

## WALK IN INTERVIEW

Advt. No:- NCISM/RC/10-A/IT/OA/ 2024-25

Date: 10/01/2025

Walk-in-interview for the post of “Office Assistant (IT)” on Contractual Outsourced basis to be deployed in NCISM, New Delhi.

**Schedule for walk-in is given below:-**

**Date:13/01/2025**

**Time: 10:00 AM to 12:00 PM (Noon)**

**Venue:** NATIONAL COMMISSION FOR INDIAN SYSTEM OF MEDICINE, PLOT NO. T-19, 1<sup>ST</sup> FLOOR, NEW AIACT BUILDING, DHANWANTARI BHAWAN, ROAD NO.66, PUNJABI BAGH (WEST) NEW DELHI -110 026.

**Details of Posts and schedule:-**

Post Name and No.	Essential Qualification	Experience (Desirable) (Post qualification)	Remuneration (PM)
<b>Office Assistant (IT)</b>  (1 No.)	1. Graduation in Any discipline from recognized University.  2. One-year Diploma in Computer Applications or Equivalent from recognized Institute. Note : Diploma not required for B Tech/ BCA qualified persons.	2 Years' experience with a reputed and verifiable organization, in the IT related field.	Rs. 25000/-  (Consolidated)

### **TERMS & CONDITIONS: -**

1. The interested applicants are advised to go through the eligibility criterion carefully and ascertain themselves regarding their eligibility.
2. **i)** The short listing of candidates for the panel will be based on scrutiny of documents of their age, qualification, experience etc. and as found eligible as per prescribed criteria and subsequent interaction of candidate by the department.  
**ii)** Finally, selected candidates by the department shall be considered for deployment on purely contractual / outsourced basis for a fixed period or till expiry of contract or till regular incumbents join posts.  
**iii)** In case number of eligible applicants is disproportionally exceed number of positions, then short listing of applicants for interview may be made on the basis of any criteria as deemed fit and found to be rational.
3. No TA/DA will be provided to candidates for appearing for the Interaction/documents verification etc.
4. They may work in shift(s)/ rotational basis as per departmental requirement. No extra conveyance will be paid.



5. Candidates must produce original documents in respect of DOB, Qualification and Experience as per eligibility criteria on the date of document verification and interview/interaction otherwise they will not be allowed to appear in the interview/interaction.
6. Candidates must bring 1 set of photocopies of all relevant documents and 2 photographs.
7. The details of the candidate in the application form must be the same as mentioned in Class 10th Certificate and PAN Card and Aadhar Card. In case the candidate has changed his/her name subsequent to Class 10th, the evidence to that effect should be furnished at the time of interaction/documents verification also.
8. Canvassing/trying to influence NCISM employees to secure the job in any manner shall disqualify the candidate.
9. NCISM has right to accept or reject the application(s) without assigning any reason thereof.
10. NCISM has the right to withdraw this advertisement at any time without any notice.
11. Incomplete application shall be summarily rejected.
12. Candidate must keep on watching our NCISM website ([www.ncismindia.org](http://www.ncismindia.org)) for any Corrigendum/notification in respect of this vacancy.
13. In case at any stage of recruitment process the documents/information provided by the candidate is found fake or misleading his/her candidature is liable to be rejected.

**1. No Dues certificate is received from the client department.**

**2. After completing contractual liabilities with NCISM as per appointment letter.**

14. **Police verification and requisite undertaking regarding character and antecedents.**
15. **Initial appointment will be for Three months (03 months) and may be extended according to satisfactory performance or till exigency.**

\*\*\*\*

  
10/06/15  
**सचिवदानन्द प्रसाद**  
**SACHIDANAND PRASAD**  
सचिव/Secretary  
भारतीय चिकित्सा पद्धति राष्ट्रीय आयोग  
National Commission for Indian System of Medicine  
पंजाबी बाग (पश्चिम), नई दिल्ली-110026  
Punjabi Bagh (West), New Delhi-110026