



NATIONAL INSTITUTE OF AYURVEDA

DEEMED TO BE UNIVERSITY
(Ministry of AYUSH, Govt. of India)

Jorawar Singh Gate, Amer Road, Jaipur-302002 (Rajasthan)
Website: www.nia.nic.in

VACANCY NOTIFICATION NO. 2/2025

Online Applications are invited for 1 Post of Junior Translation Officer in Pay Level 6 and 2 Posts of Junior Secretariat Assistants in Pay Level 2. All Details are available in the Website of the Institute: www.nia.nic.in. Applications are to be filled Online only in the Website of the Institute. **The Closing Date for Online Filling of Application is 06-02-2026.**

Date: 24-12-2025 **JP SHARMA**
JOINT DIRECTOR (ADMN.)



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24-12-2025**



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Applications are to be filled Online only in NIA Website: nia.nic.in

Applications will not be accepted or entertained by Post, Courier, E-Mail, in Person or by any other means except Online

Opening of Portal for Online Filling of Applications	→	30-12-2025	Tuesday	3 PM
Closing Date of Online Filling of Applications	→	06-02-2026	Friday	5 PM

Online Applications are invited for the following Posts. Details are given below. Applications are to be filled Online only in the Website of the Institute. The Closing Date for Online Filling of Application is 06-02-2026.

S.No.	Name of the Post Pay Scale & No. of Post	Category	Maximum Age Limit	Essential Educational Qualifications, Experience, etc.
1	Junior Translation Officer Pay Level 6 Pay Matrix Rs.35,400-1,12,400 1 Post	By Deputation/ Short Term Contract	56 Years	<u>For Deputation/Short Term Contract</u> Holding analogous Post on regular basis in the Parent Cadre/Department and Possessing the following Essential Qualifications: Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

				OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; AND Recognized Diploma or Certificate Course in translation from Hindi to English & vice versa or 2 years experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.						
2	Junior Secretariat Assistant Pay Level 2 Pay Matrix Rs. 19,900-63,200 2 Posts	1 UR 1 EWS	27 Years	<table><tr><td>1</td><td>Pass in 12th Standard from a Central/State Board of Education.</td></tr><tr><td>2</td><td>Typing Speed of 35 Words Per Minute in English/30 Words Per Minute in Hindi corresponding to 10500 KDPH/9000 KDPH respectively on an average 5 Key Depressions for each word on Computer.</td></tr><tr><td>3</td><td>Knowledge in Computer like MS Word, MS Excell, Power Point Presentations, Internet etc.</td></tr></table>	1	Pass in 12 th Standard from a Central/State Board of Education.	2	Typing Speed of 35 Words Per Minute in English/30 Words Per Minute in Hindi corresponding to 10500 KDPH/9000 KDPH respectively on an average 5 Key Depressions for each word on Computer.	3	Knowledge in Computer like MS Word, MS Excell, Power Point Presentations, Internet etc.
1	Pass in 12 th Standard from a Central/State Board of Education.									
2	Typing Speed of 35 Words Per Minute in English/30 Words Per Minute in Hindi corresponding to 10500 KDPH/9000 KDPH respectively on an average 5 Key Depressions for each word on Computer.									
3	Knowledge in Computer like MS Word, MS Excell, Power Point Presentations, Internet etc.									

IMPORTANT INSTRUCTIONS

1. The Applicants must be a Citizen of India.
2. The OBC and EWS Certificate should be in the manner and Form prescribed by Govt. Of India. All such Certificates should be valid for the Year 2025-26 failing which the Application will be rejected summarily without any notice or intimation to the applicant.
3. The Upper Age Limit prescribed for the Posts to be filled by Direct Recruitment shall be relaxed by 5 Years in the case of Applicants belonging to SC, ST and applicants working in Central/State Govt., Central/State Govt. Autonomous Bodies; 3 Years for OBC; 10 Years for PH Candidates; and 3 Years over and above the period of service rendered in Defence Service for Ex-Servicemen. The Age Relaxations and other conditions will be as per provisions and instructions laid down by Govt. Of India from time to time. The Upper Age Limit for the Posts to be filled by Deputation is 56 Years. The Upper Age Limit prescribed is not applicable to Regular Employees of National Institute of Ayurveda, Jaipur.
4. The Crucial Date for determining Age Limit for all Applicants is 06-02-2026 i.e. the Closing Date for Filling Online Applications.
5. The Pay Scales applicable in NIA carry usual Allowances admissible in Jaipur under relevant Rules of Govt. Of India.
6. New Pension Scheme(NPS) of Government of India is applicable to the candidates selected and appointed in this Recruitment.

