

ALL INDIA INSTITUTE OF AYURVEDA

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

Advt. No. AIIA/Rectt./02/2017/

All India Institute of Ayurveda (AIIA) is a new up-coming Institute as Autonomous Organization under the aegis of Ministry of AYUSH, Govt. of India. Institute will impart postgraduate, doctoral, posts-doctoral and Super-specialty Fellowship Programmers in major streams of Ayurveda. All India Institute of Ayurveda will act as a referral hospital and a “Centre of Excellence” to set highest standards of education, research, patient care and also function as a model center for international collaboration.

AIIA hereby invite applications for the following posts to be filled-up by Direct Recruitment/Deputation (including short term contract) in the prescribed application form alongwith fees:-

| ADMINISTRATIVE & OTHERS STAFF | | | | | |
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| S. No. | Name of the Post / Pay Scale | No. of Post & Reservation | Age | Qualification & Experience | Mode of Recruitment |
| 1. | PROFESSOR Rs.37400-67000+GP Rs.10500(PB4)+NPA admissible as per Central Govt. Rules | Total Post-5 Kaumarbhritya (01-OBC) Panchakarma (01-UR) Roga Nidan (01-UR) Swasth Vritta (01-OBC) Sharir Kriya (01-SC) | Not exceeding 55 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous Organization in accordance with orders issued by the Central Government from time to time) | Essential: i. Degree in Ayurveda recognized under schedule-II of IMCC Act 1970. ii. MD/MS(Ay.) recognized by CCIM under schedule-II of IMCC Act 1970- in the concerned subject iii. Ph. D. in the concerned subject. iv. Minimum 16 yrs full-time teaching and or research experience after MD/MS (Ay.) out of which minimum 14 years PG Teaching experience as guide at MD/MS/Ph. D. v. Out of which minimum 10 years as Associate Professor. Or Holding analogous post in Ayurveda teaching Institution. vi. High quality published works, such as research papers (min. Ten (excluding his own Ph. D. work publications) in indexed journals.) and books or technical reports. Desirable: i. Experience of undertaking Research Projects as Principal Investigator (PI). ii. Capacity to undertake/lead sponsored R&D consultancy and related activities. iii. Patents filed/ obtained. iv. | Direct |

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| 2. | ASSOCIATE PROFESSOR Rs.37400-67000+GP Rs.9000(PB4)+NPA admissible as per Central Govt. Rules | Total Post-6 Prasuti Tantra & Stri Roga (01-SC) Dravya Guna (01-OBC) Roga Nidan (01-OBC) Samhita & Siddhant (01-ST) Sharir Kriya (01-UR) Shalakya Tantra (01-UR) | Not exceeding 50 (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous Organization in accordance with orders issued by the Central Government from time to time) | Essential: i) Degree in Ayurveda recognized under schedule-II of IMCC Act 1970 ii) MD/MS(Ay) recognized by CCIM under schedule-II of IMCC Act 1970- in the concerned subject iii) Ph. D. in the subject concerned. iv) Minimum 9 yrs teaching experience as Asstt. Prof./ Lecturer out of which 3 years experience as guide at MD/MS/Ph. D. level in subject concerned. Or Total 14 years teaching experience at UG level. Or Holding analogous post in Ayurveda teaching institution. v) High quality published works, such as research papers (min. five (excluding his own Ph. D. work publications) in indexed journals.) and books or technical reports. Desirable: i. Experience of undertaking independent research Projects as Principal Investigator (PI). ii. Capacity to undertake/ lead sponsored R&D consultancy and related activities | Direct |
| 3. | ASSISTANT PROFESSOR Rs.15600-39100+GP Rs.8000(PB3)+NPA admissible as per Central Govt. Rules | Total Post-1 Sharir Kriya (01-ST) | Not exceeding 45 (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central /State Govt / Govt Autonomous Organization in accordance with orders issued by the Central Government from time to time) | Essential: i) Degree in Ayurveda recognized under schedule-II of IMCC Act 1970 ii) MD/MS(Ay) recognized by CCIM under schedule-II of IMCC Act 1970 -in the concerned subject iii) 3 years full time teaching and or research experience from any recognized institute after MD/MS (Ay.) iv) Published works, such as research papers (min. 3) in indexed journals.) and books or technical reports. Desirable: i) Ph. D. (in the concerned subject) | Direct |
| 4. | JOINT DIRECTOR (Administration) Rs.37400-67000+GP Rs.8700(PB4) | 1 (UR) | Age not exceeding 56 years as on last date of receipt of application. | Officials of Central Govt./ Autonomous Bodies/ Universities/other Institutions fully funded by Govt. of India/State Govt. Deptts. holding administrative post in the grade on regular basis OR 3 years experience in GP of Rs.7600/-. OR with 08 years regular service in a post with GP of Rs.6600/-. | Deputation |

