



MORARJI DESAI NATIONAL INSTITUTE OF YOGA

Ministry of Ayush, Government of India

68, Ashok Road, New Delhi – 110 001

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File No. 16-04/2019-Estt.

Dated 26.02.2022

WALK-IN-INTERVIEW

Walk-in-interview for engagement of the following position on purely temporary contract basis on a fixed remuneration to work at Morarji Desai National Institute of Yoga (MDNIY), 68, Ashok Road, New Delhi-110001, as per date and time indicated below:-

Sl. Name & No. No of posts	Qualification and experience	Duties and Responsibilities	Remuneration maximum up to
1. Research Coordinator-2	<p>Essential:</p> <p>A Retired Academicians/ Researcher not below the rank of Associate Professor in a University / College or an Institute of National repute with Masters Degree in Yoga / Life Science / Bio Sciences / Biotechnology with a Ph.D.</p> <p>Desirable:</p> <ol style="list-style-type: none">1. Knowledge of computer2. Published Research Work in peer reviewed Indexed journal.3. Working experience in Research projects with reputed Institutions.	<ol style="list-style-type: none">1. Idea, conceptualization and preparation of research projects.2. Getting approval registration of research projects from organizations committees (IEC, CTRI etc.).3. Generation of Research grants from different organizations (National / International)4. Overall coordination and supervision of the research projects.5. Preparation of manuscripts ferial reports and research publication articles.6. Generate research publications in peer reviewed or indexed journals.7. Preparation of monographs8. Preparation of review articles.	Rs.75,000/- P.M.

2.	Junior Media Consultant-02	<p><u>Essential:</u></p> <p>A Master Degree in Mass Communication / Journalism from a recognized University established under UGC Act with minimum 55% marks</p> <p style="text-align: center;">OR</p> <p>A Graduate in Mass Communication / Journalism from a recognized University established under UGC Act with minimum 55% with one year post qualification experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>Any Graduate with one year Diploma in Journalism/Mass Communication from a recognized University established under UGC Act with minimum 55% marks with two years post qualification experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>A Graduate with Mass Communication / Journalism as one of the optional subjects from a recognized University established under UGC Act with minimum 55% marks with two years post qualification experience in the relevant field.</p> <p><u>Desirable:</u></p> <p>(i) Proficiency in Hindi. (ii) High Proficiency in English. (iii) Knowledge of Ayush Sector. (iv) Knowledge of Designing.</p> <p>Age Limit: 40 years</p>	<p>(i) Ability in drafting, editing and composing of Magazine, Journals, Brochures and promotional material.</p> <p>(ii) Ability to work independently for Social Media Platforms viz. Facebook, YouTube, Twitter and Instagram.</p> <p>(iii) Ability to make power point presentation, Excel etc.</p>	<p>Rs.45,000/- P.M.</p>
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<p>3. Technician (IT)-01</p>	<p>Essential:</p> <p>1. A Bachelor degree in Computer Science / Electronics & Communication / Electronic & Electrical from a recognized University established under UGC Act with minimum 55% marks.</p> <p style="text-align: center;">OR</p> <p>A Bachelor of Engineering in Computer Science/IT/Electronic & Communication from a recognized University established under UGC Act with minimum 55% marks.</p> <p style="text-align: center;">OR</p> <p>B.Sc. in Computer Science/IT/Electronics/ BCA from a recognized University established under UGC Act with minimum 55% marks.</p> <p>2. Minimum One Year post qualification experience in an IT firm of repute or Govt. organisation, NGO, National Institutes of repute etc.</p> <p>Desirable:</p> <p>(i) High Proficiency in English. (ii) Knowledge of Computer.</p> <p>Age Limit: 40 years</p>		<p>Rs.45,000/- P.M</p>
<p>4. Office Assistant -02</p>	<p>1. Graduate in any discipline from a recognized University with Diploma course in Computer.</p> <p>2. The Candidate will have to qualify typing test with minimum 35 words in English or 25 words in Hindi on computer, writing ability</p>	<p>(i) Opening and maintenance of files (ii) Typing support (iii) Record maintenance like keeping office copies, office order etc. in the folder and</p>	<p>Rs.20,000/- P.M.</p>

