



# 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)

No. F. 1 (3) BOM/REG/NIA/2023-24/1535

Dated:- 22/12/2023

### NOTIFICATION

After the approval from vice chancellor National Institute of Ayurveda, Deemed to be University, Jaipur, Vide Para No. 23/N of concerned file. The Recruitment Policy for the National Institute of Ayurveda, Deemed to be University, Jaipur is hereby notified for information of all concerned. Copy of Recruitment Policy is attached herewith.


  
(Prof. A.R. Murthy)  
REGISTRAR

No. F. 1 (3) BOM/REG/NIA/2023-24/1536-1601

Dated:- 22/12/2023

### copy for information and necessary action to:-

1. Vice-Chancellor.
2. Pro- Vice-Chancellor.
3. All Deans (UG, PG, Fellowship, Para-Medical and IDS Programs).
4. All the Heads of the Department.
5. Controller of Examination.
6. Joint Director (Admn.) & Joint Registrar (Admn.).
7. Joint Registrar (Academic).
8. In-Charge (IT) for Uploading on NIA, Deemed University Website.
9. Deputy Director (Admn.)
10. Administrative Officer.
11. Accounts Officer/ Store Officer/ All Section Officers.
12. Establishment Section/ Accounts Section/ Confidential Section.

  
(Prof. A.R. Murthy)  
REGISTRAR

# **RECRUITMENT POLICY**

**National Institute of Ayurveda,  
Deemed to be University, Jaipur**

*[Handwritten signatures and marks]*

## **Preface**

I am pleased to present the Recruitment Policy Document. This policy sets forth the guidelines and procedures for the recruitment of faculty, administrative staff, and other personnel within our esteemed institution.

As the Vice Chancellor, I firmly believe that the success and growth of any academic institution depend on the quality and expertise of its human resources. It is essential to have a systematic and transparent recruitment process that attracts highly qualified individuals and ensures the selection of the most deserving candidates who align with our organizational values and goals.

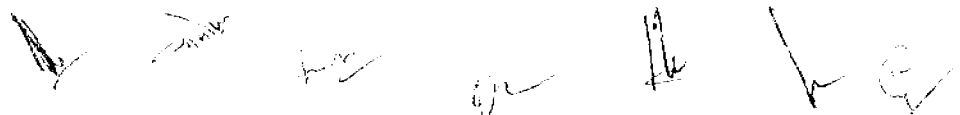
This Recruitment Policy reflects our commitment to maintaining the highest standards of integrity, fairness, and meritocracy in the selection of individuals who will contribute to the excellence and advancement of Ayurvedic education, research, and healthcare. It is designed to provide equal opportunities to all applicants, regardless of their background, ensuring a level playing field for everyone.

The policy document outlines the various stages of the recruitment process, including vacancy identification, implementation of reservation policies, publication of vacancy notifications, scrutiny of applications, conducting of preliminary and mains examinations, evaluation criteria, interview procedures, and final selection. Each stage has been carefully structured to ensure that the process is comprehensive, rigorous, and in compliance with applicable regulations and statutory requirements.

We have constituted specialized committees to oversee different aspects of the recruitment process, including vacancy identification, reservation implementation, examination coordination, grievance redressal, and final selection. These committees consist of experienced professionals who are dedicated to upholding the principles of fairness, impartiality, and transparency throughout the process.

I would like to emphasize that this Recruitment Policy Document is a living document, subject to periodic review and updates as per the evolving needs and best practices in the field of recruitment. We remain committed to continuous improvement and enhancement of our recruitment process, aligning it with the changing demands of the industry and the aspirations of our institution.

I extend my gratitude to all the stakeholders involved in the development of this policy, including faculty members, administrative staff, and experts from the field of recruitment. Their valuable insights and contributions have been instrumental in shaping this document and ensuring its alignment with our organizational objectives.

A row of six handwritten signatures in black ink, likely representing the Vice Chancellor and other stakeholders mentioned in the text.

I encourage all applicants, members of the selection committees, and staff involved in the recruitment process to familiarize themselves with this policy document. It serves as a comprehensive guide, providing clarity on the expectations, procedures, and principles governing recruitment at the National Institute of Ayurveda, Deemed to be University, Jaipur.

I believe that this Recruitment Policy Document will serve as a foundation for fostering a highly competent and dedicated workforce that will contribute to our institution's vision of becoming a center of excellence in Ayurvedic education, research, and healthcare.

Prof. Sanjeev Sharma  
Vice Chancellor  
National Institute of Ayurveda,  
Deemed to be University, Jaipur

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## **Preface**

It gives me immense pleasure to present the recruitment policy of the National Institute of Ayurveda (NIA), Jaipur. As the Registrar of this esteemed institution, I am delighted to share with you the guiding principles and objectives that underpin our approach to talent acquisition and development.

NIA, a National Institute of Ayurveda Deemed-to-be-University, Jaipur is a torchbearer of traditional Indian healthcare wisdom, Ayurveda. Our commitment to excellence in Ayurvedic education, research, and patient care has earned us a distinguished reputation in the field of Ayurveda. We take pride in nurturing a vibrant learning community that fosters intellectual curiosity, compassion, and innovation.

Our recruitment policy has been crafted with utmost care to attract and retain the finest minds who will contribute to the growth and advancement of Ayurveda and allied disciplines. Our goal is to create a diverse and inclusive environment that harnesses the potential of individuals from different backgrounds, experiences, and perspectives.

### **Key Tenets of Our Recruitment Policy:**

1. **Merit and Transparency:** The foundation of our recruitment process rests on meritocracy and transparency. Every candidate is evaluated based on their qualifications, experience, skills, and potential to contribute to our vision. Our selection procedures adhere to the principles of fairness and equal opportunities.
2. **Diversity and Inclusion:** We recognize the richness that diversity brings to our institution. We are committed to fostering an inclusive environment that values and respects individuals from all walks of life. Our recruitment endeavors aim to promote gender balance, representation of marginalized communities, and inclusivity in all aspects.
3. **Continuous Learning and Growth:** At NIA, we believe in nurturing talent and facilitating continuous learning and growth. We encourage employees to engage in research, attend seminars, workshops, and develop their professional expertise. Our recruitment policy is designed to attract individuals who are eager to explore new horizons in their respective fields.
4. **Ethical Practice:** Ethics and integrity are the cornerstones of our institution. We expect all candidates and employees to adhere to the highest standards of professional conduct and ethics. Our recruitment process emphasizes the assessment of candidates' alignment with our core values.
5. **Collaboration and Teamwork:** We recognize that teamwork and collaboration are integral to achieving our collective vision. Our recruitment policy emphasizes the need for

A series of handwritten signatures in black ink, likely representing the Registrar and other officials involved in the recruitment process.

candidates who can effectively collaborate with colleagues, students, and other stakeholders to drive impactful outcomes.

6. Student-Centric Approach: NIA's mission is centered on delivering exceptional education and healthcare services to our students and patients. Our recruitment policy identifies candidates who demonstrate a strong commitment to providing quality education and patient care.


7. Career Progression: We strive to provide a conducive work environment that nurtures talent and offers opportunities for career progression. Our recruitment policy focuses on identifying potential leaders and providing them with the necessary support and guidance to excel in their roles.

As we unveil this recruitment policy, we extend an invitation to all aspiring individuals who share our passion for Ayurveda and holistic healing. We encourage you to embrace this opportunity to be a part of our vibrant academic and healthcare community at NIA, Jaipur. Together, we shall continue to make significant contributions to the field of Ayurveda, enriching lives and fostering wellness for generations to come.

Thank you for considering NIA, Jaipur, as your prospective workplace. We look forward to welcoming exceptional talents who are driven by a strong commitment to service and the pursuit of knowledge.

Best wishes,

Prof. A. Ram Murthy  
Registrar  
National Institute of Ayurveda,  
Deemed to be University, Jaipur



## Table of Contents

Contents	Page No.
Section 1: Introduction .....	1
Section 2: Definitions .....	2
Section 3: Vacancy Identification .....	11
Section 4: Implementation of reservation policy for identified vacancies .....	12
Section 5: Publication of Vacancy Notification .....	14
Section 6: Publication of Detailed Vacancy Notification on Institute Website .....	16
Section 7: Scrutiny of Applications by Duly Constituted Committee/s .....	17
Section 8: Handling of Rejected Application Forms and Appeals .....	19
Section 9: Publication of Eligible Candidates for Screening Test or Qualifying Exam .....	21
Section 10: Communication of Screening Exam or Interview Details to Candidates .....	22
Section 11: Conducting Preliminary and Mains Examinations and Publication of Answer Keys of Preliminary Exam .....	23
Section 12: Handling Grievances/Objections Related to Preliminary Exam .....	25
Section 13: Publication of Final Answer Key and Declaration of Preliminary examination (MCQs type) Result .....	27
Section 14: Handling of Grievances and Objections on Preliminary Test Result .....	28
Section 15: Short listing of Candidates for Mains/Descriptive Exam, Skills Assessment, or Personal Interview .....	30
Section 16: Declaration of Mains Exam Results .....	31
Section 17: Short listing for Interview Based on Consolidated Merit .....	33
Section 18: Final Selection and Offer of Appointment .....	34
Section 19: Preliminary Examination .....	35
Section 20: Mains Examination (Descriptive type) .....	38
Section 21: Selection for Interview .....	41
Section 22: Policy Document: Roles and Responsibilities of Various Committees for Smooth Conduction of Recruitment Process .....	43
Section 23: Recruitment Policy: Retaining of Records Related to Exam and Posting - National Institute of Ayurveda, Jaipur .....	47
Section 24: Updates and Changes in NIA Recruitment Policy .....	48

Handwritten signatures and initials are present at the bottom of the page, including a large 'A' and several other marks.

### List of Figure

Figure 1- Showing various steps of recruitment process ..... 51

### List of Table

Table 1- Showing details of posts and applicable exam/s or process for Direct recruitment ..... 52

Table 2 Detail of syllabus for Mains exam (Descriptive type) ..... 54

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**List of abbreviations**

S.No.	Abbreviation	Full form
1.	Ayush	Ayurveda, Yoga and Naturopathy, Unani, Siddha, and Homoeopathy
2.	B.A.	Bachelor of Arts
3.	B.Com.	Bachelor of Commerce
4.	B.Pharm	Bachelor of Pharmacy
5.	BBA	Bachelor of Business Administration
6.	C.A	Chartered Accountant
7.	CCRAS	Central Council for Research in Ayurvedic Sciences
8.	DANP	Diploma in Ayurvedic Nursing and Pharmaceutical Science
9.	ETC	Et cetera
10.	EWS	Economically Weaker Sections
11.	GNM	General Nursing and Midwifery
12.	HRA	House Rent Allowance
13.	I.e.	Id est (Latin for "that is")
14.	LDC	Lower Division Clerk
15.	M.Sc	Master of Science
16.	MBA	Master of Business Administration
17.	MD Ayu	Doctor of Medicine in Ayurveda
18.	MS Ayu	Master of Surgery in Ayurveda
19.	NIA	National Institute of Ayurveda (Deemed to be University)
20.	OBC	Other Backward Classes
21.	PG Diploma	Post Graduate Diploma
22.	Ph.D.	Doctor of Philosophy
23.	PH	Physically Handicapped (Persons with Disabilities)
24.	PWD	Persons with Disabilities
25.	SC	Scheduled Caste
26.	ST	Scheduled Tribe
27.	TA	Travel Allowance
28.	UG	Undergraduate
29.	UPSC	Union Public Service Commission

*[Handwritten signatures and initials]*

## Section 1: Introduction

The Recruitment Policy of the National Institute of Ayurveda (NIA), Deemed to be University, Jaipur, is a comprehensive document that establishes the framework for the recruitment and selection of faculty, staff, and other personnel within our esteemed institution. At NIA, we recognize the critical role played by our human resources in shaping the academic, research, healthcare delivery and administrative excellence of the institute. This policy is designed to ensure that the recruitment process adheres to the highest standards of integrity, transparency, and fairness, while promoting a diverse and inclusive work environment.

### 1.1 Objectives

The primary objectives of this policy are:

1. To attract highly qualified and talented individuals who possess the knowledge, skills, and passion to contribute to the advancement of Ayurvedic education, research, and healthcare.
2. To ensure equal opportunities for all applicants, irrespective of their background, gender, religion, caste, or disability, fostering a merit-based selection process
3. To streamline the recruitment process, providing clarity to both applicants and selection committees on the procedures, guidelines, and timelines.
4. To uphold the values and principles of NIA, including academic excellence, integrity, and commitment to Ayurvedic traditions

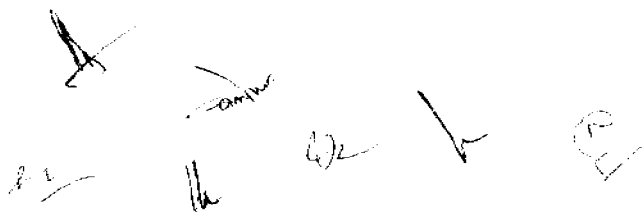
### 1.2 Scope

This policy applies to all recruitment activities conducted by NIA for various posts, including but not limited to faculty positions, administrative staff, technical personnel, and support staff. It encompasses both direct recruitment and promotions, ensuring consistency and fairness in the selection process.

### 1.3 Guiding Principles

The Recruitment Policy of NIA is guided by the following principles:

1. Meritocracy: The recruitment process will prioritize merit, assessing candidates based on their qualifications, experience, and suitability for the specific role.



2. **Transparency:** The entire recruitment process will be transparent, providing clear communication to applicants regarding vacancies, eligibility criteria, selection stages, and evaluation procedures.
3. **Equity and Inclusivity:** NIA is committed to promoting diversity and inclusivity in its workforce, encouraging applications from individuals from diverse backgrounds and marginalized communities.
4. **Compliance:** The policy will adhere to all relevant laws, regulations, and government guidelines governing recruitment practices.
5. **Continuous Improvement:** NIA will regularly review and update the policy to align with emerging best practices in recruitment and to cater to the evolving needs of the institution.

#### 1.4 Implementation and Responsibility

The implementation of this policy will be the collective responsibility of the Recruitment Cell, which comprises dedicated professionals with expertise in recruitment and selection processes. The Recruitment Cell will collaborate with various committees and stakeholders involved in the recruitment process, ensuring its smooth execution and adherence to the established guidelines.

We, at NIA, believe that a robust and transparent recruitment process is fundamental to building a dynamic and accomplished team that will contribute to our vision of becoming a leading center of excellence in Ayurvedic education, research, and healthcare. This policy reflects our commitment to nurturing a talented and committed workforce that aligns with the core values of NIA.

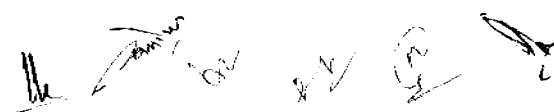
## Section 2: Definitions

### 2.1 National Institute of Ayurveda (NIA)

The National Institute of Ayurveda, referred to as NIA hereafter, is a Deemed to be University established under the provisions of the University Grants Commission (UGC) Act, 1956. NIA is dedicated to promoting and preserving the ancient science of Ayurveda through quality education, research, and healthcare services.

### 2.2. Vice Chancellor:

"The Vice Chancellor, as stipulated by the National Institute of Ayurveda (NIA) Recruitment Policy, denotes the highest-ranking official and academic head of the university. Appointed by the governing body, the Vice Chancellor holds principal responsibility for the overall administration, academic leadership, and development of the university, in accordance with the provisions of the university's governing statutes."



### 2.3. Registrar:

"The Registrar, as defined in the National Institute of Ayurveda (NIA) Recruitment Policy, designates a senior administrative officer entrusted with managing various administrative and academic affairs of the university. The Registrar oversees tasks such as student registration, examination coordination, record maintenance, and liaison with external agencies, adhering to the university's established guidelines and policies."

### 2.4. Sanctioned Post:

"A Sanctioned Post, as described in the National Institute of Ayurveda (NIA) Recruitment Policy, signifies an officially approved and allocated position by the competent authority within the university or organization. The post represents an authorized slot for a specific job role and encompasses defined responsibilities and requisite qualifications as per the institutional regulations."

### 2.5. Vacant Post:

"A Vacant Post, in accordance with the National Institute of Ayurveda (NIA) Recruitment Policy, denotes a position within the institution that is currently unoccupied or devoid of an incumbent. It represents an authorized slot for a particular job role that is open for recruitment to identify and appoint a suitable candidate as per the guidelines and regulations of the university."

### 2.6. Recruitment:

Recruitment refers to the process of attracting, assessing, and selecting qualified individuals to fill vacant positions within NIA, including faculty, administrative, technical, and support staff.

### 2.7. Direct Recruitment:

"Direct Recruitment, in concurrence with the National Institute of Ayurveda (NIA) Recruitment Policy, denotes the process of selecting candidates through conducting open competitive examinations, interviews, or a combination thereof, as per institutional norms, to select qualified candidates for vacant positions within the university."

### 2.8. Promotion:

"Promotion, as per the National Institute of Ayurveda (NIA) Recruitment Policy, signifies the elevation of an employee from their current position to a higher-level position with increased responsibilities, benefits, and remuneration. Promotions are granted based on merit, seniority, and performance evaluation, adhering to the institutional policies and relevant legal provisions."



