



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)

Advertisement No-AIIA/Rectt/02/2025

Date: 02nd August, 2025

Applications are invited in the prescribed proforma from suitable candidates for filling up following Group A, B and C Post on **Deputation Basis** in All India Institute of Ayurveda, New Delhi and its satellite center at Goa. The essential qualification experiences etc. required to apply for these posts are as under: -

Sr. No.	Name of the Post/ Pay Scale and Location	No. of Post	Qualification
1.	Principal Private Secretary (For AIIA, New Delhi) Level-11 (67700-208700) of the Pay Matrix as per 7th CPC	01	Officers of Central/State Government or Central/State Statutory/ Autonomous Bodies holding analogous posts. OR With at least 9 years of regular service in Level-7 of the Pay Matrix. OR 12 years of regular service in Level-6 of the Pay Matrix or higher.
2.	Computer Programmer (For AIIA, New Delhi) Level-11 (67700-208700) of the Pay Matrix as per 7th CPC	01	i. Officers of Central/State Government or Central/State Statutory/ Autonomous Bodies holding analogous posts. OR 5 years regular service in Level-10 of the Pay Matrix. OR 8 years regular service in Level-8 of the Pay Matrix. ii. BE/ B. Tech /MCA/B Sc with Diploma in Computer Application + 5 years' experience in IT systems/ Networking/ Hardware configuration/ Software Programming
3.	Accounts Officer (For AIIA Goa) Level-10 (56100-177500) of the Pay Matrix as per 7th CPC	01	Officials of central/state Govt/Govt Autonomous organization holding analogous post with following qualification and experience: - i. M.Com/MBA from a recognized university. ii. 8 years' experience as Accountant in central/state Govt./Autonomous/PSU organization. iii. Through knowledge in preparation of Govt. Accounts/Budget. iv. Computer skills. OR 5 years' experience in Level-7 of the Pay Matrix as Accountant. OR 8 years as Accountant on regular basis in Level-6 of the Pay Matrix with degree in any discipline from recognized university.
4.	Private Secretary (For AIIA, New Delhi) Level 07 (44900-142400) of the Pay Matrix as per 7th CPC	02	Officers of Central/State Govt./Universities/Autonomous Bodies: - i) holding analogous posts on regular basis in the parent cadre or department; OR ii) With 5 years regular service in the Stenographers/ Personal Assistant grade in Level-6 of the Pay Matrix or equivalent in the parent cadre or department.

5.	Junior Accounts Officer* (For AIIA, New Delhi) Level 07 (44900-142400) of the Pay Matrix as per 7th CPC	01	Officials of Central/State Govt./Govt. Autonomous organization holding analogous posts. OR 5 years as Accountant in Level-6 of the Pay Matrix with experience in cash & budget handling.
6.	Assistant (1 post for AIIA, New Delhi, and 1 post for AIIA, Goa). Level-6 (35400-112400) of the Pay Matrix as per 7th CPC	02	i. Officers under the Central/State/ U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations, holding analogous posts on regular basis, OR with 6 years regular service in Level-4 of the Pay Matrix in the relevant field. ii. Possessing following educational qualification: (a) Graduate degree from a recognized university. (b) Knowledge of operating computer.
7.	Assistant Store Officer (1 Post-AIIA New Delhi) Level-6 (35400-112400) of the Pay Matrix as per 7th CPC	01	i. Officers of Central/State Government or Central/State Statutory/ Autonomous Bodies holding analogous post. OR 6 years' experience in Level-4 of the Pay Matrix. OR 10 years in Level-2 of the Pay Matrix. ii. Possessing following educational qualification: i. Graduate degree from a recognized university. ii. 5 years' experience in handling procurement/ stores in Central/State Govt./Autonomous body.
8.	Upper Division Clerk (For AIIA, New Delhi) Level-4 (25500-81100) of the Pay Matrix as per 7th CPC	04	Officers under the Central/State /UT Governments/Universities / Statutory, Autonomous Bodies/ Research and Development Organizations holding analogous posts on regular basis. or With 8 years regular service in Level-2 of the Pay Matrix

