राष्ट्रीय आयुर्वेद संस्थान

मानद विश्वविद्यालय(डी–नोवो)
(आयुष मंत्रालय,भारत सरकार)

NATIONAL INSTITUTE OF AYURVEDA
Deemed To be University (De Novo)
Ministry of AYUSH, Govt. of India

Advertisement for Appointment Purely on Contractual Basis for various posts of IT-Center
National Institute of Ayurveda (Deemed to be University- De Novo), Jaipur

Applications are invited for various posts mentioned below purely on contractual basis for IT-Center, NIA. Interested candidates may send their application in the prescribed format given below. The scanned copy of the duly filled in and self signed application along with scanned copies of the documents may be sent by e mail only to it.interview@nia.edu.in on or before 05.00 pm, 29.01.2022. Eligible candidates will have to appear in person for an interview on 01.02.2022 along with original form and documents. The time and venue of the interview will be communicated to the eligible candidates by email by 31.01.2022. The Institute may conduct screening and practical tests of the eligible candidates. Candidates will ONLY be allowed to join if the documents are found original otherwise his/her selection will be cancelled.

S. No	Name of the Post	No. of post	Essential Qualification & Experience	Age	Salary	Date of Interview & Test
1.	Senior Engineer IT	1	**Essential:-** 1. B.E/B.Tech (Computer Science /Information Technology) (Enclose Certificate) 2. Minimum 05 years relevant Experience out of which Minimum 6 month experience of NIC- eoffice Deployment (Enclose Certificate). **Desirable :** 1. Experience in design, development and deployment of software products. 2. Hands-on experience in Server Side Programming (Java, .net, python) and Client Side Programming (HTML, CSS, JavaScript, jQuery) Database design and development, MSSQL – Should have idea about writing	Up to 65 years	55000	01-02-2022

			sql queries, joins, optimization etc. 3. Knowledge of Writing Web APIs. **Job Responsibilities** **1. NIC e-Office: -** System Administration, Deployment and maintenance of eOffice Product suite in local/state data centre. This also includes the following: 1. Configuration of SMS & Email gateway 2. Patching & fixing updates of the Linux servers. 3. Application Data Backup and Restore 4. Configuration and Tuning 5. Knowledge of SQL queries. 6. Administrate infrastructure, including firewalls, databases, malware protection software and other processes. 7. Review and analyse application and database logs. 8. Ensuring the update of all system software like OS, etc. and implementing advisories from eOffice Division from time to time. **2. Other then eOffice** 1. Handling G-suit and Nic LDAP 2. Involved in front end and backend development of mobile friendly websites 3. Create website layout & attractive UI By using standard HTML/ CSS.			
2.	Software Engineer - 1	1	**Essential:-** 1. B.E/B.Tech (Computer Science /Information Technology) (Enclose Certificate) 2. Minimum 03 years relevant Experience(Enclose Certificate). **Desirable**: 1. Experience in design, development and deployment of websites. 2. Hands-on experience in Server Side Programming and Client Side Programming (HTML, CSS, JavaScript, jQuery) Intermediate knowledge of Bootstrap and how to use it for building mobile responsive websites. 3. Good understanding of CSS3, HTML5. 4. Experience in database design and	Up to 65 years	38000	01-02-2022

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			development, such as MongoDB or SQL Server or My SQL etc. 5. Knowledge of Writing Web APIs. 6. Knowledge of any frontend technologies like Angular, React etc is a plus. 7. Good knowledge of Coral draw or Photoshop. **Job Responsibilities** 1. Primary responsibility is to develop of web application. 2. Role is responsible for designing, efficient coding, modify in existing websites. 3. Create website layout & attractive UI By using standard HTML/ CSS. 4. Write well and efficient code. 5. Be responsible for maintaining, scaling our websites. 6. Ready to learn new technologies and trends & apply into real time activities.			
	Software Engineer - 2	1	**Essential:-** 1. B.E/B.Tech (Computer Science /Information Technology) (Enclose Certificate) 2. Minimum 03 years relevant Experience(Enclose Certificate). **Desirable**: 1. Experience to handle of University ERP System. 2. Experience in design, development and deployment of websites. 3. Hands-on experience in Server Side Programming and Client Side Programming (HTML, CSS, JavaScript, jQuery). 4. Good knowledge of Coral draw or Photoshop.		35000	01-02-2022