#### 2.9. DACP (Dynamic Assured Career Progression):

"DACP, or Dynamic Assured Career Progression, is a structured career advancement scheme implemented by NIA. It ensures eligible employees' systematic growth in their respective positions through regular assessments and performance-based promotions."

#### 2.10. MACP (Modified Assured Career Progression):

"MACP, or Modified Assured Career Progression, is a structured career advancement scheme implemented by NIA. It ensures regular and systematic career progression for eligible employees in the absence of regular promotions. Under the MACP scheme, employees receive financial upgradations based on their length of service, subject to satisfactory performance assessments.

The MACP provides assured progressions to employees in three financial up gradation grades after completing specified years of service. The scheme's criteria and guidelines are defined by NIA and are applicable to eligible employees across various job categories and departments. The MACP aims to motivate and reward employees for their dedicated service and to enhance their job satisfaction and professional growth within the organization."


#### 2.11. Deputation:

"Deputation, as outlined in the National Institute of Ayurveda (NIA) Recruitment Policy, refers to the temporary assignment of an employee from their parent organization or department to another organization, agency, or department. During the deputation period, the employee serves in the new role, under the administrative control and supervision of the host organization, while still maintaining their lien with the parent organization."

Deputation may occur for various purposes, such as knowledge exchange, specialized assignments, inter-organizational collaboration, or fulfilling specific project requirements. It is subject to the mutual agreement of both the parent organization and the host organization, as well as adherence to relevant rules, regulations, and conditions governing deputation.

The terms and conditions of deputation, including the duration, salary, allowances, benefits, and other entitlements, are determined by the respective organizations involved and are communicated to the deputed employee through a formal deputation order or letter.

Upon completion of the deputation period, the employee typically returns to their original position in the parent organization, though there may be provisions for extension or further re-deputation based on institutional needs and policies. The deputation process is



subject to review and approval by the competent authorities within NIA and the parent organization to which the employee belongs.

#### 2.12. Contractual Post:

"A Contractual Post refers to a position filled through a fixed-term contract between NIA and the selected candidate. The appointment is for a specific duration, and the terms of employment, including salary, benefits, and responsibilities, are explicitly defined in the contract."

#### 2.13. Ad-hoc Post:

"An Ad-hoc Post signifies a temporary position created to meet immediate or short-term requirements at NIA. The appointment is of a provisional nature and typically lasts until a regular candidate is appointed or the specific need is fulfilled."

#### 2.14. Faculty:

Faculty comprises individuals engaged in teaching, research, and academic activities at NIA, including Professors, Associate Professors, Assistant Professors, Lecturers, and other academic designations as per UGC norms.

#### 2.15. Staff:

Staff includes non-teaching employees engaged in administrative, technical, and support roles across various departments and sections of NIA.

#### 2.16. Reservation Policy:

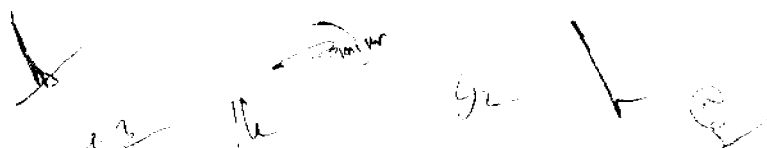
The Reservation Policy is based on the guidelines issued by the Government of India and applicable to all recruitments at NIA. It ensures representation and equal opportunities for candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Sections (EWS), and other eligible categories.

#### 2.17. Advertisement:

Advertisement refers to the official communication released by NIA to announce the availability of vacant positions. It contains essential information such as position details, qualifications required, application process, and other relevant particulars.

#### 2.18. Essential Qualifications:

Essential qualifications are the minimum academic and professional requirements set by NIA for a specific position. Applicants must possess these qualifications to be considered eligible for the selection process.



2.19. Desirable Qualifications:

Desirable qualifications are additional credentials or experience that are not mandatory but may enhance an applicant's suitability for a position. Candidates possessing these qualifications may receive additional consideration during the selection process.

2.20. Eligibility Criteria:

"Eligibility Criteria, as defined in the National Institute of Ayurveda (NIA) Recruitment Policy, refers to the minimum requirements that candidates must meet to apply for a specific position. These criteria may include educational qualifications, experience, age limits, and any other conditions set forth by the institution."

2.21. Selection Criteria:

"Selection Criteria represent the predetermined set of attributes, qualifications, skills, and experience that candidates must possess to be considered for a particular position. These criteria are determined by NIA and are used as the basis for assessing candidates' suitability during the selection process."

2.22. Short listing:

"Short listing, in the context of the National Institute of Ayurveda (NIA) Recruitment Policy, refers to the process of evaluating the applications received for a specific position and identifying a pool of candidates who meet the prescribed eligibility criteria and essential qualifications. Shortlisted candidates are eligible to proceed to the subsequent stages of the selection process."

2.23. Document Verification:

"Document Verification is the process of validating and scrutinizing the documents and certificates submitted by shortlisted candidates during the selection process. It ensures that the information provided by candidates is accurate and authentic, and compliance with eligibility criteria is confirmed."

2.24. Selection Committee:

The Selection Committee is a panel constituted for each recruitment drive, responsible for evaluating applicants' qualifications, conducting interviews, and recommending suitable candidates for specific positions. The composition and responsibilities of the Selection Committee are defined by NIA's authorities and adhere to relevant statutory requirements.

#### 2.25. Appointing Authority:

"The Appointing Authority, as per the National Institute of Ayurveda (NIA) Recruitment Policy, designates the individual or committee empowered to undertake the official appointment of candidates to various positions within the organization. The Appointing Authority's composition and powers are established in accordance with the institution's governing norms, regulatory statutes, and relevant legal provisions."

#### 2.26. Joining Formalities:

"Joining Formalities encompass the administrative procedures that a selected candidate must complete upon accepting the Offer of Appointment. These formalities typically include signing employment contracts, submitting required documents, and undergoing orientation and induction programs."

#### 2.27. Induction Program:

"Induction Program refers to the orientation and training initiatives provided to new employees upon joining NIA. The program familiarizes the new recruits with the organization's culture, policies, procedures, work environment, and other relevant information to facilitate their smooth integration into the institution."

#### 2.28. Probationary Period:

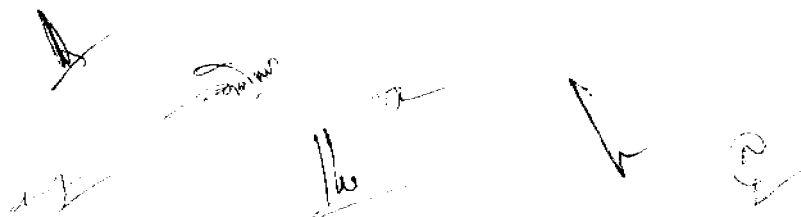
The Probationary Period is a specific duration during which newly appointed employees must demonstrate their suitability and capability to perform the duties and responsibilities of their designated position. The duration of the probationary period is determined by NIA and may vary for different positions.

#### 2.29. Probationary Period Review:

"The Probationary Period Review is a formal assessment of the performance and conduct of an employee during their probationary period. It involves evaluating whether the employee meets the required standards and is suitable for confirmation into a permanent position."

#### 2.30. Extension of Probation:

In exceptional cases, based on performance evaluation, NIA may extend the probationary period of an employee to allow further assessment before confirming their permanent employment status.





2.31. Regularization:

Regularization refers to the process of confirming the employment of an employee who has successfully completed the probationary period and meets all the required performance standards and criteria set by NIA.

2.32. Termination:

Termination is the cessation of employment of an employee due to various reasons, including but not limited to misconduct, poor performance, violation of rules, or budgetary constraints. Termination procedures adhere to relevant legal requirements and due process.

2.33. Resignation:

Resignation is the voluntary act of an employee submitting a written notice to terminate their employment with NIA. Resignation procedures are governed by established guidelines and notice periods.

2.34. Superannuation:

Superannuation refers to the retirement of an employee upon reaching the age of retirement as per the prescribed rules and regulations of NIA and the Government of India.

2.35. Transfer:

"Transfer, as per the National Institute of Ayurveda (NIA) Recruitment Policy, pertains to the movement of an employee from one department, unit, or location to another within the institution. Transfers may occur due to organizational needs, personal reasons, or career development opportunities."

2.36. Reappointment:

"Reappointment refers to the process of extending an employee's tenure beyond the initial appointment period, typically in the case of temporary or contract employees. Reappointment may be subject to satisfactory performance evaluations and the availability of funding or positions."

2.37. Redeployment:

"Redeployment is the transfer of an employee to a different position or role within NIA due to job reorganization, downsizing, or other organizational changes. The purpose of redeployment is to retain valuable employees and optimize their skills in alignment with the institution's needs."

2.38. Rubrics:

"Rubrics are specific guidelines, criteria, or scoring scales used in the evaluation and assessment of candidates' performance, work, or assignments. They provide standardized benchmarks for fair and objective evaluation."

2.39. Evaluation:

"Evaluation involves the systematic and objective assessment of candidates' qualifications, skills, performance, or achievements, in alignment with established criteria, to make informed decisions during the recruitment or promotion process."

2.40. Independent Examiner:

"An Independent Examiner is an external expert or authority appointed by NIA to evaluate candidates' performance, projects, or research independently and impartially. Their assessment holds credibility and neutrality."

2.41. Merit List:

"A Merit List is a ranked compilation of candidates based on their performance in the selection process, such as exams, interviews, or other evaluations. It guides the final selection of candidates in order of their merit."

2.42. Waiting List:

"A Waiting List includes candidates who meet the selection criteria but are not immediately appointed due to limited vacancies. If selected candidates decline the offer, candidates from the waiting list may be considered for appointment."

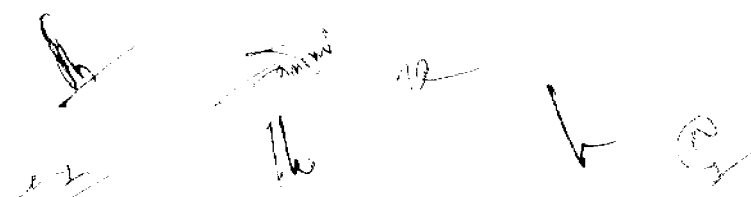
2.43. Background Check:

"Background Check is a comprehensive verification process conducted by NIA to assess the integrity and credibility of a candidate's personal, educational, and professional history. The purpose of this check is to ensure that candidates possess the qualifications, experience, and character required for the position they have applied for."

2.44. Offer of Appointment:

"The Offer of Appointment is a formal written communication issued by NIA to the selected candidate, offering them the position for which they have been chosen. It includes details such as job title, salary, benefits, terms of employment, and any other relevant conditions of appointment."

2.45. Selection Committee:

The image shows five handwritten signatures in black ink, arranged horizontally. The signatures are stylized and appear to be of different individuals. The first signature is on the left, followed by four more signatures towards the right.

The Selection Committee is a panel constituted for each recruitment drive, responsible for evaluating applicants' qualifications, conducting interviews, and recommending suitable candidates for specific positions. The composition and responsibilities of the Selection Committee are defined by NIA's authorities and adhere to relevant statutory requirements.

**2.46. Preliminary Exam - MCQ Based Test:**

"Preliminary Exam, in accordance with the National Institute of Ayurveda (NIA) Recruitment Policy, refers to the initial phase of the selection process for specific positions. It entails the administration of a Multiple Choice Question (MCQ) based test designed to assess the knowledge, aptitude, and competencies of candidates. The primary purpose of the Preliminary Exam is to act as a screening mechanism, identifying eligible candidates for further evaluation in subsequent stages of the selection process."

**2.47. Mains Exam - Descriptive Type of Test:**

"Mains Exam, as prescribed by the National Institute of Ayurveda (NIA) Recruitment Policy, constitutes the second stage of the selection process for certain positions. It involves a descriptive-type test wherein candidates are required to provide elaborate written responses, demonstrating their analytical skills, subject matter expertise, and effective communication. The Mains Exam serves as an essential evaluation mechanism to assess the candidates' comprehensive understanding and aptitude relevant to the applied position."

**2.48. Interview - Personal Interview:**

"Interview, in concurrence with the National Institute of Ayurveda (NIA) Recruitment Policy, signifies the crucial stage of the selection process, where shortlisted candidates engage in a Personal Interview conducted by a duly constituted panel. The interview aims to gauge the candidates' suitability, qualifications, experience, interpersonal skills, and overall demeanor, and thereby determine their alignment with the specific role's requirements and the institutional ethos."

**2.49. Policy Amendments:**

Policy Amendments encompass any changes, modifications, or updates made to this Recruitment Policy. Amendments may be made to align with changing organizational needs, statutory requirements, or advancements in best practices.

### **Section 3: Vacancy Identification**

#### **3.1 Composition of Vacancy Identification Committee**

The Vacancy Identification Committee (hereinafter referred to as "the Committee") shall be constituted by the head of the National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute"). The Committee shall be comprised of the following members:

1. Head of the Institute (Chairperson)
2. Head of the departments
3. Medical Superintendent (or equivalent)
4. Administrative Officer
5. One representative from the faculty, nominated by the Vice-Chancellor
6. Registrar (Member Secretary)

#### **3.2 Vacancy Identification Process**

3.2.1 The Committee shall convene in the months of January and July of each year to identify vacancies within the Institute. These vacancies may arise due to retirement, resignations, expansion of departments, or any other justifiable reasons.

##### **3.2.2 Information Gathering**

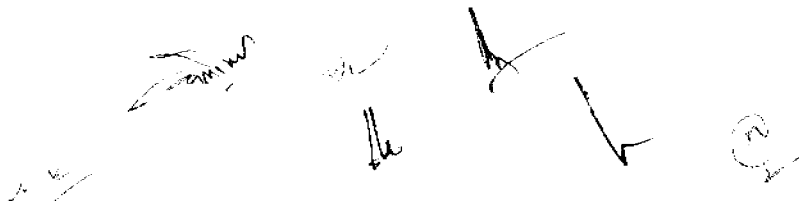
The Committee shall solicit information regarding vacancies from all academic departments, the hospital, and administrative sections of the Institute. Each department, unit, or section shall be required to provide comprehensive details of the vacant positions along with their respective job descriptions.

##### **3.2.3 Categorization of Vacancies**

Upon gathering information, the Committee shall thoroughly examine and categorize each vacancy based on the nature of the position and the mode of recruitment. The categorization shall be as follows:

###### **3.2.3.1 Vacancies to be filled by Direct Recruitment:**

These vacancies pertain to positions that require fresh talent and are open to candidates from both internal and external sources. The Committee shall clearly outline the essential qualifications, experience, and age criteria for each such vacancy.



#### 3.2.3.2 Vacancies to be filled by Promotions:

Promotional vacancies are those that are to be filled through internal candidates who meet the specified eligibility criteria and have demonstrated exceptional performance in their current roles.

#### 3.2.3.3 Vacancies to be filled by Deputation:

Deputation vacancies shall arise when the Institute seeks to temporarily fill a position by appointing an employee from another institution, organization, or government department. The terms and conditions of deputation shall be clearly defined by the Committee.

### 3.3 Approval and Submission of Vacancy Report

3.3.1 After the thorough assessment and categorization of vacancies, the Committee shall compile a detailed report of the identified vacancies, including the nature of each vacancy and the mode of recruitment for approval.

3.3.2 The report shall be submitted to the Vice-Chancellor of the National Institute of Ayurveda, Deemed to be University, Jaipur for review and permission to proceed further with the recruitment process.

3.3.3 The Vice-Chancellor, upon review, may provide necessary approvals, modifications, or further instructions related to the identified vacancies.

### 3.4 Conclusion

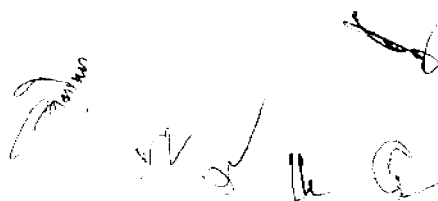
This Vacancy Identification Policy shall be reviewed periodically by the head of the Institute and any necessary amendments shall be made with due approval. The effective implementation of this policy shall contribute to a fair, transparent, and efficient recruitment process at the National Institute of Ayurveda, Deemed to be University, Jaipur.

## Section 4: Implementation of reservation policy for identified vacancies

### 4.1 Forwarding the List of Identified Vacancies to the Reservation Committee

4.1.1 The Vacancy Identification Committee, upon completing the categorization of vacancies and obtaining permission from the head of the National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute"), shall promptly forward the comprehensive list of identified vacancies to the Reservation Committee.

4.1.2 The Reservation Committee shall be constituted by the Institute, comprising the following members:



- a) Liaison Officer (Chairperson)
- b) Registrar or Joint Registrar
- c) One representative from the Scheduled Castes (SC) community
- d) One representative from the Scheduled Tribes (ST) community
- e) One representative from the Other Backward Classes (OBC) community
- f) One representative from the Economically Weaker Sections (EWS) community
- g) One representative from the physical handicapped (PH) community
- h) One representative from the general category

#### 4.2 Application of Reservation Policy and Roster Points

4.2.1 The Liaison Officer, as the Chairperson of the Reservation Committee, shall oversee and ensure the proper implementation of the reservation policy in accordance with the roster points as prescribed by the Government of India.

