

SOP For Filling Up form - Vacancy Notification 1/2025 NIA, Jaipur

Important Points to Note While Filling the Application Form

- Do not add any salutation like **Dr./Mr./Mrs./Ms.**, before any name.
- Fill all the details in **Block Letters** (except Email-ID)
- Always click on **Save** Button, before proceeding for next section.
- While uploading the files, firstly click on **Choose File** Button to select your file, and then click on **Upload** Button (**Uploading can be done one by one file only**)
- **Self-Attested Scanned Copies** of Proof of Date of Birth, Caste/EWS, Educational Qualification, Experience, Discharge Certificate in respect of Ex-Servicemen etc. must be enclosed with the Application failing which the Application will be rejected straightway.
- Important Instructions for scanning and uploading the images.
 - **PHOTO**
 - **Applicant must upload his/her colour scanned copy of passport size photo as per following details**
 - The photograph should be in colour and of the size of 2-inch x 2-inch 51 mm x 51mm.
 - It should have full face, front view, eyes open.
 - Photo should present full head from top of hair to bottom of chin. Centre head within frame.
 - The background should be a plain white or off-white.
 - Glare on eyeglasses should be avoided with a slight upward or downward tilt of the head. No tinted or dark glasses.
 - The scanned image must be in **.jpeg/.jpg/.png** only.
 - **Maximum size of photo can be 100KB.**

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➤ SIGNATURE

- Draw a box of size 2.5 cm (height) x 6.0 cm (width). Use a black or dark blue ink pen to sign within this box.
- Click the signature within the box in bright light conditions using any digital device.
- Avoid using flash.
- Check the shadow of your hands/camera/smartphone etc. does not fall on the sheet.
- The scanned image should be saved in .jpeg format.
- If the Candidate's signature on Admit card, at the time of the examination, does not match the signature on the Attendance Sheet, the candidate will be disqualified.
- The signature must be signed only by the candidate and not by any other person.

➤ DOCUMENTS

- Candidate should upload scanned copy of the document in **PDF** format only.
- In case of multiple pages of the document candidate must scan all pages into single **PDF** file and upload the same.
- Each PDF file should not exceed 2 MB.

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Main Page

Visit the link <https://recruitment.niajaipur.com>



NATIONAL INSTITUTE OF AYURVEDA

Deemed To be University (De Novo)
Ministry of Ayush, Govt. of India

Notifications

[1. Detail Notification](#)

Vacancy Notification no 01/2024

Only Registered Applicants Can Login

Post
Select Post

Email Id
Enter Your Register Email Id

Date of Birth
dd-mm-yyyy

Login Registration

Information

Start Date : 29-10-2024
Last Date : 04-12-2024,
05:00 PM

[1. How to Fill Form](#)

All Notification related to Vacancy 01/2024 will appear here

All Information & SOP (How to Fill Form) related to Vacancy 01/2024 will appear here

Click on Registration button, to get registered.

SOP For Filling Up form - Vacancy Notification 1/2025 NIA, Jaipur

Steps for Registration

Registration for Vacancy Notification no 01/2024 NIA, Jaipur



NATIONAL INSTITUTE OF AYURVEDA

Deemed To be University (De Novo)
Ministry of AYUSH, Govt. of India

Registration is Necessary for First Time Users

Post Name (Post will Not Change)*
--Select Post--

Full Name (Name will Not Change & don't Enter Dr./Mr./Mrs.)*
ENTER YOUR FULL NAME

DATE OF BIRTH (DOB will Not Change)*
dd-mm-yyyy

Email Id (Email id will Not Change)*
Enter Your Email Id

[Registration](#) [Login](#)

Select **Post**, you want to apply for. Applicants applying more than one post have to register and apply separately for each post.

Enter your **Full Name** as per records.

Enter your **DOB**

Enter your **E-mail ID** to be registered

Click on **Registration** button, after filling all details.

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Steps to Login

Step 1: - Visit the link <https://recruitment.niajaipur.com>

Step 2: - Fill the Required detail i.e., your registered Post, E-mail Id & DOB to Login

Vacancy Notification no 01/2024 NIA, Jaipur
Login to Apply



NATIONAL INSTITUTE OF AYURVEDA

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Ministry of AYUSH, Govt. of India

Only Registered Applicants Can Login

Post
--Select Post--

Email Id
Enter Your Register Email Id

Date of Birth
dd-mm-yyyy

Login Registration

Select Post.

