



No. Admin/Rec./Deput./2020/AIIMS.RPR/795

Dated: 05.02.2020

Engagement of Finance & Chief Accounts Officer and Accounts Officer on Deputation Basis in AIIMS, Raipur.

Applications are invited in the prescribed proforma from suitable candidate (working on regular basis in Government Office/Institution/Organization) for filling up following posts on **DEPUTATION BASIS** in All India Institute of Medical Sciences, Raipur. The essential qualification experiences etc. required for applying for this post are as under:-

Sr. No.	Name of Post	Group	Pay Scale	No. of vacancies
1	Finance & Chief Accounts Officer	A	Level-11 in Pay Matrix (Pre-revised Pay Band-3 of Rs. 15600-39100 + Grade Pay of Rs. 6600/-)	01
2	Accounts Officer	A	Level-10 in Pay Matrix (Pre-revised Pay Band-3