4.2.2 The Committee shall meticulously apply the roster points to each identified vacancy to determine the category-wise allocation of posts as per the reservation policy.

4.2.3 The roster points, as defined by the Government of India, shall be followed strictly to ensure equitable representation of various categories among the vacancies.

#### 4.3 Compliance with Government of India Rules

4.3.1 The Reservation Committee shall remain well-versed with the latest rules, guidelines, and amendments issued by the Government of India concerning the reservation policy.

4.3.2 The Committee shall also be responsible for keeping track of any changes or updates to the roster points and ensuring their accurate application during the reservation process.

#### 4.4 Reporting and Documentation

4.4.1 The Reservation Committee shall maintain detailed records of the reservation process, including the calculation of roster points for each vacancy, category-wise allocation, and any deviations from the standard process (if applicable), along with appropriate justifications for the same.

4.4.2 The Committee shall prepare a comprehensive report of the application of the reservation policy for the identified vacancies and submit it to the Institute's administrative authorities for review and record-keeping.



#### 4.5 Transparent and Fair Implementation

4.5.1 The Reservation Committee shall ensure that the application of the reservation policy is conducted with the utmost transparency and fairness, without any biases or discrimination.

4.5.2 Any grievances or disputes related to the application of the reservation policy shall be resolved promptly and in adherence to the established procedures for addressing such concerns.

#### 4.6 Conclusion

This policy for the implementation of the reservation policy for identified vacancies shall be an integral part of the recruitment process at the National Institute of Ayurveda, Deemed to be University, Jaipur. The Reservation Committee's diligent efforts and strict compliance with the reservation policy and roster points will promote inclusivity, diversity, and social justice in the recruitment of personnel at the Institute. This policy shall be reviewed periodically and updated in accordance with the prevailing rules and regulations of the Government of India.

### Section 5: Publication of Vacancy Notification

#### 5. Vacancy Notification

##### 5.1 Mode of Publication

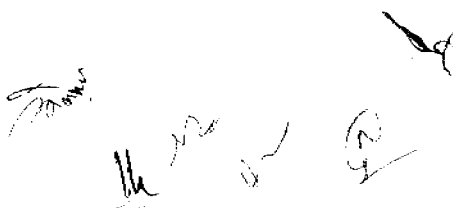
5.1.1 The National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute") shall publish the vacancy notification for direct recruitment and deputation through a window advertisement in at least one National-level English newspaper and one Hindi newspaper.

5.1.2 Additionally, the vacancy notification shall also be published in the Employment News, and at least one local newspaper to ensure wider outreach.

##### 5.2 Content of the Vacancy Notification

5.2.1 The vacancy notification shall include the following essential details:

- a) Name of the Institute
- b) Title of the Position
- c) Number of Vacancies



5.2.2 The notification shall clearly specify the mode of recruitment (i.e., direct recruitment or deputation) and the process to be followed for application submission.

### 5.3 Circulation of Promotion Vacancy Notification

5.3.1 The vacancy notification for recruitment through promotion shall be circulated internally within the Institute among all departments and administrative sections.

5.3.2 The Establishment section shall ensure that the promotion vacancy notification reaches all eligible employees who may be eligible for the promotional positions.

### 5.4 Availability of Information on Institute Website

5.4.1 The Institute shall make available detailed information regarding each vacancy, including eligibility criteria, application process, and other relevant information on the official Institute website.

5.4.2 The vacancy advertisement shall be posted on the website for easy access to potential candidates and for promoting transparency in the recruitment process.

5.4.3 The Institute shall ensure that the website is regularly updated and maintained to provide accurate and up-to-date information to all interested applicants.

### 5.5 Window Advertisement and Notice Board

5.5.1 The window advertisement containing the vacancy notification shall be prominently displayed on the Institute's notice board, accessible to all employees and visitors.

5.5.2 The notice board shall be regularly checked and updated to maintain the latest vacancy information for the convenience of potential candidates.

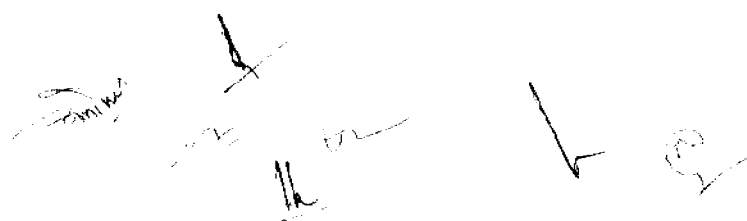
### 5.6 Compliance with Timeframes

5.6.1 The Institute shall strictly adhere to the specified timeframes for publishing the vacancy notification and ensure that it is published within the stipulated time as per the recruitment schedule.

5.6.2 Any delay or change in the publication schedule shall be communicated promptly, providing clear justifications for such changes.

### 5.7 Conclusion

This policy for the publication of vacancy notification shall govern the dissemination of information about available positions at the National Institute of Ayurveda, Deemed to be University, Jaipur. The Institute's commitment to transparency and accessibility will ensure





that all interested candidates have equal opportunities to apply for the advertised vacancies through various channels, promoting a fair and competitive recruitment process.

## **Section 6: Publication of Detailed Vacancy Notification on Institute Website**

### **6.1 Timing of Publication**

6.1.1 Within seven days after the publication of the window advertisement in the National-level English and Hindi newspapers, Employment News, and local newspaper, the National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute") shall publish detailed vacancy notification and application information on the official Institute website.

### **6.2 Content of Detailed Vacancy Notification**

6.2.1 The detailed vacancy notification shall contain comprehensive information regarding each advertised position, including but not limited to the following:

- a) Name of the Institute
- b) Title of the Position
- c) Number of Vacancies
- d) Reservation Category-wise allocation of vacancies
- e) Essential Qualifications and Experience required for the post
- f) Age Limit and Relaxation, if applicable
- g) Pay Scale or Salary details
- h) Selection Process and Examination Scheme (for direct recruitment)
- i) Application Fee details (if any) and payment mode
- j) Mode of Applying for the post
- k) Application format and necessary annexure (if any)
- l) Last Date of Receiving Application

6.2.2 The notification shall be presented in a clear, easily accessible format and language to ensure that all potential candidates can comprehend the information without difficulty.

### **6.3 Recruitment Rules and Instructions**

6.3.1 The detailed vacancy notification shall reference the relevant recruitment rules and regulations governing the advertised positions.

6.3.2 Clear and specific instructions pertaining to the application process, eligibility criteria, and other essential requirements shall be provided to guide candidates through the application procedure.

### **6.4 Application Formats**

6.4.1 Application formats shall be made available on the Institute website in downloadable and printable formats.

6.4.2 Each application format shall be designed to capture essential details required for the respective position, facilitating a standardized and organized application process.

#### 6.5 Mode of Applying for the Post

6.5.1 The detailed vacancy notification shall specify the mode of application submission, which may include online submission through the Institute website, offline submission via postal services, or any other prescribed method.

#### 6.6 Application Fee Details

6.6.1 If an application fee is applicable, the notification shall clearly mention the fee amount, payment mode, and the last date for fee payment.

#### 6.7 Last Date of Receiving Application

6.7.1 The last date for receiving applications shall be stated unequivocally to enable applicants to submit their applications within the specified timeframe.

#### 6.8 Regular Updates

6.8.1 The Institute shall ensure that the website is updated regularly to reflect any modifications or amendments to the detailed vacancy notification or application information, if necessary.


#### 6.9 Conclusion

This policy for the publication of detailed vacancy notification and application information on the Institute website shall facilitate an organized, transparent, and user-friendly application process. By adhering to this policy, the National Institute of Ayurveda, Deemed to be University, Jaipur, shall maintain effective communication with potential candidates, promoting efficiency and accountability throughout the recruitment process.

### **Section 7: Scrutiny of Applications by Duly Constituted Committee/s**

#### 7.1 Constitution of Applications Scrutinizing Committee

7.1.1 The National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute") shall constitute an Applications Scrutinizing Committee (hereinafter referred to as "the Committee") to meticulously scrutinize the received application forms for various advertised positions.



7.1.2 The Committee shall be constituted by the Registrar of the Institute, subject to approval from the Vice-Chancellor.

## 7.2 Application Scrutiny Process

7.2.1 The Applications Scrutinizing Committee shall carefully review each received application form to assess compliance with the prevailing recruitment rules and eligibility criteria pertaining to the advertised post.

7.2.2 The Committee shall cross-verify the completeness of application forms, ensuring that all mandatory fields are filled, and the required documents are attached.

7.2.3 Applications that fail to meet the specified eligibility criteria, lack essential documents, or are submitted after the stipulated deadline shall be considered for rejection.

7.2.4 The scrutiny process shall be carried out with absolute objectivity, impartiality, and adherence to the established guidelines.

## 7.3 Report Submission

7.3.1 The Applications Scrutinizing Committee shall compile a comprehensive report summarizing the outcomes of the application scrutiny process for each advertised position.

7.3.2 The report shall include the following details for each application:


- a) Name of the applicant
- b) Application number (if applicable)
- c) Acceptance or rejection status
- d) Reason for rejection (if applicable)

7.3.3 The Committee shall submit the scrutiny report to the Registrar within the prescribed timeframe as per the recruitment schedule.

## 7.4 Submission to the Vice-Chancellor

7.4.1 The Registrar, upon receiving the scrutiny report from the Committee, shall review the findings and ensure its accuracy and completeness.

7.4.2 The Registrar shall then submit the details of accepted and rejected application forms, along with the reasons for rejections, to the Vice-Chancellor for further evaluation and approval.



## 7.5 Transparency and Confidentiality

7.5.1 The Applications Scrutinizing Committee shall maintain utmost confidentiality in handling applicant information and ensure that personal details are not disclosed publicly.

7.5.2 However, the reasons for application rejections, without disclosing personal information, may be communicated to the respective applicants upon request.

## 7.6 Conclusion

This policy for the scrutiny of applications by the Applications Scrutinizing Committee aims to ensure a fair, transparent, and compliant evaluation process at the National Institute of Ayurveda, Deemed to be University, Jaipur. By upholding the highest standards of scrutiny and maintaining confidentiality, the Committee will contribute to the efficiency and integrity of the recruitment process. The Registrar and Vice-Chancellor's active involvement will further enhance accountability and credibility in the selection of candidates for the advertised positions.

## Section 8: Handling of Rejected Application Forms and Appeals

### 8.1 Publication of Rejected Application Forms and Reasons for Rejections

8.1.1 With the approval of the Vice-Chancellor, the National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute") shall publish the details of rejected application forms, along with the reasons for rejections, on the official Institute website.

8.1.2 The publication shall be done promptly after the scrutiny process is completed.

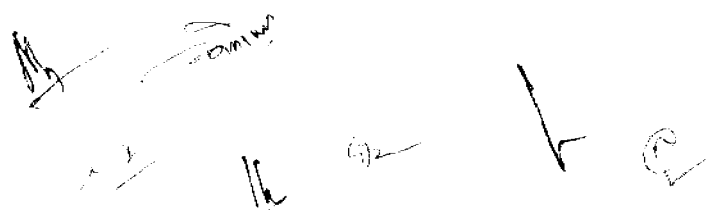
8.1.3 The objective of publicizing the rejected application forms is to ensure transparency and provide applicants with a fair opportunity to understand the reasons for their application's non-acceptance.

### 8.2 Appeal Process

8.2.1 Upon the publication of the rejected application forms, the applicants whose applications were rejected shall be given a period of 3 days from the date of publication to appeal the decision.

8.2.2 The appeal process shall be communicated clearly, and applicants shall be informed about the procedure to submit their appeals.

8.2.3 Appeals may be submitted in writing or through a prescribed format provided by the Institute.



### 8.3 Examination and Disposal of Appeals

8.3.1 The Applications Scrutinizing Committee shall promptly examine all received appeals within the designated 3-day timeframe.

8.3.2 The Committee shall thoroughly review the appeal, reconsider the application, and assess whether the rejection decision was in compliance with the recruitment rules and guidelines.

8.3.3 After a careful review, the Applications Scrutinizing Committee shall prepare a detailed disposal report for each appeal.

8.3.4 The disposal report shall specify the outcome of the appeal, along with the reasons for either upholding or overturning the initial rejection decision.

### 8.4 Publication of Disposal Report

8.4.1 Upon completion of the appeal examination, the disposal report shall be submitted to the Vice-Chancellor for approval.

8.4.2 Once approved, the disposal report, including the final outcomes of the appeals, shall be published on the Institute's website.

8.4.3 The publication shall be done promptly after receiving the Vice-Chancellor's approval.

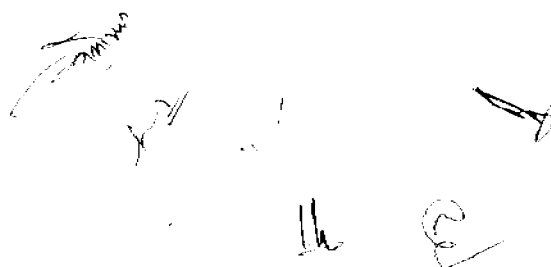
### 8.5 Further Actions

8.5.1 The decisions mentioned in the disposal report shall be final and binding.

8.5.2 Depending on the outcomes of the appeal process, the Institute shall take appropriate actions, such as considering the reconsideration of previously rejected applications or proceeding with the recruitment process for eligible candidates.

### 8.6 Conclusion

This policy for handling rejected application forms and appeals shall ensure a transparent and accountable process at the National Institute of Ayurveda, Deemed to be University, Jaipur. By providing applicants with clear reasons for rejections and an opportunity to appeal, the Institute fosters a fair and inclusive environment in the recruitment process. The timely disposal of appeals and prompt publication of outcomes will uphold the Institute's commitment to integrity and excellence in its recruitment procedures.



## **Section 9: Publication of Eligible Candidates for Screening Test or Qualifying Exam**

### **9.1 Scrutiny of Applications**

9.1.1 The Applications Scrutinizing Committee, after examining all received application forms, shall identify and verify the applications that meet the eligibility criteria and are in compliance with the recruitment rules.

9.1.2 Applications that are found correct and meet the required criteria shall be considered as eligible candidates for the screening test or qualifying exam.

### **9.2 Publication on Institute Website**

9.2.1 The National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute") shall publish the list of eligible candidates for the screening test or qualifying exam on the official Institute website.

9.2.2 The publication shall be done promptly after completing the scrutiny process.

9.2.3 The list of eligible candidates shall be presented in a clear and easily accessible format.

### **9.3 Transparency and Information Dissemination**

9.3.1 The publication of eligible candidates on the Institute website is intended to ensure transparency and provide all interested stakeholders with timely and accurate information.

9.3.2 The list shall include the names of eligible candidates, along with any additional details or instructions related to the screening test or qualifying exam.

9.3.3 In cases where the number of eligible candidates is substantial, the Institute may consider providing a searchable database or filtering option to ease candidate access to their respective details.

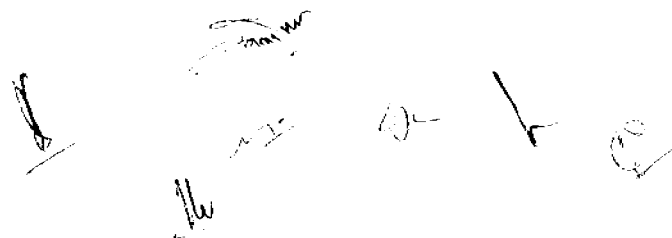
### **9.4 Communication with Eligible Candidates**

9.4.1 The eligible candidates shall be duly informed of their status through appropriate means, such as email or an official communication channel.

9.4.2 The communication shall contain specific instructions related to the screening test or qualifying exam, including date, time, venue, and any other relevant details.

### **9.5 Regular Updates**

9.5.1 The Institute shall ensure that the website is regularly updated to reflect any changes or additions to the list of eligible candidates, if necessary.

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9.5.2 Any modifications to the list, such as inclusion or exclusion of candidates based on appeals or other valid reasons, shall be promptly reflected on the website.

## 9.6 Conclusion

This policy for the publication of eligible candidates for the screening test or qualifying exam emphasizes the Institute's commitment to transparency and efficient communication. By providing clear and up-to-date information on the website, the National Institute of Ayurveda, Deemed to be University, Jaipur, ensures that eligible candidates are well-informed about the subsequent stages of the recruitment process. This policy also contributes to a fair and competitive selection process that aligns with the Institute's values of integrity and equal opportunity.

## Section 10: Communication of Screening Exam or Interview Details to Candidates

### 10.1 Method of Communication

10.1.1 In accordance with the recruitment rules and policy for the advertised post, the National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute") shall inform the eligible candidates about the date, time, and venue of the screening exam or interview through official mail.

10.1.2 The use of official mail ensures that candidates receive timely and accurate information related to the screening exam or interview process.

