

NATIONAL INSTITUTE OF AYURVEDA

Deemed to be University

(Ministry of AYUSH, Govt. of India)

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

ENGAGEMENT OF PROJECT ASSISTANT

1. The Institute invites Application to engage 1 Project Assistant in the Ministry of AYUSH purely on Contractual basis.
2. The applicants should be:
 - (i) "A person having bachelor degree in any stream, having working knowledge of similar type of works with minimum 05 years' experience of handling project work in Govt. Department/Ministry. The applicant should have proficiency in computer knowledge (MS Office, Internet etc.) Maximum age limit is 35 years."
3. The Monthly fixed remuneration will be Rs. 40,000/- P.M. The Place of work would be New Delhi.
4. Interested persons may apply on prescribed Application with photocopies of self-attested supporting documents to the Joint Director(Admn.), National Institute of Ayurveda, Jorawar Singh Gate, Amer Road, Jaipur-302002. The Application Performa and Conditions/Instructions can be downloaded from Website www.nia.nic.in. The last date for receipt of applications in the Office is 9-9-2022 (Friday). Only shortlisted candidates will be called for the interview.

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**

NATIONAL INSTITUTE OF AYURVEDA

ENGAGEMENT OF PROJECT ASSISTANT ON CONTRACTUAL BASIS

TERMS AND CONDITIONS

1. The selected Project Assistant will be stationed at New Delhi and will work in the Ministry of AYUSH, AYUSH Bhawan, B-Block, GPO Complex, INA Colony, New Delhi under the control of Officers concerned of the Ministry of AYUSH.
2. The Project Assistant shall report to the Officers as per the internal mechanism of the Ministry of AYUSH.
3. He shall work independently on the given tasks and no regular staff will report to him.
4. The engagement of Project Assistant will be purely on contract basis and will not confer any right for regular appointment in the Institute or in the Ministry.
5. The engagement is of the nature of fee-based consultancy and does not in any way tantamount to any appointment or employment or job.
6. The engagement as Project Assistant shall not be considered as a case of re-employment.
7. A Monthly fixed Remuneration of Rs. 40,000/- will be paid to the selected Project Assistant.
8. He shall not be entitled to any allowance such as DA, Transport Facility, HRA, Residential Accommodation, CGHS, Medical Reimbursement etc.
9. The contract initially would be for a maximum period of one year and may be further extended on year to year basis, subject to functional requirements and also subject to appraisal of the performance.
10. In case the contract is renewed after satisfactory completion of one year service, 5% increase in Monthly Remuneration shall be given every year.
11. There shall be no change in the terms and conditions of the contract once it is finalized.
12. The Project Assistant shall be entitled to avail 12 days Leave in a calendar year. The reimbursement will be on *pro-rata* basis. Therefore, he shall not draw any remuneration in case of his absence beyond 12 days in a year.
13. The un-availed leave in a calendar year can neither be carried forward to the next calendar year nor be entitled for any leave encashment.
14. The Project Assistant shall be required to observe the normal Office Timings and may also be called upon to attend the Office on Saturdays, Sundays or any holidays in case of urgency.
15. He shall mark Attendance in AEBAS mandatorily, failing which it may result in deduction of remuneration.
16. The Income Tax or any other Tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued.
17. The Project Assistant will maintain absolute confidentiality and secrecy of the information handled by him. The secrecy and confidentiality are to be maintained even after termination of the engagement.
18. The Intellectual Property Rights (IPR) or the data generated or collected as well as deliverable by the Project Assistant produced for the Department/organization shall remain with the Institute/Ministry.
19. The Project Assistant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for the, without the express written consent of the Institute/Ministry.
20. The Project Assistant shall be bound to hand over the entire set of records of assignment to the Institute/Ministry before expiry of the contract, and before the final payment is released by the Institute/Ministry.
21. The Project Assistant would be required to sign a Non-Disclosure Undertaking in the Performa which will be provided to him.

22. The Project Assistant appointed shall, in no case, represent or give opinion or advice to others in any matter which is adverse to the interest of the Institute/Ministry nor will he indulge in any activity outside the terms of employment/contractual assignment.
23. The Project Assistant shall not claim any benefit/compensation/ absorption/ regularization of service with the Institute/Ministry under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.
24. The Project Assistant engaged from open market shall give a Bond at the time of initial engagement/renewal to the effect that his engagement shall not confer any right/claim for regularization of his service in the Institute/Ministry.
25. The Institute retains the right to terminate the contract at any time without giving any notice and also without assigning any reason. Some of the situations under which the Institute may terminate the contract are:
 - i) The Project Assistant is unable to address the assigned work.
 - ii) Quality of the assigned work is not to the satisfaction of the Institute/Ministry.
 - ii) The Project Assistant is found lacking in honesty and integrity.
26. The Project Assistant from open market shall be engaged only after Police Verification of his antecedences.
27. The Institute has the right to cancel the Advertisement issued for engagement of Project Assistant and not to proceed in the matter for engagement of the Project Assistant at any stage, to accept or to reject any or all the applications without giving any explanation or notice, whatsoever.

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