



MORARJI DESAI NATIONAL INSTITUTE OF YOGA

Ministry of AYUSH, Govt. of India

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File No. MDNIY/C&D/Social Media-2020

Dated: 24.08.2020

WALK-IN-INTERVIEW

Walk-in-interview will be held for engagement of the following position on purely temporary contract basis on fixed remuneration to work at **Sanskriti Foundation, No. 1448/1, 5th Cross, Krishnamurthypuram, Mysore-570004 Karnataka** to bring out a Bi-Annual Journal “Yoga Vijnana” (the Science and Art of Yoga) on Yoga Education, Therapy and Research for the period of one year as per date and time indicated below:

Sl. No	Name & No. of posts	Qualification, experience and age limit	Duties and Responsibilities	Date, time & Venue	Remuneration maximum up to
1.	Data Entry Operator (Full-time) - One	<p>Essential:</p> <ol style="list-style-type: none">1. Graduate in any discipline from a recognized University established under UGC Act.2. Knowledge of computer applications such as Ms Word, Ms Excel and Ms Powerpoint. <p>Desirable</p> <ol style="list-style-type: none">1. Should have a good communication and writing ability and interpersonal skills.2. Basic knowledge of Yoga.	<ol style="list-style-type: none">1. To correspondence with authors, Editorial Board members regarding articles, research paper, case reports etc.2. Formating the Journal as per reputed Journal.3. To help to convene meetings with Editorial Board as & when required through VC.4. Other works as assigned by the Executive Editor.5. Keep information confidential.	<p>03.09.2020 (Thursday) at 12.00 Noon at Sanskriti Foundation, No. 1448/1, 5th Cross, Krishnamurthypuram, Mysore-570004 Karnataka</p>	Consolidated Rs. 18,000/- per month.

Contd....

GENERAL CONDITIONS:

1. The engagement shall be on purely temporary contract basis and initially for a period of six month or until further orders, whichever is earlier. The selected candidates will have no right to claim for regularization of his/her services under any circumstances.
2. Applicant should come with the Bio-data along with the original certificates, experience certificate(s) etc. with a set of photocopies and two passport size recent photographs.
3. The engagement shall be terminated by the competent authority at any time without assigning any reason therefore.
4. 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. The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitlement for leave encashment.
5. The candidate 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.
6. The Income Tax or any other tax will be deducted at source as per Govt. instructions. Necessary TDS certificate will be issued.
7. 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.
8. No TA/DA will be paid for attending the interview.
9. The Institute shall reserve the right to not to fill up the post advertised without assigning any reasons.

This issues with the approval of Director.

Admin Officer, MDNIY

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

MORARJI DESAI NATIONAL INSTITUTE OF YOGA
MINISTRY OF AYUSH, GOVT. OF INDIA
68, ASHOK ROAD, NEW DELHI-110001

Passport Size
Photograph

APPLICATION FOR
(On purely temporary contract basis)

1.	Name of the Applicant (in capital letters)	:	
2.	Father's / Husband's Name	:	
3.	Date of Birth	:	
4.	Sex	:	
5.	Mobile No./Email ID	:	
6.	Address	:	
7.	Educational Qualification	:	
8.	Working Experience	:	

I do hereby confirm that the information given in this form is true to the best of my knowledge and belief.

Place _____

Date _____