

# Institute for Post Graduate Teaching & Research in Ayurveda

(Financed by Ministry of AYUSH, Govt. of India, New Delhi)

Gujarat Ayurved University, Jamnagar -361008

ACCREDITED GRADE "A" BY NAAC (CGPA 3.28)

## Advertisement No. PGT/01/2018

Institute for Post Graduate Teaching & Research in Ayurveda, (I.P.G.T. & R.A.) invites applications for following posts to be filled-up by Direct Recruitment in prescribed application form.

| Sr. No. | Name of Post                             | Department               | Number of posts & Category | Pay Scale (7 <sup>th</sup> CPC)                 | Budget Provision |
|---------|--|--------------------------|----------------------------|---|------------------|
| 1       | Senior Physician                         | P.G. Hospital            | 01-UR                      | Level-11 in the Pay Matrix (Rs. 67700 - 208700) | Non Plan         |
| 2       | Matron (Group-A)                         | P.G. Hospital            | 01-UR                      | Level-10 in the pay matrix (Rs. 56100 - 177500) | Non Plan         |
| 3       | Resident Medical Officer (R.M.O.)        | P.G. Hospital            | 01-UR                      | Level-10 in the pay matrix (Rs. 56100 - 177500) | Non Plan         |
| 4       | Account Officer* (Against leave vacancy) | Account Section, IPGT&RA | 01-UR                      | Level-10 in the pay matrix (Rs. 56100 - 177500) | Non Plan         |

**NOTE:** For details of Qualifications, experience application procedure, prescribed format along with required fees and other general conditions, the interested & eligible candidates are advised to visit University website: <http://www.ayurveduniversity.edu.in>

**Closing Date:** The last date of receipt of applications will be dt.07.01.2019.

**Age:** The cut-off date for determining the age is the last day for receipt of application.

**Reservation:** As per Government of India Rules.

\* Leave vacancy period as specified in lien of concerned person or whenever the persons join back his/her duty which ever is earlier.

Director

## Recruitment Rules

### (1) Senior Physician

**Pay Scale:** - Level-11 in the Pay Matrix (Rs. 67700 – 208700)

**Essential Qualification:** - M.B.B.S., M.D. (Medicine).

**Maximum Age:** 35 Years.

**Desirable:**

- 1) Publication of original research papers/books.
- 2) Good knowledge of Ayurveda and Sanskrit

**Relaxation:** Age may be relaxed in case of internal candidate.

## **(2) Matron (Group-A)**

**Pay Scale:-** Level-10 in the Pay Matrix (Rs. 56100 - 177500)

**Essential Qualification:-** B.Sc. (Nursing) / M.Sc. (Nursing).

**Maximum Age:** 40 Years.

**Experience:** M.Sc. (Nursing) with 08 years **OR** B.Sc. (Nursing) with 10 years in a recognized hospital and out of this at least three years in the post of Assistant Matron or equivalent.

**Desirable:** CCC+ Certificate course / Equivalent course in computers.

**Relaxation:** Internal candidates will be given relaxation in educational qualification and age.

## **(3) Resident Medical Officer (R.M.O.)**

**Pay scale:** Level-10 in the Pay Matrix (Rs. 56100 - 177500)

**Age:** Not more than 35 years

**Essential Qualification:**

Graduate degree in Ayurveda from the recognized university as per Schedule – II of IMCC Act. 1970.

Post graduate degree in Ayurveda from the recognized university as per Schedule – II of IMCC Act.

1970.

**Desirable:**

(1) 2 years experience of working in a indoor hospital not less than 50/100 beds capacity run by Govt. / Grant-in-aid / Govt. undertaking Public Sector unit.

**OR**

(2) 5 years working experience in a Govt. run dispensary as I/C AMO, /CAMO/ Prabhari Ayurveda Chikitsa Adhikari.

(3) Certificate/Diploma/PG Diploma/PG degree course in Hospital Administration/management from a Govt. recognized institution

(4) MBA in administration.

(5) Working knowledge of Computer/data management.

(6) Knowledge of Sanskrit, Hindi, Gujarati along with good skill in English Communication.

## **(4) Account Officer**

**Pay Scale: Level -10 in the Pay Matrix (Rs. 56100 - 177500)**

**Essential Qualification:**

(1) Professional degree of Chartered Accountant/ Institute of Cost and Works Accountants (ICWA)

**OR**

(1) M.Com with Advance Accounts & Auditing with 55% of marks and three years accounting experience in the grade pay of 4200.

**OR**

(1) MBA (Finance) with 55% of marks and three years accounting experience.

**Age:** - Maximum 35 years of age.

**Desirable:** Knowledge of Account Software like Tally etc.

**Relaxation**

Age & education Qualification may be relaxed to candidate having B.Com degree with 5 years experience on the post of Office suptd. **OR** B.Com with 7 years experience on the post of Accountant or its equivalent for internal candidates.