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| 5. | FINANCE ADVISER Rs.15600-39100+GP Rs.7600(PB3) | 1(UR) | Age not exceeding 56 years as on last date of receipt of application. | Officers of Central Govt. Deptt./Universities/ Autonomous organizations/State Govt. Deptt's with a degree from a recognized university with 3 year experience in PB-3 with GP of Rs. 7600/- and accounts background/ experience in rendering financial advice. OR 5 years service in PB-3 with GP of Rs.6600/- with accounts background /experience of rendering financial advice. | Deputation |
| 6. | PRINCIPAL PRIVATE SECRETARY Rs.15600-39100+GP Rs.6600(PB3) | 1(UR) | Age not exceeding 56 years as on last date of receipt of application | Degree from a recognized university. i. Persons holding analogous post OR ii. 5 years experience as Private Secretary in Central Govt. / State Govt./Autonomous bodies. OR iii. 3 years experience in the scale of Rs. 9300-34800+GP Rs. 4200 (PB-2) in Central Govt. / State Govt./ Autonomous bodies. | Deputation |
| 7. | SR. ACCOUNTS OFFICER Rs.15600-39100+GP Rs.6600(PB3) | 1(UR) | Age not exceeding 56 years as on last date of receipt of application. | Officers of Central Govt Deptt./Universities/Autonomous organization. /State Govt Deptt. with Bachelor degree from a recognized University and experience of 5 years in the scale of Rs.15600-39100/GP Rs.5400 in accounting OR 7 years in Accounting on regular basis in the grade pay of Rs.4600 with degree in any discipline from a recognized University. | Deputation |
| 8. | COMPUTER PROGRAMMER Rs.15600-39100+GP Rs.6600(PB3) | 1(UR) | Age not exceeding 56 years as on last date of receipt of application. | Qualification i. B. Tech (Computer Science or Information Technology)/MCA from a recognized university/ institute Experience Holding analogous post. OR 5 years regular service in GP of Rs.5400/-. OR 6 years regular service in GP of Rs.4800/- | Deputation |
| 9. | SR. ADMINISTRATIVE OFFICER Rs.15600-39100+GP Rs.5400(PB3) | 1(UR) | Age not exceeding 56 years as on last date of receipt of application. | Officers of the Central Govt. Deptts/ Universities / Autonomous organizations/ State Govt. Departments. Having 3 years regular service as Administrative Officer. Holding Administrative post. | Deputation |

