

**All India Institute of Ayurveda (AIIA), New Delhi**

**F. No. A-17001/2/2/2015-AIIA/WII**

**Dated 05 July, 2017**

**Guidelines for Engagement of Sr. Consultant**

S N.	Designation	No. of Vacancy	Entry-level requirement	Monthly Remuneration	Reporting system
1.	Sr. Consultant (Admn.) or	01	Retired Deputy Secretary/Director	Rs.55,000/	Shall report to Director or equivalent.
	Consultant (Admn.) / Accounts		Retired Under Secretary	Rs.50,000/	Shall report to S.O. or equivalent.

1. Persons retired from the post of D.S./Director or equivalent in G.O.I. attached and subordinate office, Autonomous body, G.O.I. are eligible.
2. Candidates should have excellent communication and inter personnel skills. Computer knowledge as MS word, MS excel and PowerPoint etc.
3. Candidates should be well conversant with Central Secretariat function like drafting, noting, budget, accounts, office procedure, etc.
4. Candidates should not be more than 64 years on last date of received of application.
5. Age selling for continuation shall be 65 years as on the date of renewal of contact on year to year basis. However, relaxation of 02 years can be made in exceptional cases.
6. In case the contract is renewed after satisfactory completion of 01 year service, 05 percent increase in remuneration shall be given ever year.
7. Candidate shall not be entitled any allowances such as DA, Transport, residential accommodation, CGHS, Medical Reimbursement etc.
8. Engagement of Consultant will be made only in case of vacancies are nor filled up of regular basis or to meet the requirement due to additional activities of defined time frame.
9. Engagement of Consultant will be purely on Contract basis and not confer any guide for regular appointment.
10. Contract initially would be for a maximum of 01 year and may be further extended one year to year basis, subject to functional requirement and appraisal of performance.
11. Terms and Conditions shall not be changed once, it is finalized.
12. Retired Govt. servant engaged as Sr. consultant shall continue to draw pension and D.R. during engagement and he/she shall not be considered as a case of re-employment.
13. Candidate shall be entitled 12 days Leave in a calendar year. Un-availed Leave neither be carried forwarded to next year nor be entitled for leave encashment. The reimbursement will be on pro rata basis, therefore, he/she shall not draw any remuneration in case of his/her absence beyond 12 days in a year.
14. Necessary Tax deduction as per Govt. instructions and TDS certificate will be issued to them.
15. No Consultant shall utilize of 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 express written consent of the organization.
16. Consultant shall be bound to hand-over entire records of assignment to the organization before expiry of contact and final payment.
17. Consultant to sign Annexure-I pertaining to Non-Disclosure Undertaking.
18. Consultant shall not to claim for regular appointment.