



## 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

E-mail: director@aiaa.gov.in

**Advt. No. AIIA/Rectt/05/2023**

**18<sup>th</sup> May, 2023**

The Institute invites applications for the following non-teaching posts to be filled up on direct recruitment basis at AIIA, New Delhi: -

Sl. No.	Posts	No. of Posts/ Category	Pay Scale	Mode of Recruitment
1.	Yoga Instructor	2 (UR), 1 (OBC)	Level-6	Direct recruitment
2.	Assistant Administrative Officer	1 (UR)	Level-6	Direct recruitment
3.	Accountant	2 (UR), 1 (OBC)	Level-6	Direct recruitment
4.	Radiology Assistant	1 (UR)	Level-5	Direct recruitment
5.	Lab Assistant	6 (UR), 3 (OBC), 1 (SC), 1 (EWS)	Level-5	Direct recruitment
6.	Lab Attendant	5 (UR), 3 (OBC), 1 (SC), 1 (EWS)	Level-2	Direct recruitment
7.	Lower Division Clerk	1 (UR), 1 (OBC)	Level-2	Direct recruitment

For details of qualification, experience, prescribed format of application, and terms & conditions, please visit AIIA's website <https://aiaa.gov.in>. Last date of receipt of applications is **20<sup>th</sup> June, 2023**.

Director

**ALL INDIA INSTITUTE OF AYURVEDA**  
(An Autonomous Organization under Ministry of Ayush, Govt. of India)  
Gautampuri, Sarita Vihar, Mathura Road,  
New Delhi-110076

Advt. No. AIIA/Rectt/05/2023

18<sup>th</sup> May, 2023

All India Institute of Ayurveda (AIIA) is an Autonomous Organization under the aegis of Ministry of Ayush, Govt. of India. Institute imparts postgraduate, doctoral, post-doctoral and Super-Specialty Fellowship Programmes in major streams of Ayurveda. All India Institute of Ayurveda acts as a referral hospital and a “Centre of Excellence” to set highest standards of education, research, patient care and also functions as a model center for international collaboration.

AIIA hereby invites applications for the following posts in the prescribed application form:

<b>S. No.</b>	<b>Name of the Post/ Pay Level</b>	<b>No. of Post &amp; Reservation</b>	<b>Age</b>	<b>Qualification</b>	<b>Mode of Recruitment</b>
1.	<b>Yoga Instructor</b> (Level-6 of the Pay Matrix)	2 (UR), 1 (OBC)	Not exceeding 30 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)	<p><b>Essential:</b></p> <p>i. A degree in Yoga from a recognized University or institution of repute.</p> <p style="text-align: center;">OR</p> <p>Any graduate from a recognized University with diploma in Yoga education/ Yoga studies/ Yoga science of at least One-year duration.</p> <p>ii. One years working experience in Government or Govt. aided/ autonomous/ reputed institution as Yoga instructor.</p> <p>iii. Practical ability to perform Yoga practices.</p> <p><b>Desirable:</b></p> <p>i. Proficiency in Hindi and English languages.</p> <p>ii. Knowledge of Computer Operation.</p>	Direct recruitment

<b>S. No.</b>	<b>Name of the Post/ Pay Level</b>	<b>No. of Post &amp; Reservation</b>	<b>Age</b>	<b>Qualification</b>	<b>Mode of Recruitment</b>
2.	<b>Assistant Administrative Officer</b> (Level-6 of the Pay Matrix)	1 (UR)	Not Exceeding 35 years (Relaxable in respect of candidates belonging to SC/ST/OBC, Serving Central/State Govt./Govt. Autonomous organization holding analogous post / working in related field and other categories of candidates in accordance with order issued by the central govt. from time to time)	<ul style="list-style-type: none"> <li>i. A Degree from a recognized university.</li> <li>ii. At least 3 years' experience as office superintendent or in equivalent post in Central/State Govt./Autonomous Bodies</li> <li>iii. Experience in Administration, vigilance, accounts/budget.</li> <li>iv. Computer skills</li> </ul>	Direct recruitment
3.	<b>Accountant</b> (Level-6 of the Pay Matrix)	2 (UR), 1 (OBC)	Not Exceeding 30 years (Relaxable in respect of candidates belonging to SC/ST/OBC, Serving Central/State Govt./Govt. Autonomous organization holding analogous post / working in related field and other categories of candidates in accordance with order issued by the central govt. from time to time)	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>i. B.Com/BBA from a recognized university.</li> <li>ii. 2 years' experience in Budget/Accounts in Central/State/Autonomous/large industry.</li> <li>iii. Computer skill</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>i. M.Com/MBA</li> <li>ii. Training in cash &amp; Accounts from ISTM</li> </ul>	Direct recruitment
4.	<b>Radiology Assistant</b> (Level-5 of the Pay Matrix)	1 (UR)	Not exceeding 25 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central/State Govt./ Govt. Autonomous organization holding analogous post/ working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	<ul style="list-style-type: none"> <li>i. 10+2 or equivalent qualification from recognized board with science subjects.</li> <li>ii. Regular diploma in radiography from recognized institute</li> <li>iii. 2 years' experience in any reputed hospital</li> </ul>	Direct recruitment