Enter Registered E-mail ID.

Enter DOB

Click on Login Button, after filling above details.

SOP For Filling Up form - Vacancy Notification 1/2025 NIA, Jaipur

Your Dashboard

Support Email for Candidate Support

help@nia.edu.in

Application Number:

Your Application No. will appear here

The screenshot displays the NIA Dashboard interface. On the left is a dark sidebar with a menu of options: Welcome, Personal Information, Qualification, Experience, Publication Details, Patent Details, Project Details, Workshop/Seminar/Conference Details, ROTP/TOT/CME, Other Details, Upload Document, Payment, Declaration, and Logout. A yellow dashed box highlights the menu items from 'Personal Information' to 'Logout'. A blue arrow points from a text box on the left to the 'Publication Details' menu item. The main content area features a blue header 'Vacancy Notification no 1/2025 NIA, Jaipur'. Below this is a 'Notification' box containing three items: 'Start Date : 24-10-2025', 'Last Date : 05-12-2025,05:00 PM', and 'Vacancy Document'. Blue arrows point from text boxes on the right to these three items. At the top right of the dashboard, there is a 'Support Email for Candidate Support' box with an arrow pointing to the email address 'help@nia.edu.in'. At the top left, there is an 'Application Number:' label and a box stating 'Your Application No. will appear here'.

Various Section/Detail to be filled by Applicant.

Starting Date of Form

Closing Date of Form

Detailed Document of Vacancy

SOP For Filling Up form - Vacancy Notification 1/2025 NIA, Jaipur

Personal Information

Step 1: -Click on the **Personal Information** tab from left side bar

Personal Information

Your Post will appear here	Post Applied For	<input type="text"/>	Select Department	--Select Department--	Your Age will appear here
Your Name will appear here	NAME	<input type="text"/>	Type of Current Employer	Select One <input type="checkbox"/> PH <input type="checkbox"/> Ex-Serviceman	Select Your Employer from list, if any
Your DOB will appear here	DOB	<input type="text"/>	Category	Select One	Select Your Category from list
Enter Your Mother Name	Mother Name	ENTER YOUR MOTHER NAME	Father/Husband Name	ENTER YOUR FATHER'S NAME	Enter Your Father Name
Select Your State from list	State	--Select State--	City	ENTER CITY NAME	Enter Your City Name
Enter Your Address Here	Address for Communication	<input type="text"/>	Pincode	Enter Pincode	Enter Your Pin code
Your Email ID will appear here	Email Id	<input type="text"/>	Mobile Number	Enter Your Mobile Number	Enter Your Mobile No.

यदि आप सरकारी कर्मचारी नहीं हैं तो "Type of Current Employer" फील्ड में "None" विकल्प को चुने

Click on **Save** button, after filling all above details

Save

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Experience Details (For Teaching Post)

Teaching Experience Details in Chronological Order after Obtaining the PG Degree

Designation	Pay, Grade Pay	Name of the College/ Institution	Period	
			From	To
Select Post <input type="text"/>	<input type="text"/>	<input type="text"/>	dd-mm-yyyy <input type="text"/>	dd-mm-yyyy <input type="text"/>
Select Post <input type="text"/>	<input type="text"/>	<input type="text"/>	dd-mm-yyyy <input type="text"/>	dd-mm-yyyy <input type="text"/>
Select Post <input type="text"/>	<input type="text"/>	<input type="text"/>	dd-mm-yyyy <input type="text"/>	dd-mm-yyyy <input type="text"/>
Select Post <input type="text"/>	<input type="text"/>	<input type="text"/>	dd-mm-yyyy <input type="text"/>	dd-mm-yyyy <input type="text"/>
Select Post <input type="text"/>	<input type="text"/>	<input type="text"/>	dd-mm-yyyy <input type="text"/>	dd-mm-yyyy <input type="text"/>
Select Post <input type="text"/>	<input type="text"/>	<input type="text"/>	dd-mm-yyyy <input type="text"/>	dd-mm-yyyy <input type="text"/>
Select Post <input type="text"/>	<input type="text"/>	<input type="text"/>	dd-mm-yyyy <input type="text"/>	dd-mm-yyyy <input type="text"/>
Select Post <input type="text"/>	<input type="text"/>	<input type="text"/>	dd-mm-yyyy <input type="text"/>	dd-mm-yyyy <input type="text"/>

Select **Post** of your experience respectively.