### 10.2 Notification to Eligible Candidates

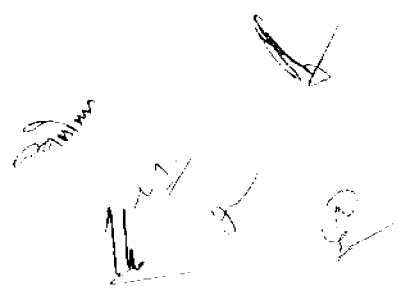
10.2.1 Once the list of eligible candidates for the screening exam or interview is finalized and published on the Institute website, the candidates shall be promptly notified via email.

10.2.2 The communication shall be sent to the email addresses provided by the candidates during the application submission.

10.2.3 The email notification shall include the following essential details:

- a) Date of the screening exam or interview
- b) Time of the screening exam or interview
- c) Venue or location of the screening exam or interview
- d) Any specific instructions or documents required to be presented on the day of the screening exam or interview

### 10.3 Timely and Accurate Information

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10.3.1 The Institute shall ensure that the email notifications are sent in a timely manner, providing candidates with sufficient advance notice to make necessary arrangements.

10.3.2 The email notifications shall be prepared accurately, containing all relevant details related to the screening exam or interview.

#### 10.4 Confirmation of Attendance

10.4.1 The email notification shall also request the eligible candidates to confirm their attendance at the screening exam or interview by a specified date.

10.4.2 The confirmation process shall help the Institute in making necessary arrangements for the smooth conduct of the screening exam or interview.

#### 10.5 Communication Support

10.5.1 The Institute shall provide a designated contact point or helpline to assist candidates with any queries or concerns related to the screening exam or interview.

10.5.2 All communications from candidates seeking clarification shall be addressed promptly and professionally.

#### 10.6 Confidentiality and Data Protection

10.6.1 The Institute shall handle candidate information with utmost confidentiality and comply with all data protection regulations.

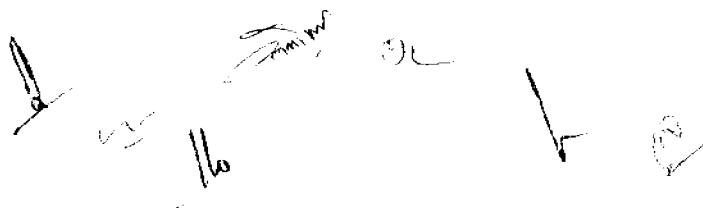
10.6.2 Candidate email addresses shall be used exclusively for official communication purposes related to the recruitment process.

#### 10.7 Conclusion

This policy for the communication of screening exam or interview details to candidates reflects the Institute's commitment to transparency, efficiency, and candidate convenience. By notifying candidates through official email and providing clear instructions, the National Institute of Ayurveda, Deemed to be University, Jaipur, ensures that all eligible candidates are well-informed and prepared for the screening exam or interview process. The adherence to data protection measures further enhances the Institute's reputation for maintaining confidentiality and respecting candidate privacy.

### **Section 11: Conducting Preliminary and Mains Examinations and Publication of Answer Keys of Preliminary Exam**

#### **11.1 Conduct of Preliminary and Mains Examinations**





11.1.1 The National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute") shall conduct preliminary and mains examinations as per the requirements and selection process defined in the recruitment rules for each advertised position.

11.1.2 The preliminary examination shall serve as the first stage of the evaluation process, and candidates who qualify in the preliminary exam shall be eligible to appear for the mains examination.

#### 11.2 Preliminary Examination Policy

11.2.1 The Institute shall establish a clear and comprehensive policy for the conduct of the preliminary examination, outlining the examination pattern, syllabus, marking scheme, and other relevant details.

11.2.2 The policy shall be made available to all candidates through the official Institute website and other appropriate communication channels.

#### 11.3 Mode and Venue of Examinations

11.3.1 The Institute shall determine the mode and venue of both the preliminary and mains examinations based on factors such as the number of candidates, examination feasibility, and logistical requirements.

11.3.2 The mode of examination may include online computer-based tests or offline pen-and-paper tests, depending on the nature of the examination and technical considerations.

11.3.3 The Institute shall communicate the mode and venue of both examinations to all eligible candidates through official emails and the Institute website.

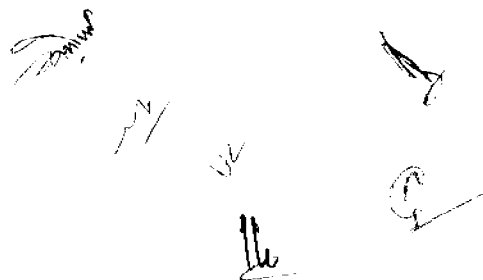
#### 11.4 Answer Key Publication for Preliminary Examination

11.4.1 Following the completion of the preliminary examination, the Institute shall prepare the answer key containing the correct answers to all the questions asked during the exam.

11.4.2 The answer key for the preliminary examination shall be published on the Institute website within a reasonable timeframe after the conclusion of the examination.

11.4.3 The publication of the answer key aims to maintain transparency and enable candidates to assess their performance.

#### 11.5 Grievances and Clarifications

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11.5.1 If candidates have any grievances or seek clarifications regarding the answers provided in the preliminary examination answer key, they shall be given a specific period to raise their concerns.

11.5.2 The Institute shall establish a designated channel or process for candidates to submit their grievances or seek clarifications.

11.5.3 All grievances and clarifications shall be addressed promptly and impartially, and if any corrections are warranted, they shall be made in the final evaluation.

#### 11.6 Mains Examination

11.6.1 Candidates who qualify in the preliminary examination shall be eligible to appear for the mains examination, as per the defined selection process.

11.6.2 The mains examination shall be conducted with due diligence and adherence to the examination policy, providing a fair and comprehensive evaluation of the candidates.

#### 11.7 Conclusion

This policy for the conduct of preliminary and mains examinations and the publication of the preliminary examination answer key emphasizes the Institute's commitment to transparency, fairness, and accuracy in the recruitment process. By conducting examinations through appropriate modes and promptly providing the answer key, the National Institute of Ayurveda, Deemed to be University, Jaipur, ensures that candidates are well-informed and fairly assessed in their pursuit of employment opportunities within the Institute.

### **Section 12: Handling Grievances/Objections Related to Preliminary Exam**

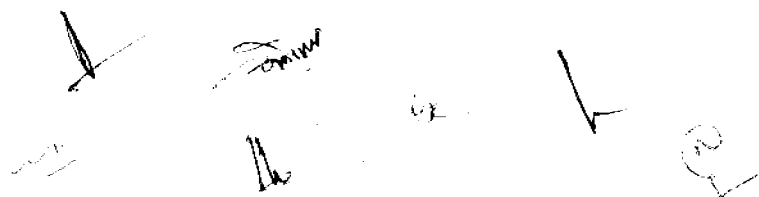
#### 12.1 Inviting Grievances or Objections

12.1.1 After the preliminary examination, the National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute") shall invite candidates to submit grievances or objections related to the question paper or answer key.

12.1.2 The Institute shall provide a specified time frame of 72 hours for candidates to submit their grievances or objections. However, the time limit is subject to change at the discretion of the Vice-Chancellor.

12.1.3 Candidates must submit their grievances or objections through an application form, accompanied by the required fees, as defined by the Institute.

#### 12.2 Publication of Grievances/Objections



12.2.1 The Institute shall promptly publish all received grievances or objections on the official Institute website.

12.2.2 The grievances or objections shall be posted in a manner that respects the confidentiality of the candidate's personal information.

12.2.3 The publication of grievances or objections aims to promote transparency and keep all candidates informed about the concerns raised by their fellow applicants.

### 12.3 Examination by Subject Experts

12.3.1 The Institute shall appoint subject experts to critically examine the received grievances or objections related to the question paper or answer key.

12.3.2 The subject experts shall thoroughly assess the validity and merits of each grievance or objection.

12.3.3 The decisions made by the subject experts on the objections shall be communicated to the candidates and posted on the Institute website.

### 12.4 Further Invitation for Grievance/Objections

12.4.1 Candidates shall be invited to raise further grievances or objections on the decisions made by the subject experts within 24 hours of posting the expert decisions on the Institute website.

12.4.2 The time limit for raising further grievances or objections is subject to change at the discretion of the Vice-Chancellor.

12.4.3 Candidates must deposit the prescribed fees, as defined by the Institute, while submitting further grievances or objections.

### 12.5 Second Assessment by Subject Expert

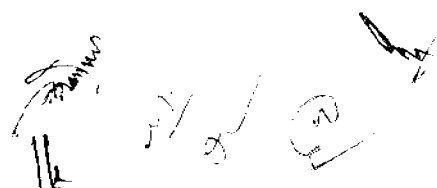
12.5.1 The grievances or objections received regarding the decisions made by the subject experts shall be subjected to assessment by another subject expert in the relevant field.

12.5.2 The second subject expert shall independently review the objections and provide a final decision, which will be published on the Institute website.

### 12.6 Conclusion of Grievance Process

12.6.1 After the second review by the subject expert, no further queries or grievances regarding the preliminary examination, question paper, or answer key shall be entertained.

12.6.2 The decisions made by the second subject expert shall be final and binding.



12.6.3 The Institute shall communicate the final decisions to the concerned candidates.

## 12.7 Conclusion

This comprehensive policy for handling grievances and objections related to the preliminary examination demonstrates the Institute's dedication to accountability, transparency, and fairness in the recruitment process. By providing clear procedures for submitting and assessing grievances or objections, the National Institute of Ayurveda, Deemed to be University, Jaipur, ensures that all applicants have an equitable opportunity to seek clarifications and address any discrepancies. The involvement of subject experts and the finality of decisions further enhance the integrity and efficiency of the grievance handling process.

## **Section 13: Publication of Final Answer Key and Declaration of Preliminary examination (MCQs type) Result**

### 13.1 Publication of Final Answer Key

#### 13.1.1 Clearance of Grievances and Objections

13.1.1 After the completion of the grievance handling process, all received grievances and objections related to the screening test or preliminary test will be thoroughly examined, and decisions made by subject experts shall be finalized.

13.1.2 The Institute shall ensure that all valid concerns raised by candidates are addressed and resolved in a fair and transparent manner.

13.1.3 Once the clearance of all grievances and objections is confirmed, the final answer key will be prepared.

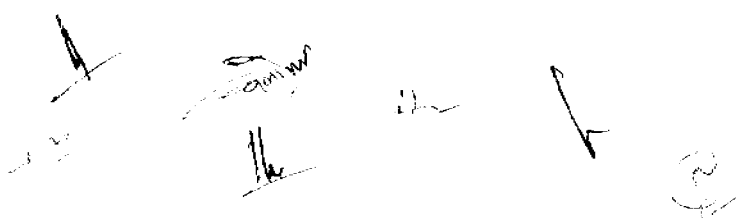
#### 13.2 Publication on Institute Website

13.2.1 The National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute") shall publish the final answer key on the official Institute website.

13.2.2 The final answer key shall be made available to all candidates, providing them with a comprehensive view of the correct answers to the questions asked in the screening test or preliminary test.

#### 13.3 Evaluation Process

13.3.1 The evaluation of the screening test or preliminary test results shall be carried out based on the final answer key.

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13.3.2 The answer sheets of all candidates will be assessed in accordance with the finalized answers provided in the final answer key.

#### 13.4 Declaration of Screening Test/Preliminary Test Result

13.4.1 Once the evaluation process is completed, the Institute shall declare the results of the screening test or preliminary test.

13.4.2 The results will be published on the official Institute website, ensuring accessibility and transparency for all candidates.

13.4.3 The result publication shall include the names or roll numbers of candidates, along with their respective scores or qualifying status.

#### 13.5 Communication with Candidates

13.5.1 All candidates who appeared for the screening test or preliminary test shall be informed of their results through official means, such as email or the Institute website.

13.5.2 The communication shall provide clear instructions for candidates who have qualified for further stages of the recruitment process.

#### 13.6 Confidentiality and Data Protection

13.6.1 The Institute shall handle candidate result information with utmost confidentiality and comply with all data protection regulations.


13.6.2 Candidate result details shall be used exclusively for official communication purposes and recruitment process-related matters.

#### 13.7 Conclusion

This policy for the publication of the final answer key and declaration of the screening test or preliminary test result underscores the Institute's commitment to transparency and fairness in the recruitment process. By ensuring that all grievances and objections are adequately addressed and resolved before the final answer key is published, the National Institute of Ayurveda, Deemed to be University, Jaipur, establishes a reliable evaluation system. The timely declaration of results and effective communication with candidates further enhances the Institute's reputation for maintaining a systematic and efficient recruitment process.

### **Section 14: Handling of Grievances and Objections on Preliminary Test Result**

#### 14.1 Submission of Grievances or Objections



14.1.1 After the declaration of the preliminary test result, candidates who have objections or grievances on the result may submit their concerns within a specified time frame, as decided by the National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute").

14.1.2 The period for submitting grievances or objections is subject to change at the discretion of the Vice-Chancellor.

14.1.3 Candidates shall be provided with clear instructions on how to submit their grievances or objections and the designated platform or application form for the purpose.

#### 14.2 Examination by Expert Team

14.2.1 The Vice-Chancellor shall constitute an expert team to critically examine the grievances or objections raised by the candidates on the preliminary test result.

14.2.2 The expert team shall comprise subject matter experts in the relevant field to ensure a thorough and impartial evaluation.

14.2.3 The expert team shall be entrusted with the responsibility of reviewing the candidate's concerns in a fair and unbiased manner.

#### 14.3 Transparent Grievance Redressal

14.3.1 The expert team shall meticulously assess each grievance or objection and ensure that all relevant factors are taken into consideration.

14.3.2 The grievance redressal process shall be transparent, adhering to established guidelines and principles.

14.3.3 The expert team shall provide clear justifications for their decisions on each grievance or objection.

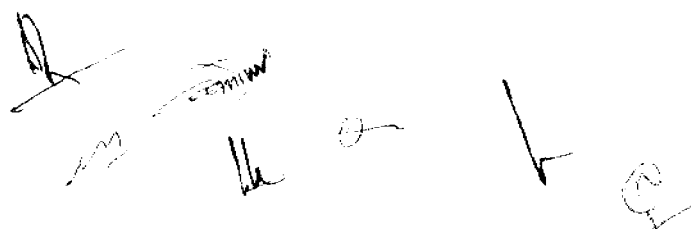
#### 14.4 Communication with Candidates

14.4.1 The Institute shall communicate the decisions on the grievances or objections to the respective candidates within a reasonable time frame.

14.4.2 The communication shall be made through official means, such as email or the Institute website.

#### 14.5 Finality of Decisions

14.5.1 The decisions made by the expert team shall be final and binding.

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14.5.2 After the examination of grievances or objections by the expert team, no further appeals or queries regarding the preliminary test result shall be entertained.

#### 14.6 Discretion of the Vice-Chancellor

14.6.1 The Vice-Chancellor may exercise discretion in extending or modifying the time frame for submission of grievances or objections, depending on the circumstances.

14.6.2 Any such extension or modification shall be communicated to the candidates through official channels.

#### 14.7 Conclusion

This policy for handling grievances and objections on the preliminary test result highlights the Institute's commitment to fairness, transparency, and equitable treatment of candidates. By providing a designated platform for raising concerns and constituting an expert team to assess the grievances or objections, the National Institute of Ayurveda, Deemed to be University, Jaipur, ensures a credible and accountable grievance redressal process. The finality of decisions after expert examination further enhances the efficiency and integrity of the Institute's recruitment process.

### **Section 15: Short listing of Candidates for Mains/Descriptive Exam, Skills Assessment, or Personal Interview**

#### 15.1 Short listing of Candidates

15.1.1 After resolving all grievances related to the preliminary test result, the National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute") shall publish the preliminary test result on the official Institute website.

15.1.2 Candidates who achieve the minimum passing, cut-off, or qualifying marks, as specified by the Institute, in the preliminary test (MCQ type) will be considered eligible for the next stage of evaluation.

15.1.3 The next stage of evaluation shall be the Mains exam (Descriptive type)

#### 15.2 Short listing for Mains Exam (Descriptive Type)

15.2.1 For Group A posts, where an interview is applicable, the top 10 candidates from the pool of qualified candidates in the preliminary test (MCQ type) will be shortlisted to proceed to the Mains exam (Descriptive type).

15.2.2 For Group B and C posts, where an interview is not applicable, the top 5 candidates from the pool of qualified candidates in the preliminary test (MCQ type) will be shortlisted to proceed to the Mains exam (Descriptive type).



### 15.3 Personal Interview

15.3.1 For certain posts, after the Mains exam (Descriptive type), candidates may be subjected to a Personal Interview.

15.3.2 The Institute shall communicate the specific evaluation method to the shortlisted candidates through official means, along with the respective dates and venues.

### 15.4 Transparency and Communication

15.4.1 The short listing process and criteria shall be transparently communicated to all candidates during the initial application stage and through the Institute's recruitment policy.

15.4.2 The Institute shall provide clear instructions to the shortlisted candidates on the format, schedule, and assessment criteria for the Mains exam, Skills and Personal Interview.

### 15.5 Conclusion

This policy for short listing candidates for the Mains/Descriptive Exam, or Personal Interview underscores the Institute's commitment to merit-based evaluation and transparency in the recruitment process. By specifying the minimum qualifying marks and adopting a systematic short listing approach, the National Institute of Ayurveda, Deemed to be University, Jaipur, ensures a fair and competitive selection process for all eligible candidates. The clear communication with shortlisted candidates helps them prepare adequately for the subsequent stages of evaluation, promoting efficiency and excellence in the recruitment process.