* *Anticipated Vacancy.*

GENERAL CONDITIONS INFORMATION FOR THE CANDIDATES

1. The number of posts is tentative and the Institute reserves the right to change the number of posts to be filled or not to fill any post(s).
2. Maximum age limit for applying for the aforesaid posts on deputation basis is 56 years as on closing date of receipt of application (Vide Office Memorandum No. 14017/11/2017-Estt. (RR) dated 5 February 2018, issued by the Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training.)
3. The initial period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other department / organizations shall be 3 years.
4. The posts carry usual allowance as admissible to Central Government Employees of similar status stationed at New Delhi.
5. Application form only in the prescribed format for respective post of the eligible candidates whose services can be spared immediately on selection, together with the certificate from Forwarding Authority (in prescribed proforma) along with the following documents needs to be submitted Through Proper Channel only:
 - i) Cadre clearance
 - ii) Integrity certificate
 - iii) List of major/minor penalties imposed, if any, on the official during last 10 years (if no penalty has been imposed a 'Nil' certificate should be enclosed)
 - iv) Vigilance clearance certificate
 - v) Attested photocopies of ACRs/APARs for last five years (attested on each page by an officer not below the rank of an Under Secretary to the Government of India)
6. Application completes in all respects and along with above documents of the officers, who fulfill the requisite qualifications / experience may be forwarded **"Through Proper Channel Only " to Director, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi, Delhi 110076 by Speed Post/Registered A.D. The last date for receipt of application in AIIA, New Delhi will be 45 days from the date of publication of this advertisement in the Employment News.**
7. **Advance Copy of Application Will Not Be Considered. Copy Of Applications Through Proper Channel Should Reach on Or Before the Closing Date. Any application received after closing date, without documents as mentioned above and not received through proper channel will be rejected and no further communication in this regard will be entertained.**
8. Applicants from Departments/ Organizations not following Central Government Pay Scales must be submitted with a comparative chart stating their equivalence with Central Government Pay Scales, duly certified by their employer.
9. The envelope containing the application(s) must be superscripted **"Application for the Post of (name of post) on Deputation basis"**.
10. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel and Training's O.M. No.6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.
11. Interim queries shall not be entertained.

Director



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Application for the post of _____ on deputation basis for AIIA, New Delhi and Goa.						
1	Name in Block Letters		Please attach Recent Passport Size Photo			
2.	Date of Birth (in Christian era)					
3.	Date of retirement under Central/State Government Rules					
4.	Educational Qualification					
Qualification		University/Board	Year	Percentage	Division	Subject/Specialization
5.	Whether educational and other qualifications required for the post are satisfied.					
6.	If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.					
7.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post. (Yes/No)					
8. Details of employment in chronological order (Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient).						
Office/Institution /Organization		Post held on regular basis		*Pay-band and Grade pay (Scale of Pay post held on regular basis)	Nature of duties (in Details) highlighting experience required for the post applier for	
		From	To			
9.	Nature of present employment (i.e.ad-hoc or temporary or quasi-permanent or permanent)					
10.	In case the present employment is held on deputation/contract basis, please state:					

(a) The date of appointment	(b) Period of appointment deputation/contract	(c) Name of the parent office/organization to which you belong	(d) Name of the post and Pay of the Post held in substantive capacity in the parent organization
11.	Please state whether working under: (A) Central Government (B) State Government (C) Autonomous Organization (D) Government undertaking (E) University (F) Other		
12.	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
13.	Additional information, if any, which you would like to mention in support of your suitability for the post (Enclose separate sheets, duly authenticated, if the space is insufficient)		
14.	Whether belongs to SC/ST (if yes, please specify)		
15.	Contact Nos.	1) Office	
		2) Residence	
		3) Mobile	
		4) E-mail address	
16.	Candidate's Address:		
<i>Signature of the Candidate</i> Date: Place:			

Certification by the Employer / Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

1. Also certified that:

(i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt.

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(ii) His / Her integrity is certified.

(iii) His / Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last 10 years OR a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned (Employer/Cadre Controlling Authority with Seal