



अखिल भारतीय आयुर्वेद संस्थान  
All INDIA INSTITUTE OF AYURVEDA (AIIA)  
(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वयत्त संस्थान )  
(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

F. No. D-20005/4/2/2020-AIIA/PHI/

Date: 26<sup>th</sup> July, 2024

**ADVERTISEMENT FOR ENGAGEMENT OF STAFF ON CONTRACT THROUGH 'WALK IN INTERVIEW'**

**Inviting application for contractual engagement of Project staff in the “PHI Project - “Community based Ayurveda Intervention for Promotion of physical & mental health in elderly population of Faridabad district, Haryana State” reg.**

Applications are hereby invited from interested persons for contractual engagement under PHI Project at All India Institute of Ayurveda (AIIA), Sarita Vihar, New Delhi as per details given below:

Sl. No.	Post	No. of Post	Qualification & Experience	Age Limit	Remuneration per month
01.	Data Entry Operator	01	<ul style="list-style-type: none"><li>➤ Graduate from any recognized university.</li><li>➤ One-year diploma in computer application with working experience in relevant field.</li><li>➤ Preference will be given to experienced candidates.</li></ul>	35 years	Minimum wages as per Delhi Government

**Note: Date of interview will be the date for determining maximum age**

Candidates fulfilling the eligibility criteria as mentioned above may appear for the **Walk-in-Interview** at Committee Room of Academic Block of AIIA, New Delhi on **6<sup>th</sup> August, 2024 at 10: 00 am**, along with duly filled-in prescribed application form, original testimonials and two sets of attested photocopies of the following certificates:

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

गौतमपुरी, सरिता विहार, मथुरा रोड़, नई दिल्ली – 110076  
Gautampuri, Sarita Vihar, Mathura road, New Delhi – 110076  
ई-मेल / E-mail: [director@aiaa.gov.in](mailto:director@aiaa.gov.in) दूरभाष / Phone: 011-26950401/402



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**Conditions/ Instructions: -**

1. No other allowance will be paid other than fixed amount of remuneration.
2. Candidate should have excellent communication and inter personnel skills, computer knowledge as MS Word, MS Excel and PowerPoint etc.
3. No TA/DA will be admissible for appearing in interview or for joining the institute.
4. The number of posts may 'vary' depending upon the requirement and discretion of Competent Authority, AIIA.
5. Mere fulfilling the minimum qualification and experience is not the criteria/parameter for selection of candidate.
6. Initially the duration of above said post will be six months on contractual purely on temporary 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 at the discretion of Competent Authority AIIA without assigning any reason thereof.
7. If you want to resignate or leave the job, the notice period of 2 weeks will be applicable. Non adhering to this 15-days pay will be deducted.
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 full-time basis with the institute is not allowed to accept other assignment during the period of contract.
10. Candidates are advised to ensure that they fulfil 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, cancellations and 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 to sign Annexure pertaining to Non-Disclosure Undertaking at the time of joining.
17. Candidate shall have no claim for regular appointment.
18. The selected candidates will have to join within in a week's time from the date of issue of offer of engagement.
19. In case of any changes or amendment in time, venue, date or to 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, AIIA

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**APPLICATION FORM**

**Recent colour  
Passport Size  
Photograph**

i. Name of post applied for: \_\_\_\_\_

ii. Name of the candidate: \_\_\_\_\_

iii. Address for communication with telephone number & email:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

iv. Date of birth and present age: \_\_\_\_\_

v. Educational qualifications: (additional sheets can be added if needed)

S.No.	Qualification	Board / University	Year Passing	of	Max. Marks	Marks obtained	%

vi. Details of employment: (additional sheets can be added if needed)

S. No	Post held	Organization / Deptt.	From	To	Nature of duties performed

vii. Any other relevant information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Signature of applicant**

**Date:**