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| 10 | STORES OFFICER Rs.15600-34800+GP Rs.5400(PB3) | 1(UR) | Age not exceeding 56 years as on last date of receipt of application. | Graduate Degree from a recognized university. Officials working in analogous posts. OR 8 years experience in GP Rs.4200/- in Central /State Govt./Autonomous Institutions with experience in Admin/Purchase/ Procurement as Store Keeper. | Deputation |
| 11 | ACCOUNTS OFFICER Rs.15600-39100+GP Rs.5400(PB3) | 1(UR) | Age not exceeding 56 years as on last date of receipt of application. | Officials of Central /State Govt / Govt Autonomous organization having M.com/MBA degree from & recognized university, holding analogous post. OR M.Com /MBA from a regular university with 8 years experience as Accountant in Central /State Govt / Autonomous organization. OR 5 years experience in GP Rs. 4600 as Accountant OR 8 years as Accountant on regular basis in GP Rs.4200/- with degree in any discipline from a recognized University. i. Thorough knowledge in preparation of Govt. Accounts/Budget ii. Computer skills. | Deputation |
| 12 | ADMINISTRATIVE OFFICER Rs.9300-34800+GP Rs.4600(PB2) | 1(UR) | Age not exceeding 56 as on last date of receipt of application. | Bachelor degree from a recognized University. Officials working in GP Rs.4600/- with experience in administration. OR Bachelor degree with 3 years' service in GP Rs.4200/- in Central Govt. / Autonomous Institutions/State Govt. with experience in administration. | Deputation |
| 13 | PHARMACY MANAGER Rs.9300-34800+GP Rs.4600(PB2) | 1(UR) | Age not exceeding 56 years as on last date of receipt of application. | Essential: i. B. Pharma (Pharmaceutics/B. Pharma (Ay.), Desirable: i. PG degree/Diploma in Materials Management. M. Pharma in Ayurveda. ii. MBA Experience ii. 5 years experience in GP 4200 as Pharmacist/ Pharmacy Manager in any Central /State Government Institutions/ PSU. iii. | Deputation |

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| 14 | JR. ACCOUNTS OFFICER Rs. 9300-34800+GP Rs.4600(PB2) | 1(UR) | Age not exceeding 56 years as on last date of receipt of application. | Qualification Essential: i. B.Com/BBA from a recognized university. Desirable: i. M.Com/ MBA (Finance) ii. Training in Cash and accounts from ISTM Experience Officials of Central /State Govt / Govt Autonomous organization holding analogous post OR 5 Years as Accountant in GPRs.4200/- with experience in cash & Budget handling. | Deputation |
| 15 | ASSINTANT NURSING SUPERINTENDENT Rs. 9300-34800+GP Rs.4600(PB2) | 1 (UR) | Age not exceeding 35 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central/State Govt./Govt. Autonomous organizations and other categories of candidates in accordance with orders issued by the Central Government from time to time) | Essential: i.B.Sc. Nursing/ M.Sc Nursing from recognized University /institute. ii.For B.Sc. Nursing 4 years experience out of which 2 years in Supervisory capacity/ for M.Sc Nursing 2 years experience out of which 1 year in Supervisory capacity in reputed institution/hospital. iii.Registered with Nursing Council. Desirable: i.Working experience in a Ayurvedic Hospital. ii.Knowledge on Ayurvedic medicines and therapeutic procedures. | Direct |
| 16 | TECHNICAL ASSISTANT Rs. 9300-34800+GP Rs.4200(PB2) | 8 (UR-5) (SC-1) (OBC-2) | Age not exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central/State Govt./Govt. Autonomous organizations and other categories of candidates in accordance with orders issued by the Central Government from time to time) | i.Science Graduate from recognized university ii. Full time Diploma from recognized institute in the relevant field/subject. iii.Minimum 3 years experience in the relevant field | Direct |

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| 17 | ASSISTANT STORES OFFICER Rs. 9300-34800+GP Rs.4200(PB2) | 1(UR) | Age not exceeding 56 years as on last date of receipt of application. | Essential: Graduate Degree from any recognized university. Desirable: Diploma in Materials Management from recognized university/ institute. Experience Persons working in analogous post OR 6 years experience in GPRs.2800/- OR 10 years in GP Rs.1900/ - in any State/Central Govt/Autonomous Institutions | Deputation |
| 18 | SECURITY OFFICER Rs. 9300-34800+GP Rs.4200(PB2) | 1(UR) | Age not exceeding 56 years as on last date of receipt of application. | Qualification i. Graduate degree from a recognized university. Experience Holding analogous post in in Central / State/ Public Sector/CRPF. OR 6 years as ASI on regular basis in GP of Rs.2800. | Deputation |
| 19 | JUNIOR ENGINEER (FOR MAINTENANCE) Rs.9300-34800+GP Rs.4200(PB2) | 1(UR) | Age not exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central/State Govt./Govt. Autonomous organizations and other categories of candidates in accordance with orders issued by the Central Government from time to time) | Essential: i. 10+2 in Science from a recognized Board ii. Diploma in Engineering (Electrical) passed from any recognized institute iii 2 years experience in the relevant field from a reputed organization Desirable: B.Tech/ BE in Electrical | Direct |