7. Applicants working in Central/State Govt. Service like Departments/Offices/Organisations/Institutions/University/Govt. Autonomous Bodies etc. must upload No Objection Certificate, Vigilance Certificate and Integrity Certificate from their Employers while filling Online Application failing their Application will not be considered. However, in the case of employees of National Institute of Ayurveda, Jaipur and Panchkula, there is no need of No Objection Certificate, Vigilance Certificate or Integrity Certificate.
8. The Period of Deputation for the Posts to be filled by Deputation will be for 3 (Three) Years or till the Posts are filled on Regular basis, whichever is earlier. However, the period of Deputation may be curtailed or extended at the discretion of the Competent Authority.
9. Copies of all the relevant documents like Marks Sheets all the Years of Degrees, Date of Birth, Caste, Categories, Experience Certificate, Registration Certificate etc. should be uploaded with the Online Applications without fail. In the absence of any document, as proof, the Application will summarily be rejected without any notice or intimation. In such cases, the Fees remitted will also not be refunded.
10. An Application Processing & Intimation Fee of Rs. 2,500(for General and OBC Applicants) and Rs. 2,000(For SC, ST, EWS Applicants) is to be paid with each Application for each Post. Applicants belonging to Physically Handicapped and Ex-Servicemen need not pay the Application Processing & Intimation Fee.
11. If applying for more than one Post, separate Application should be filled Online along with the prescribed Fees for each Post.
12. The Fees remitted will not be refunded under any circumstance, including rejection of Application.
13. Any short/part-payment of the Prescribed Fees will lead to summary rejection of the Application without any notice or intimation.
14. Important Instructions regarding Uploading of Photograph and Signature while filling up Online Application:
 - The Photograph should be in Color and should be most recent, i.e. not more than 10 days old from the Date of Online Filling of Application by the Applicant;
 - The Size of the Photograph should be 10 kb.
 - The Face of the Candidate should occupy 3/4th of the Space of the Photograph;
 - The Appearance of the Candidate must match the Photograph throughout the Processess of Recruitment;
 - Candidates with beards, wigs, spectacles, moustaches, hair-style etc. should continue with the same look and appearance as in the Photo uploaded on the Application throughtout the Processes of Recruitment failing which candidates with any change of appearance will not be allowed to take part or pass through any Process of the Recruitment for any reason, whatsoever.
 - The Scanned Signature should be legible and should be in the Size of 100 kb.
 - In the absence of Photograph and legible Signature in the specified size in the Uploaded Online Application, the Application will be summarily rejected.

Candidates should note that in case any candidate fails to comply with any of the above Instructions, he/she will not be allowed to appear in the Tests, Interview or in any process of this Recruitment.

15. The Institute will not be responsible for any delay or failure in filling Online Application in the Website by the Closing Date due to any reason, whatsoever.
16. The Institute reserves the right to increase or decrease the number of vacancies, to withdraw the vacancy of any or all the Posts and to reject any or all applications without assigning any reason, whatsoever.
17. The Institute reserves the right to make any criteria for Selection/Interview, amendment, cancellation or changes pertaining to this Vacancy Notification in whole or part thereof without assigning any reason, whatsoever.
18. Depending upon the number of eligible candidates, the Institute will conduct Preliminary Tests and Mains Examination for shortlisting candidates for Interview and/or Selection, as the case may be.
19. Details and Information about the Selection Processess like Preliminary Tests, Mains Examinations, Interview etc. will be notified only on the Website.
20. Applicants should note that all Information about the Preliminary Tests, Mains Examination, Syllabus, Duration of the Tests, Marks, List of the Eligible Candidates to be Called for such Tests, their Roll No., Date & Venue of the Test etc. will be uploaded only on Institute Website.
21. Admit Cards/Call Letters of the eligible Candidates to be called for Preliminary Tests, Mains Examination, Interview etc. will be uploaded in the Website and should be downloaded by the Candidates. Admit Cards/Call Letters will not be sent by Post or given in person or by any other means.
22. Videography and Photography of all the Candidates who will be called for the Preliminary Tests, Mains Examination, Interview etc. will be taken on the respective occasion for verification, authentication and record. Any Candidate refusing for Videography and/or Photography for any reason whatsoever, will not be allowed to appear in the Preliminary Test, Mains Examination, Interview etc.
23. All further information, corrigendum, notice, order, amendment etc. related to this Recruitment will be uploaded only on the Website of the Institute and will not be published in Employment News or Newspapers. Candidates should note that such information/notice will not be sent to Candidates by any other means. **Therefore, candidates are advised to watch and access our Website regularly and frequently for updates.**
24. **Warning:** Candidates must ensure that all information provided by them is true and correct. If any information given by them or any claim made by them in their Applications is found to be false and/or misleading in future or at any stage, their application and candidature will be summarily rejected without any notice or intimation and Penal action, as deemed necessary, will also be taken against such candidates.



(JP SHARMA)

JOINT DIRECTOR(ADMN.)

24-12-2025