



ಅಖಿಲ ಭಾರತ ವಾಕ್ ಶ್ರವಣ ಸಂಸ್ಥೆ-೫೨೦೦೦೬

अखिलभारतीय वाक् श्रवणसंस्थान :मैसूरु - 570006

ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE – 570006

An Autonomous body under the Ministry of Health and Family Welfare,

Govt. of India, Manasagangothri, Mysore – 570 006

Phone: 0821-2502000/ 2502100, www.aiishmysore.in

ADVERTISEMENT No. 03/2025

Dated: March 11, 2025

All India Institute of Speech and Hearing popularly known as AIISH is a pioneer National Organization advancing the causes of Human Resource Development, Research, Clinical Care & Public Education on Communication Disorders. The Institute was established in the year 1966 as an autonomous body fully funded by the Ministry of Health & Family Welfare, Government of India. To cater the needs of the Institute, AIISH, Mysore invites applications for the following positions on contractual basis at this Institute:

Post Code 01: Assistant Administrative Officer (on contract)

Name of the Post	Assistant Administrative Officer
No. of Posts	01 (One)
Age limits	Below 63 Years as on the last date of submission of application.
Remuneration	Rs.67,350/- per month and no other allowances are admissible.
Eligibility	Essential: a) Graduate from a recognized University b) 05 years of experience in level 6 of VII CPC or equivalent in Administration and Accounts. c) Knowledge of working experience of government rules and regulations. Desirable: a) Knowledge of Computers.
Duration of Engagement	Tenure of contract is for a period of 06 months or until regular positions are filled, whichever is earlier.
Job Responsibility	In the area of Administration and as assigned by the Competent Authority.

Post Code 02: Assistant Audit Officer (IAC) (on contract)

Name of the Post	Assistant Audit Officer (IAC)
No. of Posts	01 (One)
Age limits	Below 63 Years as on the last date of submission of application.
Remuneration	Rs.67,350/- per month and no other allowances are admissible.

Eligibility	<p>Essential:</p> <p>a) Graduate from a recognized University (preferably in commerce) with SAS or 3 months training in cash and accountancy conducted by ISTM.</p> <p>b) 03 years of experience in Audit and Accounts in Level 6 of VII CPC or equivalent in Central Govt./Central Autonomous Bodies/Universities.</p> <p>c) Knowledge of working experience of government rules and regulations.</p> <p>Desirable:</p> <p>a) Knowledge of Computers.</p>
Duration of Engagement	Tenure of contract is for a period of 06 months or until regular positions are filled, whichever is earlier.
Job Responsibility	In the area of Audit and as assigned by the Competent Authority.

General Information to the candidates:

1. The engagement will be purely on contractual basis and not confer any right for regular appointment / re-employment in AIISH, Mysore.
2. The selected candidate is expected to join immediately.
3. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualification and experience (if any) laid down in the advertisement.
4. Application has to be made in the **prescribed proforma (as per Annexure – I)** which can also be downloaded from the Institute website: <https://aiishmysore.in/>. Application along with self – attested copies of all following documents may be sent by post or hand it over with super-scribing the envelope “Application for the post of on contract at AIISH, Mysore” at this address “Office of the Chief Administrative Officer, All India Institute of Speech and Hearing, Manasagangothri, Mysore–570006” and the same should reach on or before **25.03.2025, 5.30 PM.**
 - Educational qualification certificates. The candidate should ensure that they have requisite qualification from a Board / University /Institute recognized by UGC / AICTE.
 - Certificate of Date of Birth (issued by Municipality etc. or Matriculation / High School certificate where date of birth is mentioned).
 - Certificates of experience in the relevant field, which makes the candidate eligible for applying for the post applied for.
 - Proof for pay drawn at the time of retirement or copy of PPO.
 - Salary certificate equivalent to VII CPC pay scales with proof should be attached (in case of State Govt. employees)

Identification proof i.e., Aadhar / PAN card or any other proof issued by the Government of India.

Applications received after the last date or otherwise found incomplete without photograph, signature, relevant certificates without self-attestation shall not be considered and would stand rejected.

