

**अखिल भारतीय आयुर्वेद संस्थान**  
**ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**

आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान  
(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)  
गौतमपुरी, सरिता विहार, मथुरारोड, नई दिल्ली -110076  
Gautampuri, Sarita Vihar, Mathura road, NEW DELHI-110076

**APPLICATION FORM - III**

**(For Deputation Posts)**

Affix self  
attested recent  
passport size  
photograph

Name of the post : \_\_\_\_\_  
(with discipline)

Advertisement No. : \_\_\_\_\_

Category applied for : \_\_\_\_\_ (Unreserved/SC/ST/OBC/PWD/PH)

1. **Name in full** : \_\_\_\_\_  
(in CAPITAL letters)

2. **Father's /Husband's Name:** \_\_\_\_\_

3. **Address: (in CAPITAL letters)**

(i) **Present address** (for correspondence, with phone/mobile No. & E-mail)-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Email Id:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

(ii) **Permanent home address -** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. **Date of birth: dd** \_\_\_\_\_ **mm** \_\_\_\_\_ **yyyy** \_\_\_\_\_ (in words) \_\_\_\_\_

**Age** ( as on closing date of application according to Matriculation Certificate) \_\_\_\_\_

5. **Nationality** : \_\_\_\_\_ 6. **Sex: Male**  /**Female**

7. (a) **Mother Tongue** : \_\_\_\_\_

(b) **Other language(s) which the applicant can speak, read and write fluently:** \_\_\_\_\_

\_\_\_\_\_

**8. Whether belongs to SC/ST/OBC/PWD/PH** \_\_\_\_\_  
 (in support, please enclose a certificate from authorized Issuing Officer)

**9. Examinations passed (Please enclose a copy of each degree/certificate & mark-sheet):**

Examination	Name of the degree/diploma and board	Name of the college & University	Percentage of marks/O GPA obtained (Aggregate in case of degree programs)	Division obtained	Year of passing	Subject(s) (Major)/ Specialization	Distinction If any
(i) 10+2 or equivalent							
(ii) Bachelor's degree							
(iii) Master's Degree							
(iv) Doctorate degree							
(v) Any other examination(s)							

**10. Employee Record (Starting from the present position):**

Office/Institute/ Organisation	Post held	From	To	Scale of Pay & Basic Pay	Nature of Duties	Actual Duration (Years & Months)

**11. Nature of present employment, i.e. adhoc or temporary or permanent:** \_\_\_\_\_

**12. In case the present employment is held on deputation/ contract basis, please state:** \_\_\_\_\_

- a. The date of initial appointment \_\_\_\_\_
- b. The period of appointment on deputation/contract \_\_\_\_\_
- c. Name of the parent office/organisation to which you belong \_\_\_\_\_

**13. Training/Courses attended** \_\_\_\_\_

**14. Additional details about your present employment**

**Please state whether working under (mention name)-**

- i. Central Government \_\_\_\_\_
- ii. State Government \_\_\_\_\_
- iii. Autonomous Organisation \_\_\_\_\_
- iv. Government Undertaking \_\_\_\_\_
- v. Universities \_\_\_\_\_

**15. Additional information, if any, which you would like to support of your suitability for the post.**

(Enclose a separate sheet, if the space is insufficient in any column.)

**DECLARATION**

I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected or employment terminated.

Place: \_\_\_\_\_

**Signature of the candidate**

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name in CAPITAL letters)

**TO BE FILLED UP BY THE CADRE CONTROLLING AUTHORITY**

**Annexure-I**

Office of.....

Date.....

F. No.....

1. The applicant, if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/ advertisement.
4. Integrity of the applicant is certified as 'Beyond Doubt'.
5. It is certified that no penalty has been imposed on the applicant during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
6. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by the officer not below the rank of Under Secretary or equivalent.