## Section 16: Declaration of Mains Exam Results

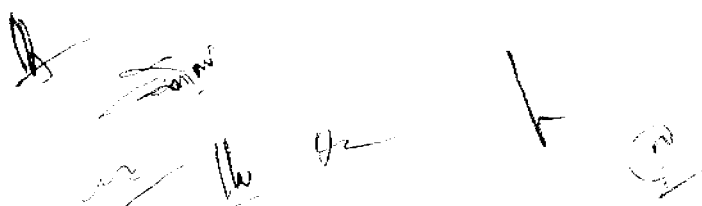
### 16.1 Declaration of Mains Exam Results

16.1.1 The National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute") shall conduct the Mains exam (Descriptive type) for the shortlisted candidates who successfully cleared the preliminary test.

16.1.2 The Mains exam will be designed to assess the candidates' comprehensive understanding of the subject matter and their ability to articulate their knowledge effectively.

16.1.3 The evaluation of the Mains exam responses shall be conducted diligently, adhering to the predefined criteria and guidelines.

### 16.2 Timely Evaluation

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16.2.1 The Institute shall ensure that the evaluation of the Mains exam responses is conducted promptly to minimize delays in the result declaration.

16.2.2 The evaluation process shall be carried out in a fair and transparent manner to maintain the integrity of the recruitment process.

### 16.3 Result Compilation

16.3.1 Once the evaluation process is completed, the results of the Mains exam for each post shall be compiled.

16.3.2 The compilation process shall accurately reflect the performance of each candidate in the Mains exam.

### 16.4 Publication of Results

16.4.1 The Institute shall publish the Mains exam results on the official Institute website.

16.4.2 The publication shall be done promptly after the completion of the evaluation process.

16.4.3 The result publication will include the names or roll numbers of the candidates who have successfully cleared the Mains exam for each post.

### 16.5 Communication with Candidates

16.5.1 The Institute shall communicate the Mains exam results to the respective candidates through official means, such as email or the Institute website.

16.5.2 The communication shall provide clear instructions for candidates who have qualified for further stages of the recruitment process, such as the Skills and Competency Assessment Test or Personal Interview.

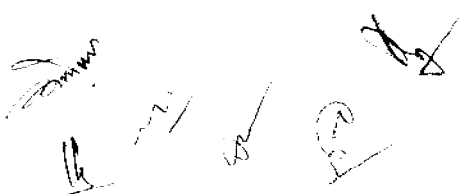
### 16.6 Transparency and Data Protection

16.6.1 The Institute shall ensure transparency in the result declaration process, and the results shall be accessible to all candidates.

16.6.2 Candidate result information shall be handled with utmost confidentiality, adhering to data protection regulations.

### 16.7 Conclusion

This policy for the declaration of Mains exam results demonstrates the Institute's commitment to a transparent, efficient, and merit-based recruitment process. By conducting the Mains exam (Descriptive type) for the shortlisted candidates and promptly



publishing the results, the National Institute of Ayurveda, Deemed to be University, Jaipur, ensures that the candidates' knowledge and skills are adequately assessed. The timely communication with candidates on their results further enhances the credibility and accountability of the recruitment process. The Institute's adherence to data protection measures reflects its commitment to maintaining the privacy and confidentiality of candidate information.

## **Section 17: Short listing for Interview Based on Consolidated Merit**

### **17.1 Short listing for Interview Based on Consolidated Merit**

17.1.1 After the completion of the preliminary and mains exams, the National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute") will evaluate the performance of candidates in both stages.

17.1.2 Candidates who meet the specified qualification criteria in both the preliminary and mains exams will be eligible for consideration in the interview stage, wherever interview is applicable as per recruitment policy of the institute.

### **17.2 Consolidated Merit List**

17.2.1 The Institute will create a consolidated merit list by considering the marks obtained by each candidate in both the preliminary and mains exams.

17.2.2 The consolidation process will involve summing up the marks secured by candidates in both exams to form a comprehensive and fair evaluation of their performance.

17.2.3 The consolidated merit list will showcase the ranking of candidates based on their overall performance in both the preliminary and mains exams.

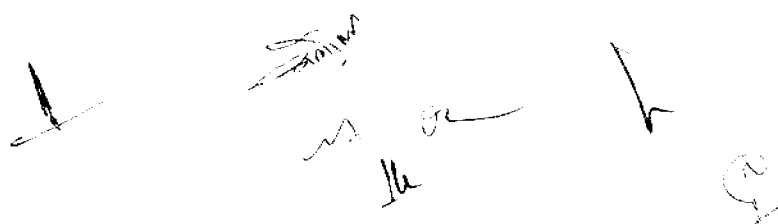
### **17.3 Short listing for Interview**

17.3.1 From the pool of candidates who have qualified in both the preliminary and mains exams, the top 5 candidates with the highest consolidated merit will be shortlisted for the interview for each number of post.

17.3.2 The short listing process based on consolidated merit ensures that the most deserving candidates are selected to proceed to the interview stage.

17.3.3 In the event of equal consolidated merit scores among candidates, tie-breaking rules, if any, as defined by the Institute, will be applied to determine the final shortlist.

### **17.4 Communication with Shortlisted Candidates**



17.4.1 The Institute shall communicate with the shortlisted candidates through official means, providing them with details of the interview schedule, venue, and other relevant information.

17.4.2 The communication will specify the required documents or materials that candidates need to bring for the interview.

#### 17.5 Transparency and Accountability

17.5.1 The short listing process based on consolidated merit will be transparently communicated to all candidates during the preliminary and mains exam stages.

17.5.2 The Institute will maintain accuracy and precision in the consolidation and ranking process to ensure a credible and reliable selection for the interview.

#### 17.6 Conclusion

The short listing process for the interview based on consolidated merit reflects the Institute's commitment to excellence and meritocracy in the recruitment process. By considering the combined performance of candidates in both the preliminary and mains exams, the National Institute of Ayurveda, Deemed to be University, Jaipur, ensures that the most competent and deserving candidates proceed to the interview stage. The transparent communication and adherence to predefined selection criteria further enhance the integrity and efficiency of the selection process.

### Section 18: Final Selection and Offer of Appointment

#### 18.1 Holistic Evaluation

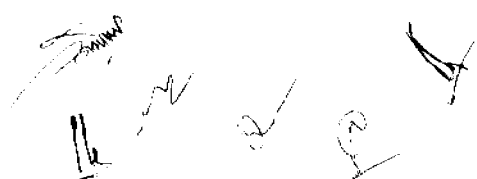
18.1.1 The National Institute of Ayurveda, Deemed to be University, Jaipur (hereinafter referred to as "the Institute") will conduct a comprehensive and holistic evaluation of the candidates' performance throughout the entire selection process.

18.1.2 The evaluation will consider the candidates' performance in the Preliminary exam, Mains exam, and interview stages.

18.1.3 The objective is to identify the most qualified and suitable candidate for the post, considering their subject knowledge, practical skills, critical thinking abilities, and overall fitment with the organizational requirements.

#### 18.2 Publication of Result

18.2.1 After the completion of the interview process and the final evaluation, the Institute shall publish the final selection result on the official Institute website.



18.2.2 The publication will include the names or roll numbers of the candidates who have been selected for the applied post.

### 18.3 Issuance of Offer for Appointment

18.3.1 The selected candidate will be issued an offer for appointment for the applied post.

18.3.2 The offer letter will outline the terms and conditions of employment, including the duration of the appointment.

18.3.3 The selected candidate will be given a time frame of 1 month to confirm their acceptance of the offer and complete any necessary formalities.

### 18.4 Medical Fitness Certificate

18.4.1 As part of the appointment process, the selected candidate must produce a medical fitness certificate.

18.4.2 The medical fitness certificate must be issued by a medical board designated by the Institute.

18.4.3 The medical fitness certificate ensures that the selected candidate meets the physical and health requirements necessary for the job.

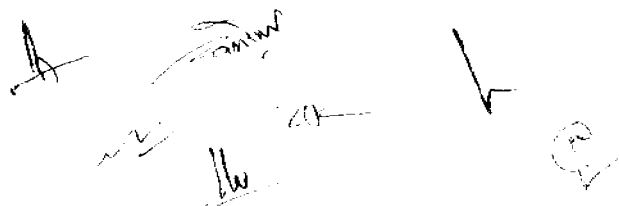
### 18.5 Conclusion

The final selection decision based on a holistic evaluation of the candidates' performance demonstrates the Institute's commitment to recruiting the most suitable and capable individuals. By considering the candidates' performance in all stages of the selection process, the National Institute of Ayurveda, Deemed to be University, Jaipur, ensures that the selected candidate possesses the necessary skills, knowledge, and attributes to excel in the applied post. The prompt publication of the result and the issuance of the offer letter within a specified time frame facilitate a smooth and efficient appointment process. The requirement for a medical fitness certificate further ensures the health and well-being of the selected candidate, aligning with the Institute's dedication to employee welfare and organizational success.

## Section 19: Preliminary Examination

### 19.1 Purpose:

The Preliminary Examination conducted by the National Institute of Ayurveda, Deemed to be University, Jaipur, is a crucial stage in the recruitment process. The primary purpose of this Examination is to assess candidates' knowledge and suitability for further stages of the



recruitment process. It aims to identify qualified candidates who demonstrate the essential competencies and potential to excel in the desired positions.

## 19.2 Test Format and Question Types:

19.2.1 The Preliminary Examination will be conducted in the format of Multiple-Choice Questions (MCQs).

19.2.2 Candidates will be presented with a set of questions, and for each question, multiple answer options will be provided.

19.2.3 Candidates are required to select the correct answer option from the given choices.

## 19.3 Scoring and Evaluation Criteria for MCQ-Based Test:

19.3.1 Correct Answer: Each correct answer in the MCQ-based test will be awarded 1 mark.

19.3.2 Incorrect Answer: For each incorrect answer, a penalty of 0.25 (1/4) mark will be deducted from the total score. If the candidate will darken more than one circle in response to any single question, it will be also considered as incorrect answer and **0.25 (1/4)** mark will be deducted from the total score as a penalty/ negative marking.

19.3.3 Subject to Change: The number of negative markings is subject to change at the discretion of the Vice-Chancellor. Any modifications to the negative marking policy will be communicated to the candidates before the commencement of the test.

19.3.4 Unanswered Questions: Unanswered questions will not be awarded any marks, nor will any marks be deducted for leaving a question unanswered.

### 19.3.5 Total Score Calculation:

- Sum of Correct Answers: The total score for the MCQ-based test is calculated by summing the marks awarded for each correct answer.

- Negative Marking Adjustment: In case of incorrect answers, the penalty for negative marking will be subtracted from the total score

- No Impact of Unanswered Questions: Leaving questions unanswered will not impact the total score calculation

19.3.6 Fair and Equitable Evaluation: The scoring and evaluation criteria ensure a fair and equitable assessment of the candidates' performance in the MCQ-based test. The system rewards correct answers, discourages random guessing with negative marking, and does not penalize candidates for unanswered questions.

## 19.4 Total Marks and Importance:

19.4.1 The Preliminary Examination carries a total weightage of 100 marks.

19.4.2 Each question contributes to the overall score of the candidate.

19.4.3 The marks obtained in the Preliminary Examination will play a significant role in determining candidates' eligibility for further stages of the recruitment process.

19.5 Duration:

19.5.1 The Preliminary Examination is scheduled to be completed within a time frame of 90 minutes.

19.5.2 Candidates must manage their time effectively to answer all the questions within the stipulated duration.

19.5.3 The predetermined time limit ensures a fair and uniform evaluation process for all candidates.

19.6 Communication of Test Details:

19.6.1 The National Institute of Ayurveda will communicate the following test details to all candidates well in advance of the Examination:

- Test date, time, and venue
- Test format (MCQs)
- Total marks (100 marks)
- Duration of the Preliminary Examination (90 minutes)
- Instructions for the Examination day

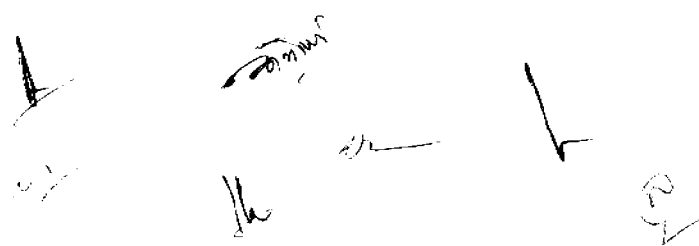
19.6.2 Candidates will receive timely information through official communication channels, including the Institute's website and email.

19.7 Evaluation Criteria:

19.7.1 The Preliminary Examination evaluates candidates' knowledge and understanding of the subject matter.

19.7.2 The examination questions cover relevant topics and concepts related to the desired positions.

19.7.3 Candidates' responses will be assessed based on accuracy, clarity, and relevance to the questions asked.



#### 19.8 Qualifying Criteria:

19.8.1 To qualify for the next stage of the recruitment process, candidates must meet the minimum qualifying criteria as determined by the National Institute of Ayurveda.

19.8.2 The minimum qualifying marks for different categories are as follows:

- General category: 40%
- SC, ST, OBC, and PH candidates: 35%

19.8.3 Candidates who achieve the specified minimum qualifying marks will be considered eligible for the subsequent stages of the recruitment process.

#### 19.9 Important Instructions:

19.9.1 Candidates are required to strictly adhere to the rules and guidelines specified for the Preliminary Examination.

19.9.2 Any form of misconduct or violation of rules may result in disqualification from the recruitment process.

19.9.3 The National Institute of Ayurveda reserves the right to modify or amend the Examination process as deemed appropriate.

#### 19.10 Conclusion:

The Preliminary Examination is a critical step in the recruitment process, aimed at assessing candidates' knowledge and suitability for the desired positions. The MCQ format ensures an objective and efficient evaluation of candidates' knowledge and skills. The scoring and evaluation criteria prioritize accuracy and discourage guessing, ensuring a credible and reliable assessment of candidates' performance. The National Institute of Ayurveda, Deemed to be University, Jaipur, is committed to maintaining a rigorous and unbiased evaluation process that aligns with the highest standards of academic excellence.

### **Section 20: Mains Examination (Descriptive type)**

#### 20.1 Purpose:

The Mains (Descriptive) Examination conducted by the National Institute of Ayurveda, Deemed to be University, Jaipur, is a crucial stage in the recruitment process. The primary purpose of this Examination is to assess candidates' proficiency in the skills required for the applied post. The Mains exam focuses on evaluating candidates' practical knowledge, understanding, and application of the key skills necessary for the position.



## 20.2 Test Format and Question Types:

20.2.1 The Mains (Descriptive) Examination will be conducted in the format of Short and Long answer type questions.

20.2.2 Candidates will be required to provide detailed responses to the questions asked.

20.2.3 The questions in the Mains exam will be designed to assess candidates' ability to analyze, synthesize, and evaluate information, as well as their capacity to express their ideas, views, and applied knowledge of the subject effectively.

## 20.3 Scoring and Evaluation Criteria:

20.3.1 Two Independent Examiners: Each answer sheet will be evaluated by two separate and independent examiners. This approach ensures an objective and fair assessment by considering multiple perspectives.

20.3.2 Average of Marks: The average of the marks awarded by both examiners will be considered as the final mark of the descriptive test.

20.3.3 Masking of Candidate Identity: The answer sheets will be masked to conceal the identity of the candidates during evaluation. This practice promotes impartiality and prevents any bias based on personal information.

20.3.4 Rubrics-Based Evaluation: The evaluation will be conducted using a rubrics-based system. This system provides a structured framework for assessing the quality, accuracy, and completeness of the answers based on predefined criteria. The examiners will refer to the rubrics to assign marks and provide feedback.

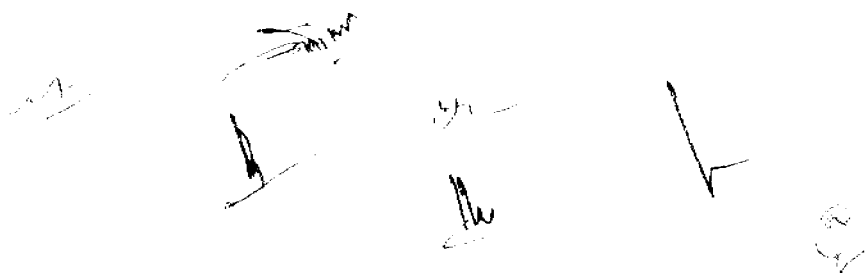
20.3.5 Re-Evaluation: There will not be an option for re-evaluation of the answer sheets. The marks awarded based on the initial evaluation will be considered final for further processing. This policy maintains consistency and fairness in the evaluation process.

## 20.4 Total Marks and Importance:

20.4.1 The Mains (Descriptive) Examination carries a total weightage of 100 marks.

20.4.2 Each question's answer contributes to the overall score of the candidate.

20.4.3 The marks obtained in the Mains examination will be combined with the Preliminary Examination scores to create a consolidated merit for further stages of the recruitment process.