5. *As the functional experience is required in Central Government / Central Autonomous Bodies / Research Institutions / Universities, private candidates are not eligible to apply.* AIISH reserves the right not to fill all or any of the vacancies or to withdraw the advertisement at any time without assigning any reasons.
6. Applications received will be scrutinized and shortlisted candidates will be called for the Personal Interaction. The final selection shall be made based on the performance of the candidate in the Interaction. Decision of the Institute in all matters relating to the eligibility of the candidate, and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained. Further, wrong declaration / submissions of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
7. In case of any inadvertent mistake in the process of selection which is detected at any stage even after the issue of offer of appointment to the candidate, the Institute reserves the right to modify / cancel the engagement and withdraw any communication made to the candidates
8. The Institute reserves the right to cancel the process at any stage without assigning any reasons.
9. **All Information / Corrigendum related to this advertisement / updates shall be posted only on Institute's website.** All the correspondence will be posted on Institute website or communicated through email only. All the candidates are advised to provide correct email address and regularly check their emails including spam and Institute website regularly for further updates.
10. No TA / DA shall be paid for attending the Personal Interaction.
11. In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
12. **Application fee:**
 - For General Category, OBC and EWS candidates – ₹100/-
 - For candidates belonging to SC/ST categories - ₹40/-
 - Women and PwBD candidates are **exempted** from payment of application fee.

Copy of transaction receipt should be enclosed along with the application form. Application without application fee will be summarily rejected.

Method of payment of application fee:

- **BHIM QR CODE**



Merchant Name - AIISH



Payee VPA : aishmysore@barodampay



← Scan & Pay

Sending money to
AM AIISH Mysuru
aishmysore@barodampay

Amount
₹ 00.00

Debit account
XXXXXX3667

Remarks
Application fee for the post of _____

★ Add to favourites

Back Confirm

- **Payment thro' NEFT:**

1.	Beneficiary name & postal address	Director All India Institute of Speech & Hearing, Manasagangothri, Mysore 570 006
2.	Name of the Bank	Bank of Baroda
	Branch name with complete address	AIISH Branch, Naimisham Campus Manasagangothri, Mysore Karnataka - 570 006
	Branch code No.	9832
3.	IFSC Code of the Branch	BARB0EXTMYS [BARB(ZERO)EXTMYS]
4.	Account Number	98320100000664
5.	Type Of Bank Account (SB/Current)	Savings Bank Account

The candidates should mention the prescribed application fee details in the Application also (Transaction ID/ UTR reference no. and date of payment).

13. Candidates applying for more than one post should submit separate applications for each post codes separate application fee should be paid. Otherwise, the application will be summarily rejected.
14. **Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.**

Advt. No. 03/2025 dated: 11.03.2025

M. P. S. S. S.
Director 11/3

ANNEXURE - I

Advertisement No: **03/2025 dt.11.03.2025**
Closing date: **25.03.2025**



Application fee payment details:

Transaction ID/UTR

Date of payment:

Amount Paid:

Recent passport size photo with self attested

ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE - 570 006

(An Autonomous Body under Ministry of Health & Family Welfare, Govt of India)

APPLICATION FORM FOR ADMINISTRATIVE POSITIONS (ON CONTRACT)

Name of the Post applied for:..... & Post Code:.....

PART - I (GENERAL)

1. Name of the Candidate (BLOCK LETTERS)
Mr. / Mrs. / Ms. / Dr.

2. Gender: Male Female Transgender

3. (a) Address for Communication
.....
.....
.....
.....

(b) Email ID

(c) Mobile Number

(d) Aadhar No.

(e) Permanent Address

4. (a) Date of Birth DD MM YYYY

(b) Age as on last date of Application Years Months Days
(Attach Documentary proof for DOB)

(c) Place of Birth

5. Are you:

(a) a citizen of India by birth /or by domicile?

(b) If not, indicate the Nationality with documentary proof

6. Name the state to which you belong

.....

7. (a) Father's Name

.....

(b) Father's Occupation

Govt. Private others

(c) Mother's Name

.....

(d) Mother's Occupation

Govt. Private others

8. State whether you are a member of Scheduled Caste / Scheduled Tribe/OBC/EWS/ UR/PwBD

SC ST OBC

(if so, attach documentary proof in support)

UR EWS PwBD

9. Have you ever been convicted by a court of law for any offence?

Yes No

9 (a). If so, give details there of:

Case No: Year:

10. Present Employer of the candidate:

Govt. Private others

(a) In case of candidate working under any private organization, indicate the name & address of the employer.

.....