**Signature.....**

**Name and Designation of the forwarding officer  
(Office Stamp)**

Date:

Place:



## ALL INDIA INSTITUTE OF AYURVEDA (AIIA)

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

Gautampuri, SaritaVihar, Mathura Road, NEW DELHI-110076

E-mail: director@aiaa.gov.in

Advt. No. AIIA/Rec/02/2020

01<sup>st</sup> October, 2020

The Institute invites applications for the following posts to be filled up on deputation basis: -

S.No.	Name & No. of posts	Pay Scale (Pre-revised)
1.	Finance Adviser - 1	Rs.15600-39100+GP Rs.7600 (PB3)
2.	Computer Programmer - 1	Rs.15600-39100+GP Rs.6600 (PB3)
3.	Sr. Accounts Officer - 1	Rs.15600-39100+GP Rs.6600 (PB3)
4.	Hindi Officer - 1	Rs.15600-39100+GP Rs.5400 (PB3)
5.	Administrative Officer - 1	Rs.9300-34800+ GP Rs.4600 (PB2)
6.	Pharmacy Manager - 1	Rs.9300-34800+ GP Rs.4600 (PB2)
7.	Jr. Accounts Officer - 1	Rs.9300-34800+ GP Rs.4600 (PB2)
8.	Security Officer - 1	Rs.9300-34800+ GP Rs.4200 (PB2)

For details of qualification, experience, prescribed format of application, and terms & conditions, please visit AIIA's website <http://www.aiaa.gov.in>. Last date of receipt of applications is 26.10.2020.

Director

# 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/Rec./02/2020/

5<sup>th</sup> October, 2020

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 imparts 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 invites applications for the following posts to be filled-up on deputation in the prescribed application form: -

S.No.	Name of the Post / Pay Scale	No. of Post & Reservation	Age	Qualification & Experience	Mode of Recruitment
1.	<b>FINANCE ADVISER</b> Rs.15600-39100+GP Rs.7600(PB3) (Level -12)	1	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 years experience in PB-3 with GP of Rs. 7600/- and accounts background/ experience in rendering financial advice. <b>OR</b> 5 years service in PB-3 with GP of Rs.6600/- with accounts background /experience of rendering financial advice.	Deputation
2.	<b>COMPUTER PROGRAMMER</b> Rs.15600-39100+GP Rs.6600(PB3) (Level – 11)	1	Age not exceeding 56 years as on last date of receipt of application.	<b>Qualification</b> i. B. Tech (Computer Science or Information Technology)/MCA from a recognized university/ institute  <b>Experience</b> Holding analogous post. <b>OR</b> 5 years regular service in GP of Rs.5400/-.  <b>OR</b>	Deputation

3.	<b>SR. ACCOUNTS OFFICER</b> Rs.15600-39100+GP Rs.6600(PB3)  (Level – 11)	1	Age not exceeding 56 years as on last date of receipt of application.	6 years regular service in GP of Rs.4800/-  Officers of Central Govt Deptt./Universities/Autonomous organization. /State Govt Deptt. Holding analogous post with qualification and experience as under:- i. M.Com from a recognized university ii. 10 years experience out of which 5 years in the scale of pay of Rs. 15600-39100/- GP 5400 in Central/ State Govt. Deptts./ Universities/ Autonomous Bodies iii. Thorough knowledge in preparation of Govt. Accounts/ Budget iv. Computer skills  Desirable i. Qualified CA or SAS OR 7 years as Sr. Accountant on regular basis in the grade pay of Rs. 4600 with degree in any discipline from a recognized university.	Deputation
4.	<b>HINDI OFFICER</b>  <b>Rs.15600-39100 + GP Rs.5400</b>  <b>(Level-10)</b>	1	Age not exceeding 56 years as on last date of receipt of application.	Officers of Central Govt Deptt./Universities/Autonomous organization. /State Govt Department holding analogous post Or Candidates with 3 years service in PB-2 with GP 4600/- and possessing the educational qualification as under :- i. Master's degree in Hindi with English as an elective subject at the degree level or Master's degree of a recognized university in English with Hindi as an elective subject at the degree level. ii. 3 years post qualification experience in the relevant field in any Central/ State Govt. Department/ PSU/ Autonomous Organization in PB-2 GP- 4600. iii. Experience of terminology work in Hindi, Sanskrit and / or translation work from English to Hindi and vice-versa, preferably of technical	Deputation