20.5 Duration:

20.5.1 The Mains (Descriptive) Examination is scheduled to be completed within a time frame of 3 hours.

20.5.2 Candidates must manage their time effectively to provide comprehensive and detailed responses within the stipulated duration.

20.5.3 The predetermined time limit ensures a fair and uniform evaluation process for all candidates.

20.6 Communication of Test Details:

20.6.1 The National Institute of Ayurveda will communicate the following test details to all candidates well in advance of the Examination:

- Test date, time, and venue
- Test format (Short and Long answer type questions)
- Total marks (100 marks)
- Duration of the Mains Examination (3 hours)
- Instructions for the Examination day.

20.6.2 Candidates will receive timely information through official communication channels, including the Institute's website and email.

20.7 Qualifying Criteria:

20.7.1 To qualify for the next stage of the recruitment process, candidates must meet the minimum qualifying criteria as determined by the National Institute of Ayurveda.

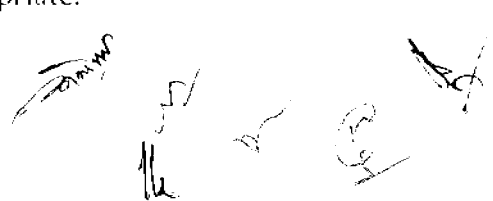
20.7.2 The minimum qualifying marks for different categories will be specified and communicated to the candidates before the Mains Examination.

20.8 Important Instructions:

20.8.1 Candidates are required to strictly adhere to the rules and guidelines specified for the Mains (Descriptive) Examination.

20.8.2 Any form of misconduct or violation of rules may result in disqualification from the recruitment process.

20.8.3 The National Institute of Ayurveda reserves the right to modify or amend the Examination process as deemed appropriate.



## 20.9 Conclusion:

The Mains (Descriptive) Examination is a critical stage in the recruitment process, focusing on assessing candidates' practical knowledge and skills for the applied post. The rubrics-based evaluation ensures a fair and objective assessment of candidates' responses. The National Institute of Ayurveda remains committed to providing clear communication, comprehensive evaluation criteria, and a transparent assessment process.

## Section 21: Selection for Interview

**21.1** After the preliminary and mains exams, candidates who will qualify as per the specified criteria for both stages (Preliminary and Mains exam), among them maximum top **5** candidates for each number of post will be called for the interview (Wherever interview is applicable as a part of selection process).

**21.2** The selection for the interview will be based on the consolidated merit of both tests (Preliminary and Mains Examination)

**21.3** The consolidated merit list will be created by considering the performance of candidates in both the preliminary and mains exams. The marks obtained in these two stages will be combined to determine the overall merit of each qualified candidate in both stages (Preliminary and Mains exam).

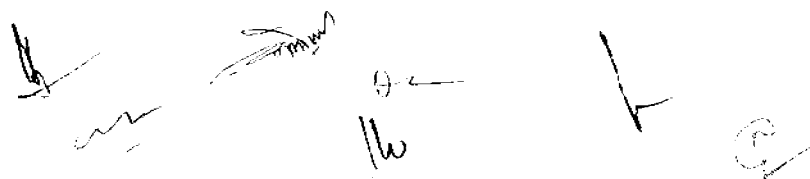
**21.4** From the pool of candidates who have qualified in both exams, the top **5** candidates with the highest consolidated merit will be shortlisted and called for the interview for each number of post.

**21.5** Interview Location and Schedule:

**21.5.1** The Interview location will be determined and communicated to the candidates in advance. The venue may vary based on the availability and convenience. The schedule of the Interview will be notified to the shortlisted candidates through the official Institute website. Candidates are expected to check the website regularly for updates and announcements related to the Interview.

**21.6** Marks of Interview:

The Interview carries a total weightage of **100** marks. It consists viva-voce as well as evaluation of academic achievements of candidates for relevant post i.e research publications, presentation in scientific seminar or conferences, higher education degree like PhD, value adding certificate courses related to post, etc. The interviewers will assess the candidates' performance based on the specific attributes and qualities relevant to the position. The marks obtained in the Interview will



be combined with the scores from the Preliminary Examination and Mains (Descriptive) Examination to determine the final merit and selection of candidates.

#### **21.7 Interview Assessment Criteria:**

The Interview panel will evaluate candidates based on their responses and interactions during the Interview. The assessment criteria will focus on the following attributes and qualities:

**21.7.1 Subject knowledge and its practical application-** Assessment of subject knowledge and its practical applicability

**21.7.2 Communication Skills:** The ability to express ideas clearly and effectively

**21.7.3 Interpersonal Skills:** The capability to interact positively and build relationships with others

**21.7.4 Leadership Potential:** The potential to lead and influence others effectively

**21.7.5 Emotional Intelligence:** The capacity to understand and manage emotions in oneself and others

**21.7.6 Problem-Solving and Critical Thinking Abilities:** The ability to analyze and solve complex problems

**21.7.7 Adaptability and Flexibility:** The capacity to adapt to changing situations and handle challenges

**21.7.8 Self-Motivation and Drive:** The internal drive and determination to achieve goals

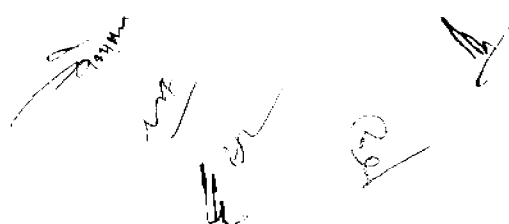
**21.7.9 Professionalism and Ethics:** The adherence to professional standards and ethical principles

**21.7.10 Teamwork and Collaboration:** The ability to work collaboratively with others towards common goals

**21.7.11 Presentation skill:** The ability to express view and ideas in effective way

#### **21.7.12. Conclusion:**

The Interview plays a pivotal role in assessing candidates' personality traits and essential attributes relevant to the desired position. By evaluating communication skills, interpersonal abilities, leadership potential, emotional intelligence, problem-solving capabilities, adaptability, self-motivation, professionalism, ethics, and teamwork, the Interview helps in selecting the most suitable candidates for various roles within the Institute. The National Institute of Ayurveda is committed to conducting fair and transparent Interviews that contribute significantly to the final selection process.



## **Section 22: Policy Document: Roles and Responsibilities of Various Committees for Smooth Conduction of Recruitment Process**

### **1. Vacancy Identification Committee:**

Role and Responsibilities:

- Identify vacant positions within the organization based on the institute's needs and requirements.
- Conduct regular assessments of workforce needs and consult with different departments to determine vacancies.
- Prepare a comprehensive report on the identified vacancies and present it to the higher authorities for approval.

### **2. Reservation Implementation Committee:**

Role and Responsibilities:

- Ensure proper implementation of the reservation policy as per the Government of India's guidelines.
- Categorize vacancies and allocate them to different reserved categories based on the prescribed roster points.
- Regularly update and maintain reservation records and ensure compliance with all legal requirements.

### **3. Communication and Publication Committee:**

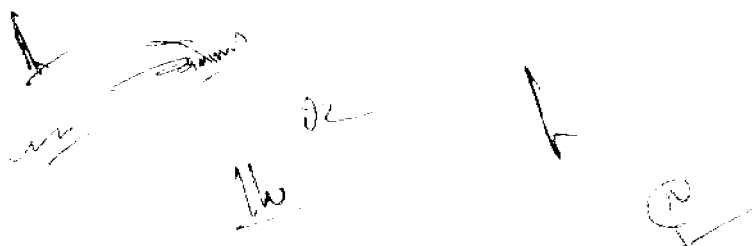
Role and Responsibilities:

- Prepare and publish the vacancy notification in national-level newspapers, employment news, and other relevant publications to reach a wide range of potential candidates.
- Ensure that the notification includes all essential details about the recruitment process, such as eligibility criteria, application process, examination dates, and contact information.

### **4. Web Management Committee:**

Role and Responsibilities:

- Manage the official institute website and ensure it is regularly updated with all the necessary information related to the recruitment process.

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- Post a detailed vacancy notification, recruitment rules, instructions, application forms, and other relevant documents on the website.

## **5. Application Scrutiny Committee:**

Role and Responsibilities:

- Review and evaluate the applications received from candidates for completeness and accuracy.
- Post the list of rejected applications with reasons for rejection to maintain transparency in the selection process.
- Verify the eligibility of candidates based on the application scrutiny results and post the list of eligible candidates for further stages.

## **6. Examination Coordination Committee:**

Role and Responsibilities:

- Plan and coordinate the schedule, venue, and other logistical details of the preliminary and mains examinations.
- Ensure that all candidates receive timely communication about the examination details through the institute website and other appropriate channels.

## **7. Examination Conducting Committee:**

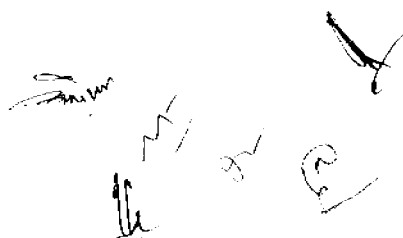
Role and Responsibilities:

- Conduct the preliminary and mains examinations, adhering to the prescribed test formats and question types.
- Set question papers, prepare answer keys, ensure proper invigilation, and handle all examination materials securely.
- Release answer keys for the preliminary exam promptly to facilitate transparency and address any grievances.

## **8. Grievance Redressal Committee:**

Role and Responsibilities:

- Address and resolve any grievances or objections raised by candidates concerning the preliminary exam results or answer keys.



- Conduct a fair and unbiased review of the objections and provide appropriate resolutions to the candidates.

#### **9. Result Declaration Committee:**

Role and Responsibilities:

- Compile and declare the results of the preliminary and mains exams, including the final result and merit list of successful candidates.
- Ensure the accuracy and authenticity of the result data before publication.

#### **10. Interview Management Committee:**

Role and Responsibilities:

- Shortlist candidates for the interview stage based on their performance in the preliminary and mains exams.
- Ensure all necessary arrangements for managing the interview process smoothly and professionally.

#### **11. Final Selection Committee:**

Role and Responsibilities:

- Finalize the selection process based on candidates' performance in all stages, including the preliminary exam, mains exam, and interview (if applicable).
- Declare the result and prepare the list of selected candidates for appointment to the respective positions.

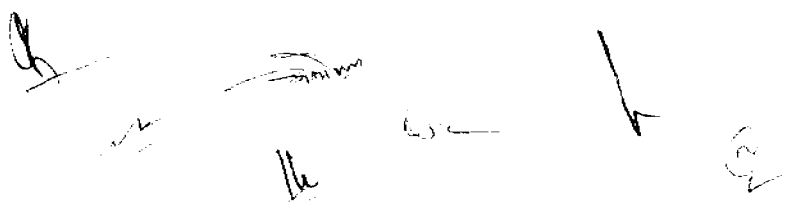
#### **12. Appointment and on boarding Committee**

Role and Responsibilities:

The Appointment and On boarding Committee at the National Institute of Ayurveda, Deemed to be University, Jaipur, plays a vital role in facilitating the smooth appointment and on boarding process for selected candidates. The committee is responsible for ensuring that the selected candidates meet all necessary eligibility criteria and requirements for the respective positions. Their roles and responsibilities include:

Verification of Eligibility and Background:

- Verify the eligibility and background of the selected candidates to ensure they meet the required qualifications and experience for the position.



**Coordination with Departments:**

- Coordinate with the respective departments or units to determine the date of joining and other on boarding formalities.

**Offer Letters and Appointment Documents:**

- Provide offer letters and appointment documents to the selected candidates, outlining the terms and conditions of their employment.

**Communication of Employment Details:**

- Communicate essential information regarding salary, benefits, and other employment-related details to the appointed candidates.

**Completion of Necessary Paperwork:**

- Facilitate the completion of necessary paperwork, such as contract agreements, confidentiality agreements, and other relevant documents, as required and specified for the post.

**Orientation Program:**

- Arrange an orientation program to familiarize the newly appointed candidates with the organization's policies, procedures, and work culture.

**Resources and Support:**

- Liaise with relevant departments to ensure that the appointed candidates have access to the required resources and support for a smooth on boarding process.

**Addressing Queries and Concerns:**

- Address any queries or concerns raised by the newly appointed candidates during the on boarding period.

**Record Keeping:**

- Maintain accurate records of appointments, on boarding activities, and related documentation for administrative purposes and future reference.

**Communication Updates:**

- Ensure timely communication of any changes or updates to the appointment process to all candidates concerned.

The smooth functioning of these committees plays a pivotal role in conducting a transparent, fair, and merit-based recruitment process. The National Institute of Ayurveda



is committed to upholding the highest standards of integrity and professionalism in all aspects of the recruitment process.

**Section 23: Recruitment Policy: Retaining of Records Related to Exam and Posting - National Institute of Ayurveda, Jaipur**

**1. Purpose and Scope:**

This policy outlines the guidelines for retaining records related to recruitment exams and postings within the National Institute of Ayurveda (NIA), Jaipur. The policy applies to all personnel involved in the recruitment process, including candidates, examination conducting authorities, and the establishment section of NIA Jaipur.

**2. Record-Keeping Responsibility:**

The Establishment Section of NIA Jaipur shall be responsible for maintaining all records related to recruitment exams and postings. This includes documentation of application forms, examination papers, answer sheets, interview assessments, and other relevant records.

**3. Retention Period:**

Records related to recruitment exams and postings shall be retained for a specified period as per the following guidelines:

3.1 Application Forms: All received application forms will be retained for a minimum of 3 years after the conclusion of the recruitment process.

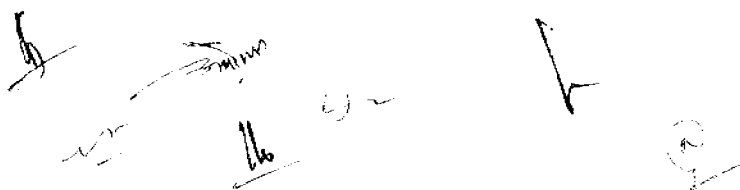
3.2 Examination Papers and Answer Sheets: Examination question papers and answer sheets of candidates will be retained for a minimum of 6 years from the date of the examination.

3.3 Interview Assessments: Interview assessments of candidates will be kept on record for a minimum of 5 years from the date of the interview.

3.4 Appointment Letters and Posting Details: Records of appointment letters and posting details of successfully recruited candidates will be retained for the entire duration of their service within NIA Jaipur.

**4. Storage and Security:**

All records related to recruitment exams and postings shall be stored securely in a designated section of the Establishment Section. Access to these records will be limited to authorized personnel only, and measures will be taken to prevent unauthorized access or tampering.





5. Data Privacy and Confidentiality:

NIA Jaipur is committed to maintaining the confidentiality and privacy of candidates' personal information provided during the recruitment process. The Establishment Section shall ensure that candidate data is handled in compliance with applicable data protection laws and regulations.

6. Disposal of Records:

At the end of the specified retention periods, records related to recruitment exams and postings that are no longer required shall be properly disposed of in a manner that ensures confidentiality and data security. Disposal methods shall adhere to relevant legal requirements.

7. Legal Compliance:

This policy shall comply with all relevant laws and regulations concerning record retention and data management, as applicable within the jurisdiction of NIA Jaipur.

8. Policy Review:

This policy will be subject to periodic review to ensure its effectiveness, accuracy, and compliance with changing regulations. Any necessary updates or modifications will be made by the Establishment Section with the approval of the appropriate authorities.

9. Communication and Awareness:

All personnel involved in the recruitment process will be made aware of this policy. It will be accessible through NIA Jaipur's intranet and other relevant communication channels.

10. Implementation:

This policy will be effective immediately upon approval and will apply to all ongoing and future recruitment processes within NIA Jaipur.

**Section 24: Updates and Changes in NIA Recruitment Policy**

1. Purpose:

This section outlines the process for making updates and changes to the National Institute of Ayurveda (NIA) Recruitment Policy. The objective is to ensure that the policy remains relevant, effective, and compliant with evolving requirements, regulations, and best practices.

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## 2. Policy Review:

The NIA Recruitment Policy will undergo periodic reviews at scheduled intervals to assess its efficiency and effectiveness. The review process will be initiated by the Establishment Section or any relevant governing body.

## 3. Identifying the Need for Updates:

During the review process, the Establishment Section, in consultation with relevant stakeholders, will identify the need for updates or changes to the existing recruitment policy. This identification will consider factors such as:

3.1 Changes in Government Regulations: Any modifications in government regulations related to recruitment, reservation policies, data protection, or other relevant aspects that impact the recruitment process.

3.2 Organizational Requirements: NIA's evolving organizational needs, growth, and strategic goals that may necessitate adjustments to the recruitment policy.

3.3 Feedback and Suggestions: Feedback from candidates, employees, and other stakeholders involved in the recruitment process will be considered, along with any constructive suggestions for improvement.

## 4. Proposal and Approval:

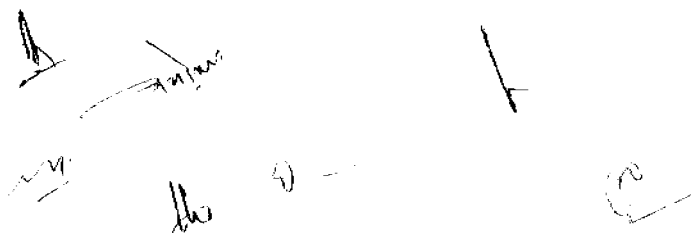
Once the necessary updates or changes have been identified, the Establishment Section will prepare a comprehensive proposal. The proposal will include details of the proposed updates, the reasons behind them, and their potential impact on the recruitment process.