<b>S. No.</b>	<b>Name of the Post/ Pay Level</b>	<b>No. of Post &amp; Reservation</b>	<b>Age</b>	<b>Qualification</b>	<b>Mode of Recruitment</b>
6.	<b>Lab Assistant</b> (Level-5 of the Pay Matrix)	6 (UR), 3 (OBC), 1 (SC), 1 (EWS)	Not exceeding 28 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central/State Govt./ Govt. Autonomous organization holding analogous post/ working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	i. 10+2 or equivalent in science from any recognized Board. ii. Diploma in the relevant field (Diploma in Medical Laboratory Technology) from recognized institute iii. 2 years' experience in the relevant filed	Direct recruitment
7.	<b>Lab Attendant</b> (Level-2 of the Pay Matrix)	5 (UR), 3 (OBC), 1 (SC), 1 (EWS)	Not exceeding 28 years (Relaxable in respect of candidates belonging to SC/ST/OBC, serving Central/State Govt./ Govt. Autonomous organization holding analogous post/ working in related field and other categories of candidates in accordance with orders issued by the Central Government from time to time)	12 <sup>th</sup> passed from a recognized Board with 4 years' experience in the relevant field  OR Diploma from recognized ITI in the relevant field with 2 years' experience	Direct recruitment
8.	<b>Lower Division Clerk</b> (Level-2 of the Pay Matrix)	1 (UR), 1 (OBC)	Not Exceeding 28 years (Relaxable in respect of candidates belonging to SC/ST/OBC, Serving Central/State Govt./Govt. Autonomous organization holding analogous post / working in related field and other categories of candidates in accordance with order issued by the central govt. from time to time)	<b>Essential:</b> i. 12th class or equivalent qualification from any recognized Board. ii. Typing speed 30 w.p.m in English or 25 w.p.m in Hindi or Correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each work in Computer skill test.  <b>Desirable:</b> Graduate from recognized university.	Direct recruitment

**NOTE:**

- Initially the tenure of deputation will be for two years which may be extended subject to approval of the Competent Authority. Tenure and all other terms and conditions of deputation will be governed in terms of the guidelines of DoPT OM dated 17<sup>th</sup> June, 2010 and any other instructions/guidelines issued by Government of India in this regard from time to time.

## 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 allowance as admissible to the Central Government employees 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 to avoid disappointment at later stage. 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/Written Test, as the case may be. 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. In case the number of eligible/shortlisted applications are found disproportionately higher, a Screening Test for shortlisting the candidates for Interview may be conducted.
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. The place of posting indicated is for initial joining and reporting. Selected candidate may be posted at Headquarters or any Satellite Centre of AIIA as per requirement at the discretion of Director, AIIA.
6. 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 to be submitted.
7. The date for determining the upper age limit, qualification and/or experience will be the closing date prescribed for receipt of application.
8. 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.
9. The candidates servicing in Govt./Autonomous/Statutory Bodies should apply through proper channel and their 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 straightaway be rejected.
10. Candidate applying for more than one post must send separate applications for each post.
11. No advance application shall be entertained.