Enter/Select **Period (From & To)** of your experience respectively.

Enter **Pay, Grade Pay** of your experience

Enter **Name of the College/Institution** of your experience respectively.

Click on **Save** button, after filling all above details

1. No file chosen

Scanned copies of as proof of Experience must be uploaded here (as single PDF file). Click on **Choose File** to Select your **respective document** in .pdf Format, then click on **Upload** button.

SOP For Filling Up form - Vacancy Notification 1/2025 NIA, Jaipur

Publication Details

Research Paper / Articles (As Author, Contributor etc.)

Paper Published in Indexed Journal

Paper Published in National / International Peer Reviewed Journal

Proof of Paper Published in Indexed Journal (PDF Only) No file chosen

Proof of Paper Published in National / International Peer Reviewed Journal (PDF Only) No file chosen

Note: Upload consolidated PDFs for all research papers under each category.

Book Published

Book with ISBN No. (as Author)

Book with ISBN No. (as Contributor)

Proof of Book with ISBN No. (as Author) (PDF Only) No file chosen

Proof of Book with ISBN No. (as Contributor) (PDF Only) No file chosen

Note: Upload single PDF per book category with ISBN details.

Enter the Number of **Paper Publish** accordingly (If any)

Click on **Save** button, after filling all above details of **Paper/Articles Published**

Enter the Number of **Books Published as Author and Contributor** accordingly (If any)

Click on **Save** button, after filling all above details of **Books Published**

The title page of the research paper/book showing the name of the author and journal/book name should only be scanned as proof of publication. In case of multiple papers candidate must scan all title pages of paper/book **into single pdf file** and upload the same. Click on **Choose File** to Select your **respective document** in **.pdf** Format, then click on **Upload** button.

SOP For Filling Up form - Vacancy Notification 1/2025 NIA, Jaipur

Patents Details

Details of Patents

Total Patent Applications Filed

Total Number of Granted Patents

Proof of Patent (PDF Only)

Choose File No file chosen

Note: Upload a single PDF compiling all Patent Applications Filed and Granted..

Enter the Number of Patent Filled & Patent Granted accordingly. (If any)

Scanned copies of as proof of Patent must be uploaded here (as single PDF file). Click on Choose File to Select your respective document in .pdf Format, then click on Upload button.

Click on Save button, after filling all above details.

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Project Details

The form is titled "Project Details #1" and contains the following fields and instructions:

- Title of Project:** Enter **Title** of your **Project** respectively.
- Amount of Project:** Enter **Amount** of your **Project** respectively.
- Sponsor Type:** Select **Sponsor Type** from the given list respectively.
- Role:** Select your **Role** from the given list respectively.
- Start Date:** Enter **Start Date** of your **Project** respectively.
- End Date:** Enter **End Date** of your **Project** respectively.
- Proof of Project (PDF Only):** Scanned copies of as proof of Project must be uploaded here (as single PDF file). Click on **Choose File** to Select your **respective document** in .pdf Format.
- Update Project:** Click on **Save** button, after filling all above details.
- Add Another Project:** Click on **Add Another Project** button to **Add Project**.

Note: Upload a single PDF compiling all project-related documents.

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Seminars/Conferences Details

Details of Participation in Seminars / Conferences

Paper Presented in International Conferences	<input type="text"/>
Paper Presented in National Conferences	<input type="text"/>
Conferences/Seminars Attended	<input type="text"/>
Session Chaired in International Conference	<input type="text"/>
Session Chaired in National Conference	<input type="text"/>
Keynote/Lead Speaker	<input type="text"/>

Note : Please consolidate and fill in all your Seminars/Conferences respectively.

Enter the **Number of Seminar /Conferences** attended by you. **(If any)**

Click on **Save** button, after filling all above details.

Upload Document of Participation in Seminars / Conferences

1.	Paper Presented in International Conferences (Attach Proof PDF Only)	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>
2.	Paper Presented in National Conferences (Attach Proof PDF Only)	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>
3.	Conferences/Seminars Attended (Attach Proof PDF Only)	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>
4.	Session Chaired in International Conferences (Attach Proof PDF Only)	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>
5.	Session Chaired in National Conferences (Attach Proof PDF Only)	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>
6.	Keynote/Lead Speaker (Attach Proof PDF Only)	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>

Note: Kindly upload the consolidated document corresponding to the data provided above.