(b) In case of candidate worked under Govt. /Retired from Govt. organizations, pay drawn at the time of Retirement (please attach a proof of PPO / Last pay certificate / Retirement order showing last pay drawn.)

.....

.....

11. (a) Educational Qualification:

(Note: Percentage should be calculated strictly in accordance with the Rules & Regulations of the respective university / board (as awarded in Degree Certificate & the copy of percentage conversion certificate received from university/college should be attached alongwith the application).(Attach Documentary proof)

Examination (Name of the Board/University)	Percentage of marks obtained	CGPA	Major Subjects	Year of passing	Equivalence of percentage in case of CGPA with supporting documents
SSLC / X					
HSC / XII					
Diploma / PG Diploma Certificate (if any)					
Bachelor Degree					
Master Degree					
M.Phil. / Ph.D					

Note: where ever it is not applicable make as Nil or NA.

11. (b) Other Qualifications:

(Note: Sufficient information to be provided in respect of other qualifications, other than 11 (a) above, wherever applicable, as per the Recruitment rules for respective posts)

Course / Examination	Percentage of marks obtained	CGPA	Major Subjects	Year of passing	Equivalence of percentage in case of CGPA with supporting documents

12. Proficiency in Computers / Experience in MS Office, Finance, Accounts working knowledge of PFMS, GFR etc.,

Work experience (starting from the most recent):

13

(If the copy of experience certificate is not enclosed then, your experience will not be counted)

Name of the employer with full address (Indicate sector: Govt./Private)	Designation / Position	Duration		Pay level (If in Govt.)	Nature of work & level of responsibilities (Experience certificates to be enclosed)
		From	To	Emolument (Basic + DA) [If in Private]	

[Note: Copy of recent pay slip / last pay certificate indicating clearly Basic & DA should may be attached as enclosure, failing which, the application shall be treated as incomplete]

14 **Membership in National / International / Professional Organizations:**
(attach documentary proof)

Sl. No.	Name of the Organization	National / International (Specify)	Position held (if any)	From	To
1					
2					

15 **Honors & Awards:**

1	
2	
3	
4	
5	

References :

16 Give name & address of two professionals in the field who are in a position to comment on your professional work (The institute may write to them for a confidential assessment of the candidate's capabilities)

Sl. No.	Name & Office address of the Official	Designation	Contact No. & Official Email
1			Mobile: Email:
2			Mobile: Email:

17 **Briefly explain (within 100 words) how you are suitable for this position.**



18 **Languages Known:**

1	Name of the Language:..... (Please Tick) [Read/Write /Speak]
2	Name of the Language:..... (Please Tick) [Read/Write /Speak]
3	Name of the Language:..... (Please Tick) [Read/Write /Speak]
4	Name of the Language:..... (Please Tick) [Read/Write /Speak]
5	Name of the Language:..... (Please Tick) [Read/Write /Speak]

19 How early you can join this Institute, if selected?

20 Previous employment details of applicant: (in case of applicant, worked under other than VII CPC pay scales):

20 (a) Name of Organization

20 (b) Salary certificate equivalent to VII CPC pay scales in case of applicants who had worked other than VII CPC Pay scales

Enclosed

Not enclosed

21 **Checklist:**

Sl. No.	Details of Enclosure	Sl. No. Reference to application	Enclosed			Reference to Annexure
			Yes	No	Not applicable	
1	Proof of payment of application fee	Pg. (1)				
2	Proof of Age	4 (a)				
3	SSLC	11 (a)				
4	PUC / Diploma	11 (a)				
5	Bachelor's Degree (all semester mark sheets)	11 (a)				
6	Bachelor's Degree Certificate	11 (a)				
7	Master's Degree (all semester mark sheets - if applicable)	11 (a)				
8	Master's Degree Certificate (if applicable)	11 (a)				
9	M.Phil. / Ph.D. Certificate (if applicable)	11 (a)				
10	PPO / Last pay certificate / Retirement Order	10 (b)				
11	Experience Certificates	13				
12	Details of Membership in National / International / Professional Organization	14				
13	Details of Honors & Awards	15				
14	Salary certificate equivalent to VII CPC pay scales in case of applicants who had worked other than VII CPC Pay scales	20 (a) & (b)				

DECLARATION OF THE CANDIDATE

I, hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. If any information is found false, my candidature may be disqualified without prejudice to any action that may be taken under the rules.

Date:

Place:

Candidate's Signature