The proposal will be submitted to the appropriate governing body or decision-making authority for approval. The decision-making authority may include the NIA Management Committee, Board of Governors, or any other designated body responsible for policy approval.

## 5. Implementation and Communication:

Upon approval, the updated or revised recruitment policy will be implemented promptly. The Establishment Section will be responsible for ensuring that the revised policy is communicated effectively to all relevant stakeholders.

The updated policy will be accessible through NIA Jaipur's official website and intranet to facilitate easy access and reference for all employees, candidates, and concerned individuals.



#### 6. Training and Awareness:

To ensure seamless implementation, the Establishment Section will conduct training sessions or workshops for all personnel involved in the recruitment process. These sessions will cover the changes and updates in the policy, along with their implications for the recruitment process.

#### 7. Policy Dissemination:

The Establishment Section will take proactive measures to disseminate the updated policy among all employees and candidates. This includes sharing the policy through official communication channels, email updates, and notices on the institute's notice boards.

#### 8. Record Keeping:

The Establishment Section will maintain a record of all updates and changes made to the recruitment policy. This record will include the date of approval, the nature of the update, and the rationale behind the modification.

#### 9. Continuous Improvement:

The review and update process will be an ongoing endeavor, and the NIA Recruitment Policy will be subject to continuous improvement to ensure its relevance and alignment with the institute's goals and changing recruitment landscape.

#### 10. Conclusion:

The process of updating and changing the NIA Recruitment Policy is aimed at enhancing the efficiency, transparency, and fairness of the recruitment process. By conducting regular reviews and implementing necessary updates, NIA Jaipur remains committed to maintaining a robust and up-to-date recruitment policy that meets the highest standards of excellence.

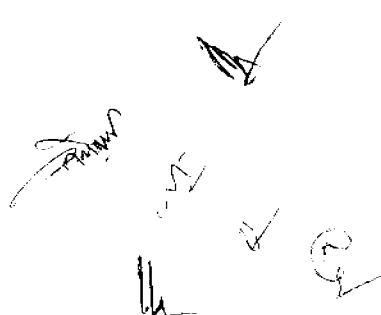
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Figure 1- Showing various steps of recruitment process

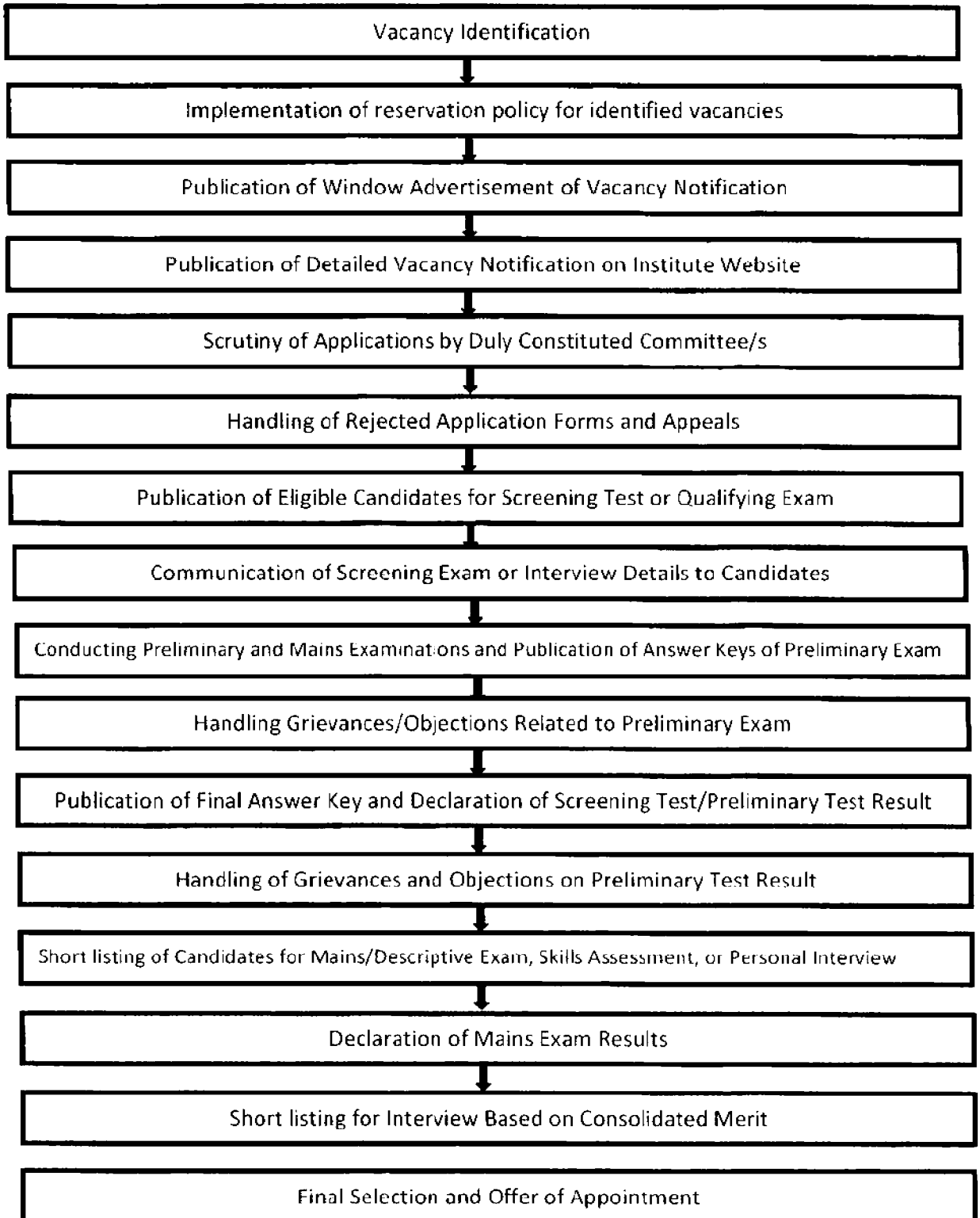


Table 1 Showing details of posts and applicable exam/s or process for Direct recruitment

S. No	Name of Post	Group of post	Applicable exam/s or process for recruitment
1	Vice chancellor	Group A	Search cum selection committee to be constituted by the Ministry of Ayush
2	Professor	Group A	Interview (Screening if required)
3	Associate professor	Group A	Interview (Screening if required)
4	Assistant Professor	Group A	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type) 3) Interview
5	Pharmacy manager	Group A	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type) 3) Interview
6	Radiologist	Group A	Interview (Screening if required)
7	Pathologist	Group A	Interview (Screening if required)
8	Biochemist	Group A	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type) 3) Interview
9	Pharmacologist	Group A	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type) 3) Interview
10	Vaidya (Medical Officer)	Group A	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type) 3) Interview
11	Resident Medical office (RMO)	Group A	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type) 3) Interview
12	Clinical Registrar	Group A	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type) 3) Interview
13	Account officer	Group B	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type)
14	Nursing officer	Group B	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type)
15	Personal Assistant to VC	Group B	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type)
16	Accountant	Group B	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type)

17	Physiotherapist	Group B	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type)
18	Museum curator	Group B	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type)
19	Medical Laboratory Technician	Group B	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type)
20	Junior Medical Laboratory Technician	Group C	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type)
21	X ray technician	Group C	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type)
22	Pharmacist	Group C	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type)
23	Junior Stenographer	Group C	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type)
24	Junior Secretariat Assistant	Group C	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type)
25	Library Assistant	Group C	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type)
26	MTS (Multi Tasking Staff)	Group C	1) Preliminary exam (MCQ based) 2) Mains exam (Descriptive type)

**Table 2 Detail of syllabus for Mains exam (Descriptive type)**

Name of post	Syllabus for descriptive exam
Assistant Professor	<p><b>1.) Subject knowledge (50 marks)</b> Post Graduate Syllabus prescribed by NCISM for concerned PG specialty /Subject</p> <p><b>Research methodology and biostatistics (10 marks)</b> Syllabus of research methodology and biostatistics prescribed by NCISM for Postgraduate study (M.D/M.S (Ayu) in Ayurveda</p> <p><b>Syllabus for Teaching Skills (10 marks)</b></p> <p>1. Teaching Methodologies and Techniques    A. Principles of Teaching in Ayurveda              1. Understanding the role of an Ayurvedic teacher              2. Different teaching methods and approaches in Ayurveda              B. Curriculum Development and Lesson Planning              1. Designing a curriculum for Ayurvedic education              2. Developing effective lesson plans for various topics in Ayurveda              C. Classroom Management              1. Creating a positive learning environment              2. Strategies for student engagement and participation              D. Assessment and Evaluation              1. Types of assessments in Ayurvedic education              2. Techniques for evaluating students' knowledge and skills</p> <p><b>Effective Communication and Writing Skills (10 marks)</b>              A. Communication Skills in Teaching                  1. Verbal and non-verbal communication techniques                  2. Active listening and effective questioning in the classroom              B. Writing Skills for Academic Purposes                  1. Developing clear and concise academic writing                  2. Referencing and citation techniques in Ayurvedic research              C. Presentation Skills                  1. Designing and delivering effective presentations                  2. Effective use of audio-visual aids in teaching</p> <p><b>General Knowledge of Ayurveda (10 marks)</b></p>

	<ol style="list-style-type: none"> <li>1. Important events and milestones in Ayurvedic history</li> <li>2. Government Initiatives and Policies</li> <li>3. Awareness of government schemes and policies related to Ayurveda</li> <li>4. National and international organizations promoting Ayurveda</li> </ol> <p><b>Analytical and Logical Thinking Skills Assessment (10 marks)</b></p> <p>A. Critical Thinking and Problem Solving</p> <ol style="list-style-type: none"> <li>1. Analyzing and evaluating Ayurvedic concepts and theories</li> <li>2. Applying critical thinking in clinical decision-making</li> </ol> <p>B. Reasoning and Deductive Thinking</p> <ol style="list-style-type: none"> <li>1. Logical reasoning in Ayurvedic diagnosis and treatment</li> <li>2. Making deductions based on Ayurvedic principles and evidence</li> </ol> <p>C. Research and Data Interpretation</p> <ol style="list-style-type: none"> <li>1. Interpreting research findings and statistical data in Ayurvedic studies</li> <li>2. Analyzing and presenting research data effectively</li> </ol>
Medical officer	<p><b>Section 1: Ayurveda Principles, Diagnosis, and Treatment (20 Marks)</b></p> <ol style="list-style-type: none"> <li>1. Basic principles of Ayurveda</li> <li>2. Ayurvedic physiology and pathology</li> <li>3. Ayurvedic approach to diagnosis and treatment</li> <li>4. Pulse diagnosis, tongue examination, eye examination</li> <li>5. Panchakarma therapies and procedures</li> <li>6. Herbal formulations and preparation</li> <li>7. Ayurvedic detoxification techniques</li> <li>8. Ayurvedic massage and oil therapies</li> <li>9. Ayurvedic lifestyle modifications</li> <li>10. Ayurvedic management of common diseases and disorders</li> </ol> <p><b>Section 2: Practical Knowledge of Ayurvedic Clinical Specialties and Research (50 Marks)</b></p> <ol style="list-style-type: none"> <li>1. Kayachikitsa (Internal Medicine)</li> </ol>



	<ol style="list-style-type: none"><li>2. Shalya Tantra (Surgery)</li><li>3. Shalakya Tantra (Ophthalmology and ENT)</li><li>4. Kaumarabhritya (Pediatrics)</li><li>5. Prasuti Tantra and Stri Roga (Obstetrics and Gynecology)</li><li>6. Panchakarma and Rasayana Chikitsa (Rejuvenation and Geriatrics)</li><li>7. Ayurvedic management of lifestyle disorders</li><li>8. Principles and methods of Ayurvedic research</li><li>9. Literature review and research design in Ayurveda</li><li>10. Data collection and analysis in Ayurvedic research</li></ol> <p><b>Section 3: Integration, Hospital Management, and Administration (10 Marks)</b></p> <ol style="list-style-type: none"><li>1. Integrative medicine principles</li><li>2. Collaborative approach in patient care</li><li>3. Evidence-based integration of Ayurveda and modern medicine</li><li>4. Healthcare management principles and practices</li><li>5. Hospital operations and administration</li><li>6. Healthcare policy and regulations</li><li>7. Quality management in healthcare</li><li>8. Financial management and budgeting</li><li>9. Human resource management in healthcare</li></ol> <p><b>Section 4: Emergency Handling, Accreditation, and Public Health (10 Marks)</b></p> <ol style="list-style-type: none"><li>1. Emergency preparedness and response</li><li>2. Triage, basic life support, and first aid</li><li>3. Disaster management principles and protocols</li><li>4. National Accreditation Board for Hospitals and Healthcare Providers (NABH)</li><li>5. Quality improvement programs</li><li>6. Patient safety and infection control</li><li>7. Basics of public health and community medicine</li><li>8. Preventive healthcare measures</li><li>9. Epidemiology and disease surveillance</li><li>10. Health promotion and disease prevention strategies</li></ol> <p><b>Section 5: Professional Ethics and Communication Skills (10 Marks)</b></p> <ol style="list-style-type: none"><li>1. Ethical considerations in Ayurvedic practice</li><li>2. Patient counseling and communication skills</li><li>3. Interprofessional collaboration and teamwork</li><li>4. Professional conduct and responsibilities of an Ayurveda</li></ol>
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<p><b>Clinical Registrar (Kayachikitsa)</b></p>	<p><b>Medical Officer</b></p> <p><b>Ayurvedic Clinical Specialties related knowledge : (40 Marks)</b></p> <ul style="list-style-type: none"> <li>- Kayachikitsa (Internal Medicine)</li> <li>- Panchakarma and Rasayana Chikitsa (Rejuvenation and Geriatrics)</li> </ul> <p><b>Research Methodology in Ayurveda: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Principles and methods of Ayurvedic research</li> <li>- Literature review and research design in Ayurveda</li> <li>- Data collection and analysis in Ayurvedic research</li> <li>- Ethical considerations in Ayurvedic research</li> <li>- Research publications and scientific writing in Ayurveda</li> </ul> <p><b>Integration of Modern Medicine and Ayurveda: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Understanding the principles of integrative medicine</li> <li>- Collaborative approach in patient care</li> <li>- Evidence-based integration of Ayurveda and modern medicine</li> <li>- Ayurvedic management in the context of modern healthcare</li> </ul> <p><b>7. Ayurvedic Case Studies and Presentations:</b></p> <ul style="list-style-type: none"> <li>- Analyzing and presenting Ayurvedic case studies</li> <li>- Application of Ayurvedic principles in clinical scenarios</li> <li>- Case discussions and problem-solving exercises</li> <li>- Developing treatment plans based on Ayurvedic principles</li> </ul> <p><b>Hospital Management and Administration: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Healthcare management principles and practices</li> <li>- Hospital operations and administration</li> <li>- Healthcare policy and regulations</li> <li>- Quality management in healthcare</li> <li>- Financial management and budgeting in healthcare organizations</li> <li>- Human resource management in healthcare settings</li> </ul> <p><b>Emergency Handling and Disaster Management: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Emergency preparedness and response in healthcare settings</li> <li>- Triage and prioritization in emergency situations</li> <li>- Basic life support (BLS) and first aid</li> </ul>
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	<ul style="list-style-type: none"> <li>- Disaster management principles and protocols</li> <li>- Crisis communication and coordination during emergencies</li> </ul> <p><b>Accreditation and Quality Standards: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- National Accreditation Board for Hospitals and Healthcare Providers (NABH)</li> <li>- Understanding NABH accreditation standards and processes</li> <li>- Quality improvement programs in healthcare</li> <li>- Patient safety and infection control measures</li> <li>- Compliance with regulatory requirements</li> </ul> <p><b>Professional Ethics and Communication Skills: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Ethical considerations in Ayurvedic practice</li> <li>- Patient counseling and communication skills</li> <li>- Inter-professional collaboration and teamwork</li> <li>- Professional conduct and responsibilities of a clinical registrar</li> </ul>
<b>Biochemist</b>	<p><b>Section I:</b> <b>Introduction to Biochemistry (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Overview of Biochemistry</li> <li>- Biomolecules and their classification</li> <li>- Chemical structure and properties of biomolecules</li> </ul> <p><b>Section II:</b> <b>Enzymes and Enzyme Kinetics (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Enzyme nomenclature and classification</li> <li>- Enzyme mechanisms and kinetics - Enzyme regulation and inhibition</li> </ul> <p><b>Section III:</b> <b>Metabolism (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Carbohydrate metabolism</li> <li>- Lipid metabolism</li> <li>- Amino acid metabolism - Integration of metabolic pathways</li> </ul> <p><b>Section IV:</b> <b>Molecular Biology (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- DNA structure and replication</li> <li>- RNA structure and transcription</li> <li>- Protein synthesis and translation</li> </ul>