			Job Responsibilities 1. Primary responsibility is to handle University ERP System. 2. Role is responsible for designing, efficient coding, modify in existing websites. 3. Create website layout & attractive UI By using standard HTML/ CSS.				
3.	IT Technician	2	**Essential**: 1. BCA (Enclose Certificate) 2. Minimum 02 years relevant Experience(Enclose Certificate). **Job Responsibilities** 1. Experience in installation, management and maintenance various software Operating PC, Printer, scanner. 2. Exp. to handle Video Conference equipment's and networking etc. 3. Maintaining and working OS, MS office. 4. Experience to handle various online meeting software (Zoom, Google Meet, Microsoft Teams etc)	Up to 65 years	25000	01-02-2022

1. **Working Conditions –**
   - The engagement is on full time basis. Time and Holiday Schedule of NIA will be applicable.
   - The Initial tentative engagement will be for 3 Month. If the services are required by NIA after this period, then this can be extended on mutual consent and subject to satisfactory performance of the appointee for another year. The Institute, however reserves the right to terminate the services of the appointee before the stipulated period without assigning any reason thereof. The appointee can resign from the assignment with one-month prior written notice.
   - All relevant Rules and Regulations of NIA shall be applicable and the appointee will have to give an undertaking to this effect.
   - The appointee is expected to work sincerely to achieve the deliverables and maintain good conduct at the workplace.
   - The appointment is on purely contractual basis and he/she will have no claim whatsoever for further appointment or regularization to any post in the institute.
   - The appointee shall maintain confidentially of the data/ any other information that will be collected as part of this programmed. He/she shall not utilize / publish /disclose any such data/information to any third party without consent

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of NIA. He/she shall be required to sign a Non-Disclosure Agreement during Agreement during the time of appointment.

2. **Leave-**
   - The appointee will be entitled Ono Leave per month on pro rata basis.
   - Un-availed leaves will be carried forward to next month, but the leaves will not be carried forward to the next calendar year not could be encased.
   - Normally more than 3 continuous leaves will not be permitted.

3. **Allowances –**
   - The appointee will not be paid any Transport / Daily / Medical / Travelling / Telephone / any other allowance.

4. **Selection Procedure –**
   - Interested candidates may send their application in the prescribed format given below. The scanned copy of the duly filled in and self signed application along with scanned copies of the documents may be sent it.interview@nia.edu.in on or before 05.00 pm, 29.01.2022.
   - Candidates must ensure that the form submitted through email should be as single pdf document. Separate pdf documents of a single candidate will not be accepted. Final scanned pdf document should be named as – Name of the Post Applied for_FullName of the Candidate, Example- softwareengineer_XYZ.
   - Eligible candidates will have to appear in person for an interview on 01.02.2022 along with original form and documents. The time and venue of the interview will be communicated to the eligible candidates by email by 31.01.2022. The Institute may conduct screening and practical tests of the eligible candidates.
   - The total number of vacancies may vary as per administrative exigencies and at the discretion of NIA Management. The candidates will have no right of claim for post, if the number of vacancies decreases.

The Director cum Vice Chancellor, NIA reserves the right to reject any candidate or cancel the selection of any candidate without assigning any reason thereof.

PROF. SANJEEV SHARMA
DIRECTOR CUM VC (I/C)

NATIONAL INSTITUTE OF AYURVEDA, JAIPUR

Deemed to be University (De Novo)

(Under Ministry of AYUSH, New Delhi)

APPLICATION FORM FOR THE POST OF…………………….

For Office Use only Application No………………………..

1. Name of the Candidate -………………………………………………………………………………………

2. Address for communication -…………………………………………………………………………………

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3. Mobile No……………………………………………………..

4. E-mail id -…………………………………………………….

5. Date of Birth –…………………………………………….

   (Enclose self-certified copy Matriculation or Equivalent Certificate)

6. Educational Qualification (Attach the self-certified copies of the relevant Certificates)

Sl. No.	Qualification	Board/University	Year of Passing	% of Marks

7. Details of Experience (Attached Document): –

   Place:

   Date: Signature of the Applicant