



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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Advt. No. walk-in-interview/01/2018

January, 2018

WALK-IN-INTERVIEW

All India Institute of Ayurveda (AIIA) invites applications for the following posts purely on contract and temporary basis for a period of 3 months, or, till regular incumbent joins, whichever is earlier: -

S.No	Name of Post	No. of Post
1	Principal Private Secretary or Private Secretary	1
2	Stores Officer	1
3	Junior Engineer (Maintenance)	1

Interested and eligible candidates may appear for '**Walk-In-Interview**' in committee room at Administrative Block of Institute along with application in the prescribed format with self-attested photocopies of testimonials and original certificates for verification at 10:30 AM on **17th January 2018**. For eligibility criteria, application form, conditions/instructions please visit website www.aiaa.co.in

Director I/c

ALL INDIA INSTITUTE OF AYURVEDA (AIIA), New Delhi
A-17001/2/2/2015-AIIA/WII/Vol.11
Guidelines for Engagement on contract basis

S.NO	Designation	No of Vacancy	Eligibility	Monthly Remuneration	Reporting system
1	Principal Private Secretary or Private Secretary	1	Retired from Central/ State Govt. Dept./Autonomous organisations as PPS with G.P of Rs.6600 or PS with G.P of Rs.5400 or from PSUs at equivalent grade.	- Rs. 50,000 For PPS - Rs.45,000 For PS	Director I/c
2	Stores Officer	1	Retired as Stores Officer with G.P of Rs.5400 from Central /State Govt. Dept./Autonomous Organisation or from PSUs at equivalent grade.	- Rs.45000	Central Stores I/c
3	Junior Engineer (Maintenance)	1	i. Retired as Engineer (Maintenance) from Central /State Govt. Dept./ Autonomous Organisation with G.P of Rs.4600 or Rs.4200, or, from PSUs at equivalent grade. OR ii. Fresher with B.Tech/B.E degree in Electrical with minimum 05 years post-qualification experience as Jr. Engineer/Engineer (Maintenance) in Central /State Govt. Dept./Autonomous Organisation or PSUs, or any reputed organisation.	- Rs.35,000 for person retired with G.P of Rs.4600 & above - Rs.30,000 for person retired with G.P of Rs.4200 - Rs.30,000 for fresher with 05 years' post qualification experience	Director I/c

Other terms & conditions

- Contract initially would be for a period of 3 months or till the regular incumbent joins whichever is earlier. However, extension can be given on month to month basis on same terms & conditions, subject to functional requirement and appraisal of performance of the individual.
- Candidates should not be more than 64 years of age as on 17th January, 2018.
- Candidates should have excellent communication and inter personnel skills, Computer knowledge as MS word, MS Excel and PowerPoint etc.
- Candidates should be well conversant with central secretariat functions like drafting, noting, budget, accounts, office procedure.
- Candidates for the post of Stores Officer should be well conversant with procurement procedure through GeM, local purchase, stock keeping, stock verification procedure etc.
- Candidates for the post of Jr Engineer (Maintenance) should possess experience of maintenance of office building, DG Plant, Lifts, Telephone exchange & other jobs relating to electrical, mechanical, civil and plumbing.
- Candidate shall not be entitled for any allowances such as DA, Transport, HRA, Residential accommodation, CGHS/Medical facility etc.
- Engagement on the post will be purely on contract basis and will not confer any right for regular appointment.

9. Retired Govt. servant engaged shall continue to draw pension and D.R. during engagement and they shall not be considered as a case of re-employment.
10. 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.
11. Necessary Tax deduction as per Govt. instructions will be made.
12. 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 organisation.
13. 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.
14. Candidate to sign Annexure pertaining to Non-Disclosure Undertaking.
15. Candidate shall have no claim for regular appointment.