Scanned copies of as proof of Seminar/Conference must be uploaded here **(as PDF file)**. Click on **Choose File** to Select your **respective document** in .pdf Format, then click on **Upload** button.

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ROTP/TOT/CME Details

Details of Participation in TOT/ROTP/CME/Workshop/Professional Training

More than 1 Week	<input type="text"/>
1 Day to 5 Days	<input type="text"/>
Lead Speaker	<input type="text"/>

Note: Please consolidate and fill in all your TOT, ROTP, CME, Workshops, and Professional Training details.

Enter the **Number of Program** attended by you respectively. **(If any)**

Click on **Save** button, after filling all above details.

Upload Document of Participation in TOT/ROTP/CME/Workshop/Professional Training

1.	More than 1 Week (Attach Proof PDF Only)	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
2.	1 Day to 5 Days (Attach Proof PDF Only)	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>
2.	Lead Speaker (Attach Proof PDF Only)	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>

Note: Kindly upload the consolidated document corresponding to the data provided above.

Scanned copies of as proof of **Program** must be uploaded here **(as PDF file)** respectively. Click on **Choose File** to Select your **respective document** in .pdf Format, then click on **Upload** button.

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Others Details

House Job / Clinical Registrar / research Officer / Research Associate/Fellow etc. (Please enclose Proof)

House Job	Select	Select Yes/No from the list, as required
Clinical Registrar	Select	
Research Officer	Select	
Research Associate	Select	
Research Fellow	Select	

Save

Click on **Save** button, after filling all above details

Additional Courses or Training

Computer Courses /Training	Select	Select Yes/No from the list, as required
Professional Training	Select	
Hospital Administration	Select	
Govt Sponsored Project	Select	

Save

Click on **Save** button, after filling all above details

Upload Document House Job / Clinical Registrar / research Officer / Research Associate/Fellow . Professional Training / Hospital Administration Departmental Exam/ Govt Sponsored Projects/ IT Training etc. (Please Enclose Proof)

1. Please Enclose Proof of Above

Choose File No file chosen Upload

Click on **Choose File** to Select your **respective document** in .pdf Format, then click on **Upload** button

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Upload Document

Firstly, Click on **Choose file (Max Size 2 MB)** to Select your desired document, then click on **Upload** button to upload on server.

Document Upload Enclosures (Self Attested Pdf Copies Only)		
1.	Candidate Image *(JPEG, JPG, PNG)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
2.	Candidate Sign Image *(JPEG, JPG, PNG)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
3.	10th Certificate, Marksheet *(PDF) (For Proof of DOB) ⓘ	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
4.	12th Marksheet *(PDF Only)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
5.	UG Degree *(PDF Only)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
6.	PG Degree (PDF Only)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
7.	Category Certificate(SC/ST/OBC-NCL/Pwd) (PDF Only)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
8.	Any Other Additional Document (PDF Only)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Click on **Choose File** to Select your **Image & Signature** in .jpeg/.jpg/.png Format, then click on **Upload** button

Click on **Choose File** to Select your **respective document** in .pdf Format, then click on **Upload** button

Note: - * Field are Mandatory to fill

After Uploading all Document, Click on **Payment Button**

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Application Fee Payment

Payment Details

Your Application fees Amount is

3500

Your **Applicable Fee** will appear here, which you have to **Pay Online**.

- Pay the Exact Amount shown above only. Payment in parts is not allowed.
- In Case of Less Payment the Form Will Be Rejected.
- In Case of excess Amount paid, Excess Amount Will Not Be Refunded Back.
- In Case of Less Payment Condition Candidate Has to Pay The Full Amount Again And Not The Difference Amount.

[Click Here for Pay Fees](#)

Your **Click Here** to pay application fee to **Pay Online**. This will redirect you to SBI Collect Page.

Please Enter Reference Number

Enter your **UTR/Reference No.** which you have received after completing SBI Collect online Transaction.