	<p>test and personal talk.</p> <p><u>Desirable:</u></p> <p>(i) Should have good communication, writing ability and interpersonal skills.</p> <p>(ii) Knowledge of computer applications such as MS Word, MS Excel and Power Point.</p> <p>(iii) Should not be more than 30 years of age on the date of fresh engagement.</p> <p>(iv) Can be relaxed upto 3 years for those having minimum experience of one year with Central government or its organizations.</p>	<p>management of files in section.</p> <p>(iv) Taking Dictation.</p> <p>(v) Diary/Dispatch</p> <p>(vi) Routine Noting/Drafting</p> <p>(vii) Maintenance of guard file for the section/officer.</p> <p>(viii) Ensuring proper registration/distribution of Dak.</p> <p>(viii) Any other work assigned by the Authority.</p>	
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GENERAL CONDITIONS:

Walk-in-Interview on 08.03.2022

Sl.No.	Particulars	Timings
1.	Registration	11 A.M. to 01 P.M.
2.	Scrutiny of Applications	01 P.M. to 02 P.M.
3.	Skill/Written test for S.No. 2,3 & 4	02 P.M. to 04 P.M.
4.	Interview of Shortlisted Candidates	04 P.M. to 06 P.M.

1. The engagement shall be on purely temporary contract basis and initially for a period of one year which is extendable on performance basis.
2. The applicant has no right to claim for regularization of his/her services under any circumstances in MDNIY.
3. The engagement shall be terminated by the Competent Authority at any time without assigning any reason thereof.
4. No other allowances shall be provided to the selected candidates other than the above mentioned Remuneration.
5. The number of positions may decrease or increase.
6. The candidate shall be entitled to avail 12 days of Leave in a Calendar year on pro-rata basis therefore he/she shall not draw any remuneration for the days of his/her absence in excess of 12 days in a calendar year nor be entitled for leave encashment.
7. The candidates shall be required to observe the normal office timings, as decided, and may also be called upon to attend the office on any holiday, in case of urgency.
8. The Income Tax or any other tax will be deducted at source as per Govt. instructions. Necessary TDS certificate will be issued.
9. The candidate will maintain absolute confidentiality and secrecy of the information handled by him/her. The secrecy and confidentiality are to be maintained even after the termination of engagement.

10. No one shall utilized or publish or disclose or part with, to a third party, any part of any data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment, without the express written consent of the authorities.
11. The candidate shall be bound to hand over the entire set of records of assignment before the expiry of the contract and before the final payment is released to him.
12. The candidate would be required to sign a Non-disclosure Undertaking.
13. The Institute shall reserve the right to not to fill up the post/s advertised without assigning any reasons.
14. **For Office Assistant posts, there will be a skill test on Computer at 12:00 Noon followed by Interview at 04:00 Noon on the same day.**

Registration shall began sharp at 12:00 Noon and no candidate will be entertained beyond 01:00 P.M. in any condition. Interested persons possessing the requisite qualification, experience etc. should appear on Walk-in-Interview along with copies of testimonials duly self attested and two recent passport size, Resume and Related Documents at Morarji Desai National Institute of Yoga, 68, Ashok Road, New Delhi-110001.

The selected candidates will be required to work in/with Morarji Desai National Institute of Yoga, 68, Ashok Road, New Delhi for the posts of Research Coordinator, Junior Media Consultant, IT Technician and Office Assistant. No TA/DA will be paid for attending the interview.


(Md. Taiyab Alam) 24/02/22

Communication & Documentation Officer

Copy for information and necessary action to:-

1. Store-Keeper – To upload the same on Institute's website immediately
2. All Notice Board of MDNIY
3. P.A. to Director