## General Information and Conditions

**Applicants are advised to read all instructions carefully before filling up the applications.**

1. These posts carry usual allowance as admissible to the Central Government employee and as made applicable to Institute for Post Graduate Teaching & Research in Ayurveda (IPGT&RA) employees.
2. The applicant must be a citizen of India.
3. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess essential criteria laid down for various posts. No enquiry or advice will be entertained asking for eligibility.
4. The prescribed essential criteria is minimum and mere possession of the same does not entitle candidates to be called for screening/interview. The competent authority reserves the right to shortlist candidates on the basis of higher qualifications/year of experience in the subject/screening test/other criteria. The decision of the Vice-Chancellor, G.A.U., Jamnagar will be final and binding in this regard.
5. The period of experience rendered by a candidate on contractual, part time basis, daily wages, visiting/guest faculty will not be counted while calculating the valid experience. Experience of only fulltime regular appointment will be considered.
6. If any document/Certificate furnished in a language other than Gujarati or Hindi or English, a transcript in Hindi/English of the same duly attested by a Gazetted Officer or Notary is to be submitted.
7. **The date for determining the upper age limit, qualification and/or experience will be the closing date prescribed for receipt of application.**
8. Vacancies and reservation status will be applicable as per this notification. However, vacancies may increase or decrease at the time of screening/interview by the order of the Competent Authority. This will be subject to change without any notice.
9. Applicants working in Central/State/Autonomous bodies/Statutory/PSU may send their application as advance application.
10. While forwarding the application the sponsoring authority/employers shall ensure that the particulars of the candidate are verified and that he/she fulfil the eligibility conditions, along with a certificate that the officer is free/clear from vigilance angle and no disciplinary proceeding(s) is/are pending or contemplated against the applicant.
11. The candidate servicing in Govt./Autonomous/Statutory bodies should apply **through proper channel** and their dully forwarded application should reach the Office of the Director, IPGT&RA on or before the closing date. They should submit 'NO OBJECTION' certificate from their employer at the time of interview. In case they do not furnish the same, their candidature will straight away be rejected.
12. Applicant applying for more than one post must send separate application for each post along with application fee.
13. Institute/University reserves the right to make any amendment, cancellation and changes in this advertisement in whole or part without assigning any reason thereof at any stage of the recruitment process.
14. Any corrigendum/ order regarding this advertisement will be issued on the website only. Applicants are advised to remain in touch with the website for this purpose. No separate corrigendum etc. will be published in Newspaper.
15. Applicants will be fully responsible for the accuracy of the information they furnish. Any information furnished by the candidate if found wrong at any stage will be treated as disqualification and/or dismissed from the service at any stage and No correspondence will be entertained at all.
16. The interview/call letter, if short listed, shall be put up on website. Short listed candidates have to download their call letters.

17. **The appointment to the any post will be subjected to physical fitness from the Competent Medical Board/Medical Authority.**
18. Applicants working in Govt. sector are advised to keep photo copy of complete ACR dossier/APARs of **last five years**, duly attested by Under Secretary or equivalent rank in their organization, ready and have to submit before interview committee at the time of interview if called for.
19. The candidates shall have to appear for interview, if called for, at his/her own cost (expense).
20. No correspondence or personal inquiries shall be entertained.
21. In case of any dispute the jurisdiction will be Jamnagar.
22. Canvassing in any form will be treated as a disqualification for the post.

**\* Reservation:**

1. Reservation of SC/ST/OBC (below creamy layer), Persons with Disabilities (PwD)/ Physically handicapped (PH) will be as per rule and existing policies of Central Government.
2. Applications not supported by the appropriate certificate for the reservation category claimed, will be treated as General/Unreserved. In case Institute observe any false or discrepancy in their certificate, their candidature will be rejected summarily, No correspondence will be entertained at all.
3. SC/ST/OBC/PH candidates are required to produce original certificate in the prescribed format signed by the specified authority, at the time of interview and it is mandatory.

**\* Application Fee (By bank Demand draft (DD) only (Nationalized bank)):**

Application fee is non-refundable, and payable by Demand Draft only for each application, drawn in favour of **“Director, IPGT&RA”** payable at **Jamnagar**.

Application fee is **Rs.2000/-** for **SC & ST** and **Rs.2500/-** for **General & OBC** along with application form.

On back side of DD, candidate must mention- Candidate name, category and post applied for.

**\* How to apply:**

Applicants are required to apply in the prescribed format available at website on <http://www.ayurveduniversity.edu.in> as per the prescribed proforma of Applications form. Institute will not consider any other format or application Proforma.

Duly signed application completed in all respect enclosing self-attested copies of all certificates, mark sheets, testimonials in support of age, educational qualifications, experience, cast/community/Persons with disabilities (PWD) in prescribed format by Government of India, the supporting documents along with non-refundable application fees should be sent in an envelop super scribed **“APPLICATION FOR THE POST OF \_\_\_\_\_”** by **Registered/Speed-Post** to:

**The Director,  
Institute for Post Graduate Teaching & Research in Ayurveda  
(IPGT&RA),  
Gujarat Ayurved University,  
Opp. B-Division Police Station, Gurudwara Road,  
Jamnagar-361 008 (Gujarat)**

**\* Invalid Applications:**

Candidates are advised to read all instructions carefully before sending their applications otherwise their applications are likely to be rejected on one or more of the following reasons in terms of the notifications.

Applications received after the closing date.  
Applications not in prescribed format.  
Candidates not having the required qualifications & experience.  
Applications without latest photo not being pasted in the provided space.  
Applications without declaration.  
Application without signature.  
Applications without supporting documents.  
Applications which are incomplete/illegible in any manner.  
Applications without the prescribed Application Fee.  
Application on another format not prescribed by IPGT&RA.

\*

**Last Date:**

The last date is for applying the post & receipt of applications is **07.01.2019**.  
In case the last date of receipt of application is declared holiday or falls on Sunday/Holiday, next working day will be considered as last day of the application.  
Applications by hand will not be accepted.

**Director**