[Save](#)

Click on **Save** button, after filling all above details

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SBI Collect Page

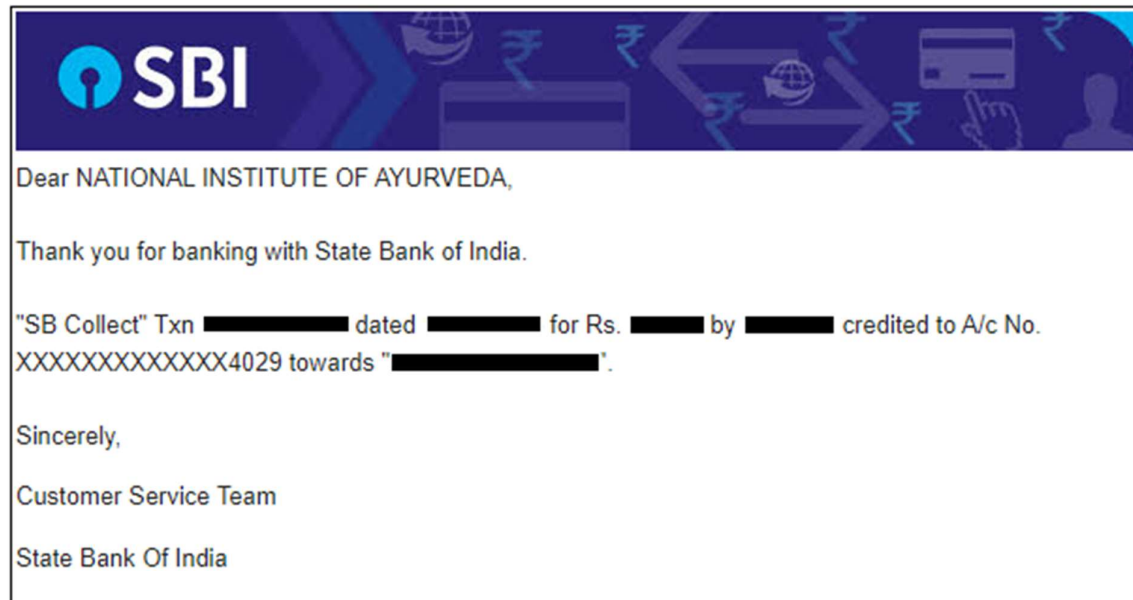
After Clicking on [Click Here for Pay Fee](#) Button on NIA Dashboard, the page will appear on your screen, on which you have to make payment

The screenshot displays the SBI Collect interface. At the top, there is a dark blue header with the SBI logo on the left and 'SB Collect' on the right. Below the header is a navigation menu with links for HOME, TRANSACTION HISTORY, FAQ'S, and CUSTOMER SUPPORT. The main content area is divided into two sections. The first section, titled 'Payment Progress', shows a horizontal flowchart with five steps: 'Select Payee' (marked with a green checkmark), 'Enter Payment Details' (marked with a blue circle), 'Verify Payment Details', 'Complete Payment', and 'Print Receipt'. The second section, titled 'Enter Payment Details', contains a form with a 'Payment Category' dropdown menu. The dropdown is open, showing 'VACANCY - 1/2024' as the selected option. A yellow 'Back' button is located below the dropdown. To the right of the dropdown, a text box contains the instruction: 'In **Payment Category** you have to select **VACANCY - 1/2024** from the given list'. At the bottom of the page, there is a copyright notice for the State Bank of India and links for Privacy Statement, Disclosures, and Terms of Use.

***After this provide the details required by the bank to complete the transaction, and note the Reference Number for Further Reference**

SOP For Filling Up form - Vacancy Notification 1/2025 NIA, Jaipur

Confirmation Mail by Bank



Alerts Generated On : [redacted]

*** This is an auto-generated email. Please do not reply to this email.***

***After completion of the bank transaction you will receive the [Confirmation Email](#) form the bank, showing your transaction details.**

SOP For Filling Up form - Vacancy Notification 1/2025 NIA, Jaipur

Declaration

Declaration

- I hereby declare that the information furnished in this Application is correct and true to the best of my knowledge and belief.
- I understand that furnishing false/improper information will lead to rejection and cancellation of my candidature
- I am liable for legal and/or disciplinary action as may be initiated by the National Institute of Ayurveda.

Tick on **Check Box** button of the declaration

You Agree all Information are Correct

Note: Application without valid enclosures is liable to be rejected

Click on **Agree** button to complete your Form

Agree

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Queries

For any help/query in filling up the form, please Email us on: - help@nia.edu.in

We will address the issue within 24 hrs.

No other mode of communication will not be entertained.

Thank you