

I/3119/2022

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

F.No. A-12034/3/2022-AIIA

19th October, 2022

**ADVERTISEMENT FOR ENGAGEMENT OF STAFF ON CONTRACT THROUGH ‘WALK IN INTERVIEW’ FOR INCUBATION CENTRE
FOR AYURVEDA INNOVATION AND ENTERPRENEURSHIP**

In order to fill up the following post on Contract (Temporary) basis, AIIA intends to conduct walk-in-interview on **10th November, 2022**.

| S. No. | Name of the Post | No. of Post(s) | Nature of Engagement | Qualification and experience | Remuneration (Rs.) |
|--------|--------------------------------|----------------|----------------------|--|---|
| 1. | Chief Executive Officer | 1 | Contractual | <p>Essential:</p> <ul style="list-style-type: none"> Engineering/ Ayurveda Graduate Degree with min. 10 years of work experience or Engineering/ Ayurveda Post Graduate Degree with min. of 7 years of overall work experience, with at least 2 years of experience in the start-up ecosystem, either as a start-up founder/ co-founder/ core team member and/ or having worked in a start-up enabling organization such as an incubator, accelerator, or a start-up community organization. <p>Desirable:</p> <ul style="list-style-type: none"> Preference will be given to individuals having previously worked in middle or top-management of existing incubation centres / or at an organization playing crucial role in the incubation pipeline. <p>Age Limit: Not more than 55 years</p> | Rs 1,50,000/- (Consolidated) per month with 5% performance based annual increment |

I/3119/2022

| S. No. | Name of the Post | No. of Post(s) | Nature of Engagement | Qualification and experience | Remuneration (Rs.) |
|--------|---|----------------|----------------------|--|---|
| 2. | Incubator Manager | 1 | Contractual | <p>Essential:</p> <ul style="list-style-type: none"> Graduate in science/ Engineering with more than 5 years of relevant work experience. <p>Desirable:</p> <ul style="list-style-type: none"> Work experience, with at least 2 years of experience in start-up ecosystem, either as a start-up founder/ co-founder/ core team member and/ or having worked in a start-up enabling organization such as an incubator, accelerator, or a start-up community organization. <p>Age Limit: Not more than 45 years</p> | Rs 70,000/- (Consolidated) per month with 5% performance based annual increment |
| 3. | Infrastructure Manager | 1 | Contractual | <p>Essential:</p> <ul style="list-style-type: none"> Graduate in Engineering with more than 5 years of relevant experience. <p>Desirable:</p> <ul style="list-style-type: none"> Graduate in civil engineering. <p>Age Limit: Not more than 45 years</p> | Rs 50,000/- (Consolidated) per month with 5% performance based annual increment |
| 4. | Partnership and Incubation Manager | 1 | Contractual | <p>Essential:</p> <ul style="list-style-type: none"> MBA with more than 5 years of relevant work experience. <p>Age Limit: Not more than 45 years</p> | Rs 50,000/- (Consolidated) per month with 5% performance based annual increment |

I/3119/2022

| S. No. | Name of the Post | No. of Post(s) | Nature of Engagement | Qualification and experience | Remuneration (Rs.) |
|--------|---------------------------------------|----------------|----------------------|--|--|
| 5. | IT Technical support manager | 1 | Contractual | Essential: <ul style="list-style-type: none"> B.Tech in computer science/ IT and 5 years' experience in relevant field. Age Limit: Not more than 45 years | Rs 50,000/- (Consolidated)per month with 5% performance based annual increment |
| 6. | Legal Manager | 1 | Contractual | Essential: <ul style="list-style-type: none"> LLB from recognized University/ Institute with 2 years of relevant experience. Age Limit: Not more than 45 years | Rs 50,000/- (Consolidated)per month with 5% performance based annual increment |
| 7. | Manager Investment and Finance | 1 | Contractual | Essential: <ul style="list-style-type: none"> MBA in finance as specialty with more than 3 years of relevant work experience. Age Limit: Not more than 45 years | Rs 45,000/- (Consolidated)per month with 5% performance based annual increment |

NOTE: Date of interview will be the date for determining maximum age. Experience prescribed for the posts means post-qualification experience.

Candidates fulfilling the eligibility criteria as mentioned above may appear for the Walk-in-Interview in Committee Room of Academic Block of AIIA on **10th November, 2022 at 10.00 AM** along with duly filled-in prescribed application form, original testimonials and two sets of attested photo copies of the following certificates. Candidates reporting after **01.00 PM** will not be considered for interview.

- Certificate in support of age (high school/matriculate) issued by any recognized Board.
- Certificate in support of educational qualification & experience

CONDITIONS/ INSTRUCTIONS

- No other allowance will be paid other than fixed amount of remuneration.
- Appointment on contractual basis will be as per AIIA's working hours.

I/3119/2022

3. Candidate should have excellent communication and inter personnel skills, computer knowledge as MS Word, MS Excel and PowerPoint etc.
4. No TA/DA will be admissible for appearing in interview or for joining the institute.
5. The number of posts may 'vary' depending upon the requirement and discretion of Competent Authority, AIIA.
6. Mere fulfilling the minimum qualification and experience is not the criteria/parameter for selection of candidate.
7. Initially the duration of above said post will be "One Year" on contractual basis, or, till the posts are filled up on regular basis, or, until further orders, whichever is earlier. However, contractual engagement may be extended further as per requirement or may be terminated any time at the discretion of Competent Authority AIIA without assigning any reason thereof.
8. The candidate shall be engaged on contract & purely on temporary basis which will not confer any claim for future appointment to any post in the Institute in whatsoever manner.
9. The appointee engaged on contractual basis with the institute is not allowed to accept other assignment during the period of contract.
10. Candidates are advised to ensure that they fulfill the eligibility criteria as mentioned in the advertisement before coming for the Walk-in Interview.
11. The competent authority reserves the right for any amendment, cancellation or change in this advertisement in whole or part thereof without assigning any reason.
12. Candidate will be allowed one-day leave in a calendar month. Absence for more than one day in a month would be subject to deduction of remuneration.
13. Necessary tax deduction as per Govt. instructions will be made.
14. Candidate shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the organization, without the written consent of the organization.
15. Person so engaged shall be bound to hand-over entire records of assignment to the organization on expiry of contract and before release of final payment.
16. Candidate shall have no claim for regular appointment.
17. The selected candidates will have to join within in a week's time from the date of issue of offer of engagement.
18. In case of any changes or amendment in time, venue, date or any matter related to this advertisement, it will be displayed on the website only and no separate advertisement shall be issued.

(Prof. Dr. Tanuja Manoj Nesari)
Director