



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
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WALK-IN-INTERVIEW

All India Institute of Ayurveda (AIIA) invites applications for the following posts purely on contract basis for a period of 6 months, or, till regular incumbent joins, whichever is earlier: -

S.No	Name of Post	No. of Post	Date of Interview
1.	PS	1	7 th January, 2019 at 11:00 AM
2.	Accountant	1	7 th January, 2019 at 11:00 AM

Interested and eligible candidates may appear for '**Walk-In-Interview**' at Administrative Block of Institute along with application in the prescribed format with self-attested photocopies of testimonials and original certificates for verification. For eligibility criteria, application form, conditions/instructions please visit website www.aiia.co.in

Director

ALL INDIA INSTITUTE OF AYURVEDA

(An Autonomous Organization),
Ministry of AYUSH, Govt. of India,
Gautampuri, Sarita Vihar, Mathura Road,
New Delhi-110076

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ADVERTISEMENT FOR ENGAGEMENT OF STAFF ON CONTRACTUAL THROUGH 'WALK IN INTERVIEW'

All India Institute of Ayurveda (AIIA) under the aegis of Ministry of AYUSH, Govt. of India is a 200 bed referral hospital and imparts Postgraduate, Post-doctoral and super specialty Fellowship Programmes in major streams of Ayurveda. In order to fill up the following posts on contract (temporary) basis, AIIA invites applications from the interested and eligible candidates: -

S.No.	Name of Post	No of post(s)	Nature of engagement	Upper age limit	qualification & experience	Remuneration (Rs.)
1.	Private Secretary	1	Full Time	Upto 64 years	Retired from Central/ State Govt. Dept./Autonomous organizations as PS with G.P of Rs.4600 or from PSUs at E-3 or above level	- Rs.40,000/- per month
2.	Accountant	1	Full Time	Upto 64 years	"Persons retired from Central/State Government/Autonomous Institutes as Accountant in the GP of Rs.4200/- or, from PSUs at E-2 level or above. OR Candidates possessing qualifications of (i) B. Com/BBA	- Rs.30,000/- P.M.

					<p>from a recognized university with two years' experience in budget/accounts in a large industrial organization (iii)</p> <p>Computer skill</p> <p>Desirable :</p> <p>(i) M.Com./MBA</p> <p>(ii) Training in Cash & Accounts from ISTM</p>	
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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** in Committee Room of Academic Block of AIIA on 7th January, 2019 at 11:00 AM (as per schedule indicated against each post in the advertisement) along with duly filled-in prescribed application form, original testimonials and two sets of attested photo copies 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

Conditions/ Instructions: -

1. Appointment on full time basis will be as per AIIA's working hours.
2. Candidate should have excellent communication and inter personnel skills, computer knowledge as MS Word, MS Excel and PowerPoint etc.
3. Candidate should be well conversant with central secretariat functions like drafting, noting, budget, accounts and office procedure.
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 all above said posts will be six months on contractual/ outsource, purely on temporary basis. 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.
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 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, 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. instruction 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.
17. Candidate shall have no claim for regular appointment.
18. The selected candidates will have to join within 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 related to any matter of this advertisement, it will be displayed on the website only and no separate advertisement shall be issued.

(Prof. Dr. Tanuja Manoj Nesari)
Director