



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

Advt. No. O-15/9/2022-AIIA

Advertisement for the Selection of Project Staff

Inviting applications for contractual engagement of project staff in the programme Management Unit of Regional Raw Drug Repository of Trans Ganga Plain Region (RRDR) at All India Institute of Ayurveda, Sarita Vihar, New Delhi, India.

Sl. No.	Name of Post	Number	Essential Qualifications	Upper age limit	Monthly emoluments
01.	J.R.F / Project Associate – I Total – 03	Taxonomy (01)	<ul style="list-style-type: none"> M.D Dravyaguna/M. Pharma Medicinal Plant/ M.Sc. Botany with specialization in taxonomy/ Ayurvedic Medicinal Plants) from recognized University/ Institute. 	35	i. 31,000 + HRA to Scholars who are selected through (a) National Eligibility Tests-CSIR-UGC NET including lectureship (Assistant Professorship) or GATE or (b) A selection process though National level examinations conducted by central government Departments and their Agencies and Institutions. ii. 25,000/- + HRA for others who do not fall under (i) above.
		Phytochemistry (01)	<ul style="list-style-type: none"> M.Pharma or M.Sc (Chemistry/ Analytical Chemistry/Medicinal Plants/Phytochemistry) from a recognized University/Institute. 		
		Pharmacognosy (01)	<ul style="list-style-type: none"> M.Pharma/ M.Sc. Botany with specialization in Pharmacognosy/ Medicinal Plants) from recognized University / Institute. 		
02.	Data Entry Operator		<ul style="list-style-type: none"> Bachelor Degree in any discipline from recognized university. Diploma in computer education form recognized institution. Should have good typing speed in English or Hindi Desirable: PGDCA from any Govt. Recognized University/Institution with work experience. Data Entry, Document filing, Data Maintenance and office Management. 	35	As per the DST Norms of Delhi Govt.
03.	M.T.S (01)		<ul style="list-style-type: none"> 12th Pass from any recognized Board. Computer Knowledge 	30	Rs. 20,903/- per month



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Terms and Condition

Appointments to the above posts will initially be made for ***06 months***, which may be further extended on mutual consent and based upon the satisfactory performance of the incumbent. The institute, however, reserves the right of termination of services of the appointee forthwith or before the expiry of stipulated period without assigning any reason. The Terms of Reference for the above posts are as follows:

Other Conditions:

- Six days in a week work schedule will be applicable
- The assignment of on a full-time basis and he / she has to ensure to attend the office on all working days and on holidays, if required on account of exigencies of work for which no additional remuneration will be paid.
- The appointee is required to give an undertaking to the effect that he / she will obey all the rules and condition of the Institute during the period of service.
- The appointee is required to perform the duties and responsibilities expected from the authority and to perform all the duties assigned to him / her at regular intervals.
- Tax deduction at source: The Income Tax or any Tax liable to the deducted as per the prevalent rules.
- His / her appointment on contract basis will not confer any claim for further appointment or regularization to any post in the Institute.
- He/She shall not utilize / publish / disclose any part of the data or statistic or proceeding or information collected for the purpose of this assignment to any third party without the consent of the organization.
- If, the appointee wishes to resign; two-week notice is required along with NOC from PI, and Data transfer to them.
- He/She shall be bound to hand over entire records of assignment to the institute before relieving.
- On appointment, He/She must sign a Non-Disclosure Undertaking of the institute.

Salary: Consolidated salary above mentioned as same.

Leave: Programme Management Unit Staff shall be eligible for ***Twelve days*** Leave in a calendar year (with prior permission) on pro-rata basis and thereafter remuneration would be deducted on pro-rata basis. Un-availed leave in a calendar year cannot be encashed or carried forward to next year.

Allowance: No TA/DA, no transport, mobile or medical allowances shall be admissible.

Selection Procedure: A Selection Committee shall be formed to make selection after following due procedures.

- Interested persons may attend the walk-in-interview scheduled on **17.03.2025 at 10:00 am in conference hall, Administration block, Ground Floor** along with their resume, original and certified copies of all relevant documents in the enclosed application form.

गौतमपुरी, सरिता विहार, मथुरारोड़, नई दिल्ली – 110076

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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 of Passing	Max. Marks	Marks obtained	%

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

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

vii. Any other relevant information:

Signature of applicant
Date :

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