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| 20 | LAB TECHNICIAN Rs.5200-20200+GP Rs.2800(PB1) | 2 (1 UR, 1 OBC) | Age not exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central/State Govt./Govt. Autonomous organizations and other categories of candidates in accordance with orders issued by the Central Government from time to time) | Essential: Science Graduate from any recognized university and diploma in Medical Laboratory Technology (min. 1 year) OR 10+2 with Diploma in Medical Laboratory Technology from recognized institute with 4 years experience in the relevant field in reputed institute. | Direct |
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NOTE:

Age: The cut-off date for determining the age is the last date of receipt of application.

GENERAL INFORMATION AND CONDITIONS

Applicants are advised to read all instructions carefully before sending their applications.

a. Benefits under AIIA service:

1. These posts carry usual allowances as admissible to the Central Government employee and as made applicable to All India Institute of Ayurveda (AIIA) employees.

b. Other Conditions:

1. The applicant must be a citizen of India.
2. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess essential criteria laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
3. The prescribed essential criteria are minimum and mere possession of the same does not entitle candidates to be called for screening/interview. The Competent Authority reserves the right to shortlist candidates on the basis of higher qualifications/year of experience in the subject/screening test/other criteria. The decision of the Director, All India Institute of Ayurveda (AIIA) will be final in this regard.
4. The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience.
5. If any document/Certificate furnished is in a language other than Hindi or English, a transcript in Hindi/English of the same duly attested by a Gazetted Officer or Notary is/are to be submitted.
6. The date for determining the upper age limit, qualification and/or experience will be the closing date prescribed for receipt of application.
7. Vacancies may increase or decrease at the time of screening/interview by the order of the Competent Authority. This is subject to change without any notice.
8. No advance application shall be entertained.
9. While forwarding the application the sponsoring authority/employers shall ensure that the particulars of the candidate are verified and that he/she fulfills the eligibility conditions, along with a certificate that the officer is free/clear from vigilance angle and no disciplinary proceeding(s) is/are pending or contemplated against the applicant.

10. Complete ACR dossier/APARs of last five years of the applicant (for deputation posts) must be enclosed with the application duly attested by the officer not below the rank of Under Secretary or equivalent.
11. The candidate serving in Govt./Autonomous/Statutory bodies should apply **through proper channel** and their duly forwarded application should reach the office of Director, All India Institute of Ayurveda (AIIA) on or before the closing date. They should submit 'NO OBJECTION' certificate from their employer at the time of interview. In case they do not furnish the same, their candidature will straight away be rejected.
12. Candidate applying for more than one post must send separate application for each post.
13. Institute reserves the right to make any amendment, cancellation and changes in this advertisement in whole or as per part without assigning any reason thereof.
14. Any corrigendum/ order regarding this advertisement will be issued on the website only. Candidates are advised to remain in touch with the website for this purpose. No separate corrigendum etc. will be published in Newspaper.
15. Applicants will be fully responsible for the accuracy of the information they furnish. Any information furnished by the candidate if found wrong at any stage will result in his/her disqualification and/or dismissal from the service at any stage and No correspondence will be entertained at all.
16. The interview/call letter, if shortlisted shall be sent by speed/registered post. However, the Institute shall not be responsible for any postal delay lapse, whatsoever.
17. The appointment to the said post will be subject to physical fitness from the Competent Medical Board/Medical Authority before joining the post.
18. The candidate shall have to appear for interview, if called for, at his/her own cost. However, SC/ST/OBC candidate, if called for interview will be allowed travelling allowance as per rule.
19. The form & conditions for appointment will be as per Recruitment Rules of All India Institute of Ayurveda (AIIA).
20. No Correspondence or personal inquiries shall be entertained.
21. Canvassing in any form will be treated as a disqualification for the post.
22. Jurisdiction, if any, will be in Delhi.

