

INDIAN YOGA ASSOCIATION

A self-regulatory body of leading Yoga Institute of Yoga

Personnel Certification Board

Camp at: Morarji Desai National Institute of Yoga,
68, Ashoka Road, New Delhi-110001

Ph.9810800289 e-mail: iyaprcb@gmail.com; Web: iyayog.in

Walk-in-interview will be held **on Thursday, the 16th June, 2016 at 02.30 pm at 68, Ashoka Road, New Delhi** for recruitment of the following positions on purely temporary contract basis at Indian Yoga Association, 68, Ashoka Road, New Delhi-110001 as per date and time indicated below:

S. No	Post and maximum remuneration	No. of Posts	Qualifications & Experience	Job responsibilities
1.	Technical Manager Rs.40,000/- p.m.	One	(i) Diploma/Degree in Yoga (ii) Degree in Mass Communication/ Journalism from a recognized University OR Any PG Degree and Post Graduate Diploma in Journalism and Mass Communication from a recognized University with Four years' post qualifications experience in an advertising firm of repute or as a Communication-cum-Documentation officer with an NGO having Regional/National outreach.	(a) Ensure and monitor the implementation of the system. (b) Assisting CEO in his day to day requirements and apprise him about the system. (c) Identification of Examiners and their training needs. (d) Selection of examiners for each exam. (e) Exam dates and exam center finalization. (f) Overseeing Question papers setting. (g) Ensuring security during the whole examination process. (h) Preparation & declaration of result.
2.	I.T. Executive Rs.40,000/- p.m.	One	PG degree in computer application or MCA. Four years post qualifications experience in dealing with IT responsibilities in an IT company. Ability to work independently on the computer and update the website and download relevant material from the internet and supply to the Officers as well as public.	(a) Website maintenance. (b) Collecting online applications. (c) Applications database maintenance. (d) Generating reports on the applicants. (e) Posting results on website. (f) Handling queries from Applicants. (g) Online payments management. (h) IT needs management of the office.
3.	Operations Manager Rs.40,000/- p.m.	One	MBA with five years experience in the examination processes.	(a) Handling of recruitment process for examiners and other personnel. (b) Ensure adequate resources provisions as per the type and volume of the evaluation activity. (c) Ensuring timely assessment / evaluation of answer sheet. (d) Responsible for identifying and providing training needs for evaluation personnel. (e) Logistics scheduling and management for evaluation. (f) Arrange trainings based on the needs identified by various functions. (g) Coordinating meetings etc.
4.	Quality Manager Rs.40,000/- p.m.	One	PG degree in computer application or MCA. Four years	(a) Maintenance of IYA Pr.C.B. documents (Manual, Procedures, Check lists, forms

			post qualifications experience in quality management. Ability to work independently on the computer and update the website and download relevant material from the internet and supply to the Officers as well as public.	etc.). (b) Preparation of QMS for final certification by NABCB. (c) Preparation for Yoga Schools certification scheme (d) Responsible for root cause analysis for complaints, appeals and non-conformities raised during internal and external audits. (e) Responsible for all documents and records controls.
5.	Administrative Manager Rs.40,000/- p.m.	One	A degree from a recognized University with at least ten years experience in Administration, Establishment, Accounts work in a Govt. / Semi Govt. / Public Undertaking / Autonomous Body / Statutory Body.	(a) Examination Papers management. (b) Files management. (c) Office management. (d) Communications Internal. (e) Overseeing Accounts. (f) 12 A/80 g application. (g) Grievance redressal including RTI. (h) Preparing agenda and minutes for the meetings.
6.	Business Development Manager Rs.40,000.- p.m.	One	MBA (Marketing & HR) with 4 years post qualification experience in an institution of repute.	(a) Increasing individual applicants for IYA PrCB certification as per QCI Yoga certification scheme by meetings and communication. (b) Developing data bank of perspective institutions and candidates from within the country and outside the country for the purpose of certification. (c) Increasing institutes for going for Institutional certification. (d) Promoting relevant & factual information about the scheme.
7.	Clerk-cum-Data Entry Operator Rs.16,000/- p.m.	One	Senior Secondary with Diploma in computer Application of one year duration from a recognized Institution and atleast one year working experience in Accounts. Knowledge of English Typing with minimum 35 w.p.m. and/or Hindi Typing with 30 w.p.m.	(a) Managing Account entries and logs. (b) Bank dealings for day to day operations. (c) Data entry.
8.	Attendant	One	Secondary School qualification with knowledge	(a) Cleanliness of office. (b) Other indoor and outdoor duties.

The recruitment to the above positions will be purely temporary on contract basis on a maximum remuneration given against the position and is also negotiable. These positions may be filled on part-time basis also, if it is so decided by the Selection Committee, in view of the administrative reasons. The incumbent of these posts shall have no right *ipso facto* for the regularization on the post. The contract shall be initially for a period of six months and extendable from time to time. The interested persons may come prepared with complete Bio-data and certificate/testimonials and a passport size photograph on 16th June, 2016 at 2.30 pm for walk-in-interview at Morarji Desai National Institute of Yoga, 68, Ashoka Road, New Delhi-110001.

SECRETARY