

Rashtriya Ayurveda Vidyapeeth **(National Academy of Ayurveda)**

(An Autonomous Body under Ministry of Ayush, Govt. of India)
Dhanwantari Bhawan, Road No.- 66, Punjabi Bagh (W), New Delhi-110026
recruitmentrav@gmail.com, Ph. 011-41681265

RECRUITMENT NOTICE

(Adv. No. 01/2024-25)

Rashtriya Ayurveda Vidyapeeth (RAV) an autonomous organization under Ministry of Ayush, Government of India invites the applications for the following posts to be filled purely on contractual basis. Initially, these engagements will tentatively start from 1st April, 2025 for a period of one year and the services may be extended on need basis and subject to performance of the individual.

SN.	Post	No. of Post	Remuneration per month (in Rs.)	Age	Educational/Other Qualifications & Experience	Duties and Responsibilities
1.	Consultant (General Administration)	01	50,000/- per month Or Retired Govt. Servant at least from the scale of Level-10 *Last pay drawn minus basic pension as per Ministry of Ayush letter No A-41020 /4/2020-E-II dated 01.04.2023 plus TA.	Not exceeding 64 years on the date of advertisement	Essential: Graduates in any disciplines such as i.e. law/commerce, etc., with 05 years post qualification experience Or Persons retired from at least Level-10 from the Positions of Section Officer/Under Secretaries or equivalent from the Central/State Governments, Attached Subordinate offices, PSUs or Autonomous bodies. Desirable: 1. Having experience in dealing with administrative matters related to RTI's Legal Cases, Parliamentary correspondence, vigilance, accounts, budget, procurement, etc. 2. Candidate should be well conversant with Central Secretariat functions like drafting, noting, budget, accounts, office procedures etc. 3. Candidate should have excellent communication and interpersonal skills Knowledge of computer applications such as MS Word, MS Excel and Power Point, etc.	1. Responsible for the issues relating to administrative and Establishment matters, etc. of the ATAB & RAV. 2. Any other work as assigned by the Competent Authority.

					Experience 1. Evidence of having handled administrative and financial functions.	
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General Instructions: -

1. The selection to the above posts will be made on the basis of an interview (Online/Physical).
2. The appointments to the above posts will be purely on contractual basis and will not confer any right for regular appointment in the Ministry/Organization.
3. **The candidates can send (through post or by hand) their duly filled application format downloaded on RAV's website i.e. www.ravdelhi.nic.in along with self-attested qualification/experience certificate and other documents to "The Director, Rashtriya Ayurveda Vidyapeeth, Dhanwantari Bhawan, Road No.- 66, Punjabi Bagh (W), New Delhi-110026" on or before 31st March, 2025 at 05:00 PM. Candidates should also mentioned on envelop "Application for the post of.....".**
4. **Application received after the last date will not be entertained.**

Notes:

1. The engagement will be purely on a contractual basis and no claim for continuance or regular appointment will be entertained under any circumstances.
2. Only those candidates who will receive the confirmation email for appearing in the interview will be considered to attend the interview.
3. Age limit will be decided on the basis of age as on date of advertisement.
4. The eligibility of candidates will be determined as per the essential qualification.
5. No TA/DA will be paid for attending the interview.
6. The Director, RAV reserves the right to accept or reject the application and postpone or cancel the interview without assigning any reason thereof.
7. Candidate should visit RAV website time to time for further updates.