				<p>or scientific literature or teaching research, writing or journalism in Hindi</p> <p>iv. Specialization/ Research work in the relevant area</p> <p>v. Computer skill</p>	
5.	<p><b>ADMINISTRATIVE OFFICER</b></p> <p>Rs.9300-34800+GP Rs.4600(PB2)</p> <p>(Level – 7)</p>	1	Age not exceeding 56 as on last date of receipt of application.	<p>Bachelor degree from a recognized University.</p> <p>Officials working in GP Rs.4600/- with experience in administration.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor degree with 3 years' service in GP Rs.4200/- in Central Govt. / Autonomous Institutions/State Govt. with experience in administration.</p>	Deputation
6.	<p><b>PHARMACY MANAGER</b></p> <p>Rs.9300-34800+GP Rs.4600(PB2)</p> <p>(Level – 7)</p>	1	Age not exceeding 56 years as on last date of receipt of application.	<p>Persons working on analogous posts.</p> <p style="text-align: center;"><b>OR</b></p> <p>5 years' experience in GP 4200 as Pharmacist/ Pharmacy Manager in any Central/ State Government Institutions/ PSU with qualification of B. Pharma (Pharmaceutics/ B. Pharma (Ayurveda)</p> <p style="text-align: center;"><b>OR</b></p> <p>B. Pharma (Pharmaceutics/ B. Pharma (Ay.) with 5 years' experience in a large scale manufacturing company/ Institute/ Hospital and exposure to GMP and related regulatory experience</p> <p><b>Desirable:</b></p> <p>i. PG degree/ Diploma in Materials Management. M. Pharma in Ayurveda</p> <p>ii. MBA</p>	Deputation



				iii. Related experience should be preferably in Ayurveda manufacturing unit.	
7.	<b>JR. ACCOUNTS OFFICER</b> Rs. 9300-34800+GP Rs.4600(PB2)  (Level – 7)	1	Age not exceeding 56 years as on last date of receipt of application.	Officials of Central /State Govt / Govt Autonomous organization holding analogous post  <b>OR</b>  5 Years as Accountant in GP Rs.4200/- with experience in cash & Budget handling.	Deputation
8.	<b>SECURITY OFFICER</b> Rs. 9300-34800+GP Rs.4200(PB2)  (Level – 6)	1	Age not exceeding 56 years as on last date of receipt of application.	Holding analogous post in in Central / State/ Public Sector/CRPF with following qualification & experience:-  i) Graduate degree from a recognized university. ii) 5 years experience in the relevant field in Central/ State/ Public Sector/ CRPF/ Large Industry. iii) Physical Height – min 170 cms (relaxable by 5 cms only for originally residents of Hills. Chest – 81 cms (85 cms after expansion) relaxable by 5 cms only for originally residents of Hills. Should possess sound health free from defects/ deformities/ disease. Vision of both the eyes should be 6/12 there should no color blindness iv) (candidates claiming relaxation in height and chest will have to produce the certificate to this effect from the competent authority viz., Deputy Commissioner/ District Magistrate/ Tehsildar of their place of residence <b>OR</b>  6 years as ASI on regular basis in GP of Rs.2800 with a degree in any discipline from recognized university.	Deputation

**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 applicable to All India Institute of Ayurveda (AIIA) employees.

**b. Deputation period for all the posts would be 2 years initially which can be extended further at the discretion of AIIA on year to year basis with mutual consent of both borrower and lender organizations, subject to performance of officer being satisfactory. However, AIIA reserves the right to terminate the period of deputation any time before its completion also.**

**c. 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. Candidate applying for more than one post must send separate application for each post.

12. Institute reserves the right to make any amendment, cancellation and changes in this advertisement in whole or part without assigning any reason thereof.
13. 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.
14. 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.
15. The interview/call letter, if shortlisted shall be sent by speed post/email. However, the Institute shall not be responsible for any postal delay lapse, whatsoever.
16. 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 Central Government rules.
17. The form & conditions for appointment will be as per Recruitment Rules of All India Institute of Ayurveda (AIIA).
18. No Correspondence or personal inquiries shall be entertained.
19. Canvassing in any form will be treated as a disqualification for the post.
20. Jurisdiction, if any, will be in Delhi.

- No application fee for applying for deputation post.

**d. 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.gov.in> as per the following Applications formats:

Application Format (III): For Deputation Post

- Application complete in all respects enclosing self-attested copies of all certificates, mark sheets, testimonials in support of age, educational qualifications, experience, cast be sent in an envelope super-scribed “APPLICATION FOR THE POST OF \_\_\_\_\_ by Speed-Post/email to:

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

- Candidate must sign in the application form.

**e. 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/experience
- 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.

**f. Last Date:**

- The last date of receipt of applications is 26<sup>th</sup> October, 2020.
- In case the last date of receipt of application is declared holiday the date of receipt of application will be considered as next working day.
- **AIIA reserves the right to make recruitment in respect of all, or, few posts out of the posts so advertised, as per requirement which is reviewed from time to time, or, can scrap the entire advertisement if the circumstances so warrant.**

DIRECTOR