12. 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 being contemplated against the applicant.
13. 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.
14. Institute reserves the right to make any amendment, cancellation and changes in this advertisement in whole or part without assigning any reason thereof.
15. Any corrigendum/order regarding this advertisement will be issued on the website of the Institute only. Candidates are advised to remain in touch with the website for this purpose. No separate corrigendum etc. will be published in Newspaper.
16. Applicants will be fully responsible for the accuracy of the information they furnish in the Application Form. Candidate must ensure that he/she is fulfilling all the eligibility conditions, as prescribed in the advertisement to avoid any disappointment at later stage. 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 in this regard at all.
17. The number/category/recruitment mode of posts advertised may increase/decrease/change, and the Institute reserves the right not to fill up some or all posts advertised, if the circumstances so warrant.
18. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. may not be undertaken at the time of Recruitment Examination. Therefore, the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by the Institute before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny of documents is undertaken by the University.
19. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the applicant.
20. Based on the declaration made by the candidate in their Application Form, they will be provisionally declared eligible to appear in the Test/Exam/Interview. However, a preliminary scrutiny may be made based on information provided in the application form before declaration of results as decided by the Institute. All Selection will be made in order of merit. Qualified/selected candidates are subject to multi stage document verification as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.
21. Admit Card/ Call letter for Exam/Interview, if shortlisted, shall be sent by Email to the email id provided by the candidate in Application Form. However, the Institute shall not be responsible for non-delivery of the same due to any technical issues in the concerned email id.
22. The appointment to the said post will be subject to physical fitness from the Competent Medical Board/Medical Authority before joining the post.
23. The candidate shall have to appear for Interview, if called for, at his/her own cost. However, SC/ST/OBC candidates, if called for Interview will be allowed Travelling Allowance as per rules.
24. The terms & conditions for appointment will be as per Recruitment Rules of All India Institute of Ayurveda (AIIA).

25. No correspondence or personal inquiries shall be entertained.

26. Canvassing in any form will be treated as a disqualification for the post.

**c. Application Fee:**

- Application Fee is payable online only through SBI Collect portal as given below, as per the instruction attached separately at **Annexure-A**:
  - *Group B & C posts (Level-7 of the Pay Matrix and below):*  
**₹500/-** for General/OBC/EWS candidates and **₹250/-** for SC/ST candidates.
- No application fee applicable for Physically Handicapped candidates and candidates applying for Deputation post.
- Applications not supported by the appropriate copy of certificate for claiming fee relaxation under reserved category (under Application Fee relaxation) fee amount will be as applicable for General/Unreserved posts.
- In case a candidate is applying for more than one post, application fee will be paid separately for each post applied for.
- Fee once paid will not be refunded under any circumstances, including fee paid after closing date of receipt of applications.
- Candidate must attach a printout of Fee submission confirmation generated from SBI Collect portal and Transaction Reference No. must be mentioned in the application at place provided for this purpose.

**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 <https://aiia.gov.in> as per the following Applications formats:

Application Form – II : For Direct Recruitment

- Candidate must sign in the application form.
- 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 Fee should be sent in an envelope superscribed "*APPLICATION FOR THE POST OF \_\_\_\_\_ on DIRECT BASIS*" by registered/Speed-Post to:

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

**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.
- 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. Closing Date:**

- Closing Date for receipt of applications complete in all respects is **20<sup>th</sup> June, 2023**. If the closing date happens to be a holiday, then the next working day will be taken as closing date for receipt of applications. Applications received after closing date will be summarily rejected. Therefore, candidates must ensure that their application reaches to AIIA on or before the closing date.

DIRECTOR



**Instructions for payment of Application Fee for Recruitment  
at All India Institute of Ayurveda (AIIA)**

- Step 1: Go to the SBI Collect portal through the link  
<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
- Step 2: Select Category “**Government Department**”
- Step 3: Search “**All India Institute of Ayurveda**”
- Step 4: Click “**All India Institute of Ayurveda**” and select the Payment Category  
“**Recruitment Fee**”
- Step 5: Fill-up all the required fields and make the payment.
- Step 6: Once payment is completed, take a print of the same and attach with the application form. Also ensure to enter Transaction No. in Application Form at the stipulated place.

**Note: Fee once paid shall not be refundable in any circumstances. Application will liable to be cancelled for making payment less than the prescribed fee as mentioned in the Advertisement.**