NOTE: *In case, if AIIA doesn't get suitable candidates in teaching Faculty post then selection may be made at one level lower.*

c. Reservation:

1. Reservation of SC/ST/OBC (below creamy layer), Persons with Disabilities (PWD)/ Physically Handicapped (PH) will be as per rule and existing policies of Central Government.
2. Applications not supported by the appropriate certificate for the reservation category claimed, will be treated as General/Unreserved. In case Institute observes any discrepancy in their certificate, their candidature will be rejected summarily. No correspondence will be entertained at all.
3. SC/ST/OBC/PH candidates are required to produce original certificate in the prescribed copy of format signed by the specified authority, at the time of interview. It is mandatory.

d. Application Fee (by Bank Demand Draft (DD) only):

- **Group A post carrying pay band 3 with GP Rs.5400/- and above:** Rs.1000/- (General & OBC) and Rs.500/- (SC/ST)
- **Group B & C post carrying less than GP Rs.5400/- :** Rs.500/-(General & OBC) and Rs.250/- (SC/ST)
- **Candidate who had applied for the post of Professor, Associate Professor, Assistant Professor in the streams as mentioned at S.No.1, 2 & 3 against the advertisement No.AIIA/Rectt./01/2017 issued in Employment News dated 29 April – 5 May, 2017 and other leading newspapers, can send their updated application, in case they wish to do so. However, they need not send application fee again.**

• *Candidates who had applied earlier for the post of Technical Assistant against Advt. No. AIIA/Rectt./01/2014 published in Employment News dated 10-16 January 2015 need not apply again as their application would be considered as per eligibility criteria laid down in the said advertisement along with candidates who would be applying against the present advertisement.*

- No application fee for PH and candidate applying on Deputation post.
- Applications not supported by the appropriate copy of claimed certificate for the reservation category (under Application Fee relaxation) fee amount will be for General/Unreserved posts.
- Application fee: Bank Demand Draft (DD) in favour of “**Director, All India Institute of Ayurveda**” payable at **New Delhi**.
- On back side of DD, candidate must mention- Candidate name, category and post applied for.
- Fee once paid will not be refunded under any circumstances.

e. How to apply:

- Candidates are required to apply in the prescribed format downloaded from website or neatly typed on A4 size paper on one side as per the format available on the website <http://www.aiia.co.in> as per the following Applications formats:
Application Format (I): For Teaching/Academic Medical Experts
Application Format (II): For Paramedical & Other Post (for Direct Recruitment)
Application Format (III): For Deputation Post
- Application completed in all respect enclosing self-attested copies of all certificates, mark sheets, testimonials in support of age, educational qualifications, experience, cast/community/Persons with disabilities (PWD) in prescribed format by Govt. of India, the supporting documents along with non-refundable application should be sent in an envelope superscripted “APPLICATION FOR THE POST OF _____” by registered/Speed-Post to:

**The Director I/c
All India Institute of Ayurveda (AIIA)
Gautampuri, Sarita Vihar, Mathura road,
NEW DELHI-110076**

- Candidate must sign in the application form.

f. Invalid Applications:

Candidates are advised to read all instructions carefully before sending their applications otherwise their applications are likely to be rejected on one or more of the following reasons in terms of the notifications.

- Applications received after the closing date.
- Applications not in prescribed format.
- Candidates not having the required qualifications.
- Applications without latest photo not being pasted in the provided space.
- Applications without declaration.
- Application without signature.
- Applications without supporting documents.
- Applications which are incomplete/illegible in any manner.
- Applications without the prescribed Application Fee (where applicable).

g. Last Date:

- 21 days of the publication of this advertisement in 'Employment News'.
- In case the last date and receipt of application is declared holiday the date of receipt of the application will be considered as next working day.

DIRECTOR I/c