

NATIONAL INSTITUTE OF AYURVEDA

(Deemed To Be University Under *de-novo* Category)

(Ministry of AYUSH, Govt. of India)

Jorawar Singh Gate, Amer Road, JAIPUR-302002

Website: www.nia.nic.in

ENGAGEMENT OF PROJECT MANAGER

National Institute of Ayurveda, Deemed University, invites Application to engage Project Manager on contractual basis for its Extension Centre i.e. National Institute of Ayurveda, Panchkula(Haryana). For details like Educational Qualification, Age Limit, Remuneration etc. please visit our Website: www.nia.nic.in

(J P SHARMA)
JOINT DIRECTOR(ADMN.)
11-5-2021

Copy for posting on NIA Website and Notice Board

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ENGAGEMENT OF PROJECT MANAGER

1. The Institute invites Application to engage Project Manager for its National Institute of Ayurveda, Panchkula(Haryana), which is being established as Extension Center of NIA, Jaipur, purely on contract basis initially for a period of one year which may be extended depending on requirement of the Project. Details of the Position, Age, Emoluments are hereunder:

Position	No. of Position	Monthly Fixed Remuneration	Place of Work
Project Manager	1(One)	50,000/-	Panchkula(Haryana)

2. Eligibility Criteria:

1. BE/B.Tech. Degree (in any stream)
2. At least 2 Years Diploma in Management
3. One Year experience in the relevant field.

3. Upper Age Limit: 30 Years as on last date for receipt of Application.

4. Submission of Application through E-mail:

Interested persons may apply on prescribed Application with photocopies of self-attested supporting documents i.e. Educational and Experience Records etc. through email **pmpanchkula@nia.edu.in**

The candidate can send the scanned copy of filled in application form along with all the required documents as single PDF on email **pmpanchkula@nia.edu.in** on or before 20-5-2021 till 5:00 PM. Candidates must ensure that the Application submitted through email should be as single PDF document. Separate PDF documents of a single candidate will not be accepted. The candidate must bring the original copy of the completely filled application form physically at the Joining Time along with the copies of the documents. Application received after the last date shall not be entertained.

5. The Application Performa and Conditions/Instructions can be seen and downloaded from Website www.nia.nic.in
5. The selection to the above position will be made on the basis of a Walk-in-interview/Video Conferencing to be held at National Institute of Ayurveda, Deemed to be University, Jaipur 302002, the date will be informed shortly through NIA Website/email. Only shortlisted candidates will be called for the interview.
6. The Application Performa and Conditions/Instructions can be seen and downloaded from Website www.nia.nic.in

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9. Last Pay drawn/Emoluments with Pay Scale/Grade Pay/Pay Level:

10. 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**

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ENGAGEMENT OF PROJECT MANAGER ON CONTRACTUAL BASIS

TERMS AND CONDITIONS

1. The selected Project Manager will be stationed at Panchkula(Haryana) and will look the work of National Institute of Ayurveda, Panchkula(Haryana) Project being established as Extension Center of National Institute of Ayurveda, Jaipur and also under the control of Officers concerned of NIA, Jaipur.
2. The Project Manager shall report to the Joint Director(Admn.)/NIA-Panchkula Project In-Charge/Estate Officer or to the Vice-Chancellor I/C or equivalent Officers as per the internal mechanism of the NIA, Jaipur .
3. He shall work independently on the given tasks and no regular staff will report to him.
4. The engagement of Project Manager will be purely on contract basis and will not confer any right for regular appointment in the Institute.
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 Manager shall not be considered as a case of re-employment.
7. A Monthly Fixed Remuneration of Rs. 50,000/- will be paid to the selected Project Manager.
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, 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 Manager 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 Manager 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. The Income Tax or any other Tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued.
16. The Project Manager 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.
17. The Intellectual Property Rights (IPR) or the data generated or collected as well as deliverable by the Project Manager produced for the Department/organization shall remain with the Institute.
18. The Project Manager 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.
19. The Project Manager shall be bound to hand over the entire set of records of assignment to the Institute before expiry of the contract, and before the final payment is released by the Institute.
20. The Project Manager would be required to sign a Non-Disclosure Undertaking in the Performa which will be provided to him.

21. The Project Manager 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 nor will he indulge in any activity outside the terms of employment/contractual assignment.
22. The Project Manager shall not claim any benefit/compensation/ absorption/regularization of service with the Institute under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.
23. The Project Manager 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.
24. 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 Manager is unable to address the assigned work.
 - ii) Quality of the assigned work is not to the satisfaction of the Institute.
 - ii) The Project Manager is found lacking in honesty and integrity.
25. The Project Manager shall work independently on the given tasks and no regular staff will report to him.
26. The Project Manager 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 Manager and not to proceed in the matter for engagement of the Project Manager at any stage, to accept or to reject any or all the applications without giving any explanation or notice, whatsoever.

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