

NATIONAL INSTITUTE OF AYURVEDA
Deemed to be University

(Ministry of AYUSH, Govt. of India)
Jorawar Singh Gate, Amer Road, JAIPUR 302002 (Rajasthan)

F.No. 1(81)5/2024/NIA-CC/22687-88

Dated: 1-3-2024

WALK-IN-INTERVIEW FOR (CONSULTANT(ADMINISTRATION)
ON CONTRACTUAL BASIS

A Walk-in-Interview will be conducted on 4-3-2024 (Monday) at 12.00 AM for Selection of Consultant(Admn.) for NIA, Panchkula(Haryana) on contractual Basis on a monthly fixed remuneration of Rs. 50,000/- p.m. for one year. The Application Proforma can be downloaded from Website www.nia.nic.in. Interested Candidates may report at 11.30 AM on 4-3-2024 for the Walk-in-Interview.


(CHANDRA SHEKHAR SHARMA)
DEPUTY DIRECTOR(ADMN.)

Copy to:-

1. IT In charge for information with the request to upload the enclosed information on the website of the Institute.
2. Notice Board.

NATIONAL INSTITUTE OF AYURVEDA

Deemed to be University (De-novo)

(Ministry of AYUSH, Govt. of India)

Jorawar Singh Gate, Amer Road, JAIPUR 302002 (Rajasthan)

ENGAGEMENT OF CONSULTANT(ADMINISTRATION) FOR NIA, PANCHKULA

1. The Institute invites Application to engage 1 Consultant(Administration) for the National Institute of Ayurveda, Panchkula, Haryana purely on Temporary/Contractual basis.
2. The applicants should be:
 - (i) Persons retired from the post of Section Officer/Under Secretary or equivalent in the Government of India, State Governments, Attached & Subordinate offices, PSU's, and Autonomous Bodies of the Government of India are eligible for Consultant (Admn.)
 - (ii) Candidates should have excellent communication (English and Hindi) and interpersonal skills. Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc. is essential.
 - (iii) Candidates should be well conversant with Central Govt. Rules like Recruitment Process, RTI, Parliamentary Questions, Administration, drafting, noting, budget, accounts, office procedure, Purchase etc.
 - (iv) Should not be more than 62 Years of age on the last date for receipt of Application.
 - (v) The Monthly fixed remuneration will be Rs. 50,000/- P.M. for Consultant(Admn.) and the Place of work would be presently at National Institute of Ayurveda, Jaipur and as per requirement he should be supposed to visit National Institute of Ayurveda, Panchkula(Haryana) or posted at NIA, Panchkula(Haryana).

Interested persons may bring their Application in the prescribed Proforma with photocopies of self-attested supporting documents i.e. Educational, Service Records and Recent Passport size photos along with Original documents at the time of walk Interview i.e 4-3-2024 at 12.00 A.M. The Application Proforma can be downloaded from Website www.nia.nic.in.

NATIONAL INSTITUTE OF AYURVEDA

APPLICATION FORMAT FOR CONSULTANT



1. Full Name (In Block Letters): _____

3. Father's Name: _____

4. Date of Birth and Age on Date(4-3-2024) : _____

5. Address for Communication with PIN Code: _____

6. Telephone No., Mobile No., E-Mail: _____

7. Educational Qualifications:

Examinations Passed	University/Board/Institution	Year of Passing	Division/Percentage

8. Experience, Posts Held, Post-Qualification Experience in Chronological Order:

Post Held, Scale of Pay etc.	Name of the Organisation (Whether Central Govt. or Autonomous Bodies.)	Period

9. List of Enclosures attached with the Application :

- 1.
- 2.
- 3.
- 4.
- 5.

DECLARATION

I hereby declare that the information furnished in this Application is correct and true to the best of my knowledge and belief and I understand that furnishing any false/improper information will lead to rejection and cancellation of my candidature and also that I am liable for legal and/or disciplinary action as may be initiated by the National Institute of Ayurveda.

DATE:

**SIGNATURE &
NAME OF THE CANDIDATE**