	<p>- Genetic code and regulation of gene expression</p> <p><b>Section V:</b>  <b>Cell Signalling (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Cell signalling pathways</li> <li>- Hormones and their action</li> <li>- Signal transduction mechanisms</li> </ul> <p><b>Section VI:</b>  <b>Biochemical Techniques (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Spectroscopy and chromatography</li> <li>- Electrophoresis and PCR</li> <li>- DNA sequencing and molecular biology techniques</li> </ul> <p><b>Section VII:</b>  <b>Clinical Biochemistry (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Principles of clinical laboratory testing</li> <li>- Biochemical markers in disease diagnosis</li> <li>- Diagnostic techniques and instrumentation</li> </ul> <p><b>Section VIII:</b>  <b>Special Topics in Biochemistry (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Biochemical aspects of nutrition</li> <li>- Biochemistry of cancer</li> <li>- Biochemistry of aging - Biochemistry of neurodegenerative diseases</li> </ul> <p><b>Section IX:</b>  <b>Research Methodology (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Experimental design and data analysis</li> <li>- Ethical considerations in research</li> <li>- Literature review and scientific writing</li> </ul> <p><b>Section X:</b>  <b>Case Studies and Clinical Correlations (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Application of biochemistry in clinical scenarios</li> </ul>
Accountant	<p><b>Accounting Principles and Concepts: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Basic accounting principles (e.g., accruals, matching, consistency)</li> <li>- Double-entry bookkeeping</li> <li>- Chart of accounts and general ledger</li> <li>- Accounting equation and financial statements</li> </ul>

**Financial Statements and Cost Accounting: (10 Marks)**

- Preparation of income statements, balance sheets, and cash flow statements
- Understanding and interpreting financial statements
- Ratio analysis and financial performance evaluation
- Cost classification and behavior
- Job and process costing
- Cost-volume-profit analysis
- Budgeting and variance analysis

**Taxation: (10 Marks)**

- Basic understanding of tax laws and regulations
- Calculation and reporting of income tax
- Tax deductions, exemptions, and credits

**Auditing and Internal Controls: (10 Marks)**

- Internal control systems and their importance
- Auditing procedures and techniques
- Fraud detection and prevention

**Financial Analysis and knowledge of Accounting Software and Technology: (10 Marks)**

- Financial forecasting and budgeting
- Cash flow analysis and management
- Interpretation of financial ratios
- Investment appraisal techniques
- Proficiency in popular accounting software (e.g., QuickBooks, Xero, SAP)
- Data entry, financial statement generation, and reporting using accounting software
- Knowledge of cloud-based accounting systems and their benefits

**Ethics and Professional Standards: (10 Marks)**

- Understanding ethical considerations in accounting
- Compliance with accounting principles and professional standards
- Professional conduct and responsibilities of accountants

	<p><b>Written Communication Skills: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Ability to prepare clear and concise financial reports</li> <li>- Written communication for correspondence and documentation purposes</li> </ul> <p><b>Government E-Marketplace (GEM) and Procurement Process: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Introduction to GEM and its objectives</li> <li>- Registration process and vendor management on GEM</li> <li>- Understanding the procurement procedures on GEM</li> <li>- Online bidding and tendering process on GEM</li> <li>- Contract management and payment processes on GEM</li> <li>- Overview of the procurement cycle</li> <li>- Identification of procurement needs and budgeting</li> <li>- Vendor selection and evaluation</li> <li>- Purchase order creation and management</li> <li>- Receipt and inspection of goods/services</li> <li>- Invoicing, payment, and vendor relationship management</li> </ul> <p><b>General Financial Rules: (20 Marks)</b></p> <ul style="list-style-type: none"> <li>- Understanding the principles and guidelines of General Financial Rules (GFR)</li> <li>- Budgeting and expenditure control as per GFR</li> <li>- Procurement guidelines and financial procedures under GFR</li> <li>- Fund management and utilization as per GFR</li> <li>- Compliance and audit requirements under GFR</li> </ul>
<b>Junior Secretariat Assistant</b>	<p><b>General English: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Vocabulary building</li> <li>- Comprehension passages</li> <li>- Grammar and sentence structure</li> <li>- Synonyms and antonyms</li> <li>- Idioms and phrases</li> <li>- Letter and email writing</li> <li>- Basic knowledge of English language usage</li> </ul> <p><b>General Knowledge and Current Affairs: (20 Marks)</b></p> <ul style="list-style-type: none"> <li>- Indian history, culture, and heritage</li> <li>- Indian polity and governance</li> </ul>

	<ul style="list-style-type: none"> <li>- Geography of India</li> <li>- Current events and developments in various fields</li> <li>- Science and technology advancements</li> <li>- Sports and games</li> <li>- Awards and honors</li> <li>- Indian economy and financial institutions</li> </ul> <p><b>Quantitative Aptitude: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Numerical ability and basic mathematical concepts</li> <li>- Arithmetic, including percentages, ratios, and proportions</li> <li>- Data interpretation and analysis</li> <li>- Time and work problems</li> <li>- Simple and compound interest</li> <li>- Profit and loss calculations</li> <li>- Time, speed, and distance</li> </ul> <p><b>Reasoning and Mental Ability: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Verbal and non-verbal reasoning</li> <li>- Logical reasoning and analytical ability</li> <li>- Series completion and analogy</li> <li>- Coding-decoding</li> <li>- Blood relations</li> <li>- Decision making and problem-solving</li> <li>- Data sufficiency</li> <li>- Critical thinking skills</li> </ul> <p><b>Computer Knowledge: (20 Marks)</b></p> <ul style="list-style-type: none"> <li>- Basic computer operations and concepts</li> <li>- MS Office (Word, Excel, PowerPoint)</li> <li>- Internet and email usage</li> <li>- File management and data entry</li> <li>- Computer hardware and software</li> </ul> <p><b>Clerical Skills: (30 Marks)</b></p> <ul style="list-style-type: none"> <li>- Record keeping and file management</li> <li>- Data entry and typing skills</li> <li>- Office correspondence and communication</li> <li>- Knowledge of office procedures and protocols</li> <li>- Handling phone calls and inquiries</li> <li>- Maintaining appointment schedules</li> <li>- Basic financial and accounting procedures</li> </ul>
<b>Junior Medical Laboratory Technologist</b>	<b>Medical Laboratory Science and Medical Terminology: (10 Marks)</b>

	<ul style="list-style-type: none"><li>- Introduction to medical laboratory science</li><li>- Laboratory safety and biohazard precautions</li><li>- Laboratory equipment and instruments</li><li>- Laboratory ethics and professional conduct</li></ul> <ul style="list-style-type: none"><li>- Understanding medical terms and abbreviations</li><li>- Prefixes, suffixes, and root words in medical terminology</li><li>- Common medical abbreviations and their meanings</li></ul> <p><b>Laboratory Techniques and Procedures: (10 Marks)</b></p> <ul style="list-style-type: none"><li>- Specimen collection, handling, and processing</li><li>- Microscopy techniques</li><li>- Hematology tests and procedures</li><li>- Clinical chemistry tests and procedures</li><li>- Immunology and serology tests</li><li>- Microbiological culture and sensitivity testing</li><li>- Urinalysis and body fluid analysis</li><li>- Blood banking and transfusion medicine</li></ul> <p><b>Laboratory Quality Control and Assurance: (10 Marks)</b></p> <ul style="list-style-type: none"><li>- Quality control measures in the laboratory</li><li>- Calibration and maintenance of laboratory equipment</li><li>- Internal and external quality assessment programs</li><li>- Documentation and record-keeping in the laboratory</li></ul> <p><b>Clinical Pathology: (10 Marks)</b></p> <ul style="list-style-type: none"><li>- Understanding the principles and interpretation of laboratory results</li><li>- Hematological disorders and blood cell morphology</li><li>- Clinical chemistry markers and their significance</li><li>- Immunological and serological tests in diagnosis</li></ul> <p><b>Microbiology and Infectious Diseases: (10 Marks)</b></p> <ul style="list-style-type: none"><li>- Basics of microbiology and microbial growth</li><li>- Identification of microorganisms</li><li>- Culture and sensitivity testing for infectious agents</li><li>- Common bacterial, viral, and fungal infections</li></ul> <p><b>Immunology and Serology: (10 Marks)</b></p> <ul style="list-style-type: none"><li>- Introduction to the immune system</li><li>- Principles of immunological tests</li><li>- Serological tests for infectious and autoimmune diseases</li></ul>
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	<ul style="list-style-type: none"> <li>- Blood typing and cross-matching</li> </ul> <p><b>Clinical Biochemistry: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Biochemical tests for organ function assessment</li> <li>- Lipid profile and cardiac markers</li> <li>- Liver and kidney function tests</li> <li>- Diabetes-related tests</li> </ul> <p><b>Histopathology and Cytology: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Basics of histology and cytology</li> <li>- Preparation and staining of tissue and cytology samples</li> <li>- Microscopic examination and interpretation of histopathology slides</li> <li>- Common histopathological findings and diagnoses</li> </ul> <p><b>Laboratory Management and Documentation: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Inventory management and stock control</li> <li>- Laboratory information systems (LIS)</li> <li>- Standard operating procedures (SOPs) and protocols</li> <li>- Data entry, reporting, and result documentation</li> </ul> <p><b>Communication and Interpersonal Skills: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Effective communication with colleagues and healthcare professionals</li> <li>- Patient interaction and specimen collection</li> <li>- Confidentiality and ethical considerations</li> </ul>
<b>Nursing officer</b>	<p><b>Nursing Fundamentals: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Principles and theories of nursing care</li> <li>- Nursing process (assessment, diagnosis, planning, implementation, evaluation)</li> <li>- Patient hygiene and comfort measures</li> <li>- Infection control and prevention</li> <li>- Medication administration and management</li> <li>- Vital signs monitoring and interpretation</li> <li>- Wound care and dressing techniques</li> </ul> <p><b>Medical-Surgical Nursing: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Common medical conditions and diseases</li> <li>- Preoperative and postoperative care</li> <li>- Management of surgical wounds and drains</li> <li>- Pain management</li> <li>- Care for patients with respiratory, cardiovascular, gastrointestinal, musculoskeletal, and neurological disorders</li> </ul>

**Maternal and Child Health Nursing: (10 Marks)**

- Prenatal care and antenatal education
- Intrapartum and postpartum care
- Newborn care and breastfeeding support
- Pediatric nursing principles
- Growth and development milestones
- Common pediatric diseases and conditions
- Immunization schedules and administration

**Psychiatric Nursing: (10 Marks)**

- Understanding mental health and mental illnesses
- Therapeutic communication and counseling techniques
- Psychiatric assessment and diagnosis
- Psychopharmacology and medication management
- Dealing with crisis situations and managing aggressive behavior
- Mental health promotion and education

**Community Health Nursing: (10 Marks)**

- Principles of community health nursing
- Epidemiology and disease prevention
- Health promotion and education
- Family and community assessment
- Public health programs and initiatives
- Disaster management and emergency preparedness

**Nursing Ethics and Legal Issues: (10 Marks)**

- Ethical principles in nursing practice
- Legal and professional responsibilities of nurses
- Confidentiality and patient rights
- Documentation and record-keeping
- Professional code of conduct and standards

**Research in Nursing: (10 Marks)**

- Understanding the research process
- Research methodologies and data collection techniques
- Evidence-based practice in nursing
- Critical appraisal of research studies

**Leadership and Management in Nursing: (10 Marks)**

- Principles of nursing leadership and management
- Effective communication and teamwork
- Time management and prioritization
- Quality improvement and patient safety
- Healthcare policies and regulations

	<p><b>Current Trends and Developments in Nursing: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Emerging healthcare technologies and their impact on nursing practice</li> <li>- Advancements in nursing education and professional development</li> <li>- Global health issues and challenges</li> <li>- Cultural competence in healthcare delivery</li> </ul>
MTS (Multi Tasking Staff)	<p><b>File Management and Organization (20 marks)</b></p> <ul style="list-style-type: none"> <li>- Understanding File Organization and Categorization</li> <li>- Efficient Filing Systems and Techniques</li> <li>- Accurate Retrieval of Files and Information</li> </ul> <p><b>Written Communication Skills (20 marks)</b></p> <ul style="list-style-type: none"> <li>- Writing Official Letters and Emails</li> <li>- Effective Written Communication</li> <li>- Proper Formatting, Grammar, and Proofreading</li> </ul> <p><b>Current Affairs (20 Marks)</b></p> <p>National Current Affairs</p> <ul style="list-style-type: none"> <li>- Recent developments in Indian politics, governance, and public administration</li> <li>- Government schemes, policies, and initiatives</li> <li>- Major national events and celebrations</li> </ul> <p>International Current Affairs (4 marks)</p> <ul style="list-style-type: none"> <li>- Important international summits, conferences, and meetings</li> <li>- Bilateral and multilateral agreements and collaborations involving India</li> <li>- Global issues and their impact on India</li> </ul> <p>Science and Technology (4 marks)</p> <ul style="list-style-type: none"> <li>- Recent advancements in science, technology, and innovation</li> <li>- Discoveries and breakthroughs in various scientific fields</li> <li>- Emerging technologies and their applications</li> </ul> <p>Economic and Financial Affairs (4 marks)</p> <ul style="list-style-type: none"> <li>- Economic policies and reforms</li> <li>- Budget updates and economic indicators</li> </ul>

	<ul style="list-style-type: none"> <li>- Stock market trends and business news</li> </ul> <p><b>Social and Cultural Developments (4 marks)</b></p> <ul style="list-style-type: none"> <li>- Social issues and reforms</li> <li>- Cultural events, festivals, and achievements</li> <li>- Important personalities in the fields of arts, literature, and sports</li> </ul> <p><b>Task Organization and Time Management (20 marks)</b></p> <ul style="list-style-type: none"> <li>- Managing Multiple Tasks Simultaneously</li> <li>- Prioritizing Tasks Based on Deadlines and Importance</li> <li>- Developing Effective Time Management Strategies</li> </ul> <p><b>Interpersonal Skills and Professionalism (20 marks)</b></p> <ul style="list-style-type: none"> <li>- Verbal Communication with Colleagues and Superiors</li> <li>- Active Listening Skills</li> <li>- Maintaining Confidentiality and Handling Sensitive Information</li> </ul>
<b>Pharmacist</b>	<p><b>Pharmacognosy and Medicinal Plants: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Study of medicinal plants used in Ayurveda</li> <li>- Identification and classification of medicinal plants</li> <li>- Pharmacognostic techniques for evaluating medicinal plants</li> <li>- Preservation and storage of medicinal plants</li> </ul> <p><b>Ayurvedic Pharmacy Practices: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Ayurvedic drug manufacturing principles and procedures</li> <li>- Ayurvedic dosage forms (Churna, Kashaya, Asava, etc.)</li> <li>- Preparation and compounding of Ayurvedic formulations</li> <li>- Quality control and standardization of Ayurvedic medicines</li> </ul> <p><b>Pharmacology and Drug Action: (10 Marks)</b></p> <ul style="list-style-type: none"> <li>- Basics of pharmacology and pharmacokinetics</li> <li>- Ayurvedic pharmacological actions and therapeutic effects</li> <li>- Study of individual herbs and their pharmacological properties</li> <li>- Adverse drug reactions and drug interactions</li> </ul>

	<p><b>Quality Assurance and Regulatory Guidelines: (10 Marks)</b></p> <ul style="list-style-type: none"><li>- Good Manufacturing Practices (GMP) for Ayurvedic medicines</li><li>- Quality control tests for Ayurvedic drugs</li><li>- Documentation and record-keeping in Ayurvedic pharmacy</li><li>- Compliance with regulatory guidelines and standards</li></ul> <p><b>Dispensing and Prescription Interpretation: (20 Marks)</b></p> <ul style="list-style-type: none"><li>- Interpretation of Ayurvedic prescriptions</li><li>- Dispensing of Ayurvedic medicines</li><li>- Labeling and packaging of Ayurvedic products</li><li>- Patient counseling on proper medication usage</li></ul> <p><b>Ayurveda Formulations and Formulary: (10 Marks)</b></p> <ul style="list-style-type: none"><li>- Study of classical Ayurvedic formulations (Rasayanas, Arishtas, etc.)</li><li>- Understanding the composition and therapeutic uses of herbal formulations</li><li>- Formulation modification and adaptation based on patient needs</li></ul> <p><b>Drug Storage and Inventory Management: (10 Marks)</b></p> <ul style="list-style-type: none"><li>- Proper storage and handling of Ayurvedic medicines</li><li>- Inventory management in Ayurvedic pharmacy</li><li>- Expiry date monitoring and stock rotation</li></ul> <p><b>Ethics and Legal Considerations: (10 Marks)</b></p> <ul style="list-style-type: none"><li>- Ethical considerations in Ayurvedic pharmacy practice</li><li>- Professional conduct and responsibilities of an Ayurvedic pharmacist</li><li>- Understanding legal requirements and regulations related to Ayurvedic medicines</li></ul> <p><b>Communication and Interpersonal Skills: (10 Marks)</b></p> <ul style="list-style-type: none"><li>- Effective communication with healthcare professionals and customers</li><li>- Patient education on proper medication use and precautions</li><li>- Interacting with suppliers and maintaining vendor relationships</li></ul>
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