kaumarbhryta/ Shalya / Shalakya/ Prasuti & Stri Roga/ Panchakarma under IMCC Act, 1970. iii. Minimum 3 years professional experience in a reputed institute/ hospital after obtaining Post Graduation degree. Desirable: i. Master in Hospital Administration (MHA)/ MBA (HM)/ PG Diploma in Hospital Administration (fulltime min. 2 yrs duration) from a recognized institute / university. ii. Experience of working as Asst./Deputy Medical Superintendent.	Direct recruitment
2.	MEDICAL OFFICER (CASUALTY) Rs. 15600-39100 + GP 5400 (PB3) + NPA (Level-10)	1 (UR) 1 (OBC)	Not exceeding 35 years (Relaxable in respect of candidates belonging to SC/ST/OBC, PH category, serving Central/State Govt./ Govt. Autonomous organization holding in accordance with orders issued by the Central Government from time to time)	Essential: i. MBBS Degree recognized under IMC Act, 1956 Desirable: i. MD/MS in Medicine/Surgery/Orthopedics. ii. Experience of working in Casualty / Trauma Centre in reputed hospital.	Direct recruitment

<i>S. No.</i>	<i>Name of the Post/ Pay Scale</i>	<i>No. of Post & Reservation</i>	<i>Age</i>	<i>Qualification</i>	<i>Mode of Recruitment</i>
3.	STAFF NURSE Rs. 9300-34800 + GP 4600 (PB2) (Level-7)	4 (UR) 1 (OBC) 1 (ST)	Not exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, PH category, serving Central/State Govt./ Govt. Autonomous organization holding in accordance with orders issued by the Central Government from time to time)	Essential: i. B.Sc. Nursing/ M.Sc Nursing from recognized university/ institute. ii. For B.Sc. Nursing 4 years' experience / for M.Sc. Nursing 2 years' experience in hospital. iii. Registered with Nursing Council Desirable: i. Working experience in an Ayurvedic hospital. ii. Knowledge of Ayurvedic medicines and therapeutic procedures.	Direct recruitment
4.	YOGA INSTRUCTOR Rs. 9300-34800 + GP 4200 (PB2) (Level-6)	1 (UR)	Not exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, PH category, serving Central/State Govt./ Govt. Autonomous organization in accordance with orders issued by the Central Government from time to time)	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 years 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.	Direct recruitment
5.	PHARMACIST Rs. 9300-34800 + GP 4200 (PB2) (Level-6)	1 (UR)	Not exceeding 33 years (Relaxable in respect of candidates belonging to SC/ST/OBC, PH category, 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. B. Pharma /B. Pharma (AY) with 3 years professional experience in reputed institution/ hospital OR ii. Diploma in Ayurvedic Pharmacy (not less than 2-year duration) with 5-year professional experience in an institution/hospital	Direct recruitment

<i>S. No.</i>	<i>Name of the Post/ Pay Scale</i>	<i>No. of Post & Reservation</i>	<i>Age</i>	<i>Qualification</i>	<i>Mode of Recruitment</i>
6.	ACCOUNTANT Rs. 9300-34800 + GP 4200 (PB2) (Level-6)	1 (UR)	Not Exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, PH category, Serving Central/ State Govt./ Govt. Autonomous organization holding analogous post / working in related field and other categories of candidates in accordance with order issued by the central govt. from time to time	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 iv. Training in cash & Accounts from ISTM	Direct recruitment
7.	ADMINISTRATIVE OFFICER Rs. 9300-34800 + GP 4600 (PB2) (Level-7)	1 (UR)	FOR DEPUTATION:	Officials working in analogous post OR 5 years regular service in GP of Rs. 4200 in central/state Govt./Autonomous institutions with experience in administration, accounts and vigilance	Deputation failing which by Direct recruitment
			Not exceeding 56 years in case of deputationists as on last date of receipt of application		
			FOR DIRECT RECRUITMENT:	Essential: i. A degree from a recognized university. ii. At least 5 years' experience in PB-2 with GP 4200 in central/state Govt./Universities/Autonomous Bodies iii. Experience in Administration, Vigilance, Accounts/ Budget. iv. Computer Skills	
8.	ASSISTANT Rs. 9300-34800 + GP 4200 (PB2) (Level-6)	3 (UR) 1 (OBC)	Not Exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, PH category, Serving Central/ State Govt./ Govt. Autonomous organization holding analogous post / working in related field and other categories of candidates in accordance with order issued by the central govt. from time to time	Essential: i. Graduate degree from a recognized university. ii. At least 6 years' experience as UDC in Central/State Govt./Autonomous Bodies iii. Knowledge of operating computer iv. Experience in Administration, Vigilance, Accounts/ Budget.	Direct recruitment

S. No.	Name of the Post/ Pay Scale	No. of Post & Reservation	Age	Qualification	Mode of Recruitment
9.	UPPER DIVISION CLERK Rs. 5200-20200 + GP 2400 (PB1) (Level-4)	2 (UR)	Not Exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, PH category, Serving Central/ State Govt./ Govt. Autonomous organization holding analogous post / working in related field and other categories of candidates in accordance with order issued by the central govt. from time to time)	i. Graduate degree from a recognized university. ii. At least 8 years' experience as LDC in GP 1900 Central/State Govt./ Autonomous Bodies/ large organization. iii. Knowledge of operating Computer iv. Experience in general administration etc.	Direct recruitment
10.	STORE KEEPER Rs. 5200-20200 + GP 1900 (PB1) (Level-2)	1 (UR)	Not Exceeding 28 years (Relaxable in respect of candidates belonging to SC/ST/OBC, PH category, Serving Central/ State Govt./ Govt. Autonomous organization holding analogous post / working in related field and other categories of candidates in accordance with order issued by the central govt. from time to time)	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: i. Graduate from recognized university.	Direct recruitment

NOTE:

- Candidates who had applied earlier for the post of Staff Nurse against Recruitment Advertisement No. AIIA/Rectt./01/2022 dated 14.06.2022 and for the post of Medical Officer (Casualty) against Recruitment Advertisement No. AIIA/Rectt./03/2020 dated 10.11.2020 and A-12011/4/2021-AIIA dated 03.11.2021, need not apply again for the post. Their candidature will be considered for this Recruitment Advertisement No. AIIA/Rectt./03/2022 also.
- 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 17th 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:

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

b. Other Conditions:

- The applicant must be a citizen of India.
- 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.
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 rules.
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 Form – II	:	For Direct Recruitment
Application Form – III	:	For Deputation posts
- Candidate must sign in the application form.

- 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 envelope superscribed “APPLICATION FOR THE POST OF _____ on DIRECT/ DEPUTATION BASIS” by registered/Speed-Post to:

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

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

- Group A posts with GP Rs.5400/- and above (Level-10 of the Pay Matrix and above): **Rs.1000/-** for General & OBC candidates and **Rs.500/-** for SC/ST candidates.
- Group B & C posts with GP Rs.4600/- and below (Level-7 of the Pay Matrix and below): **Rs.500/-** for General & OBC candidates and **Rs.250/-** for SC/ST candidates.
- No application fee for Physically Handicapped candidates 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 as applicable 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.
- In case a candidate is applying for more than one post, application fees will be paid separately for each post applied for.
- Fee once paid will not be refunded under any circumstances.

e. 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.

f. Last Date:

- Last date of receipt of applications, complete in all respects is **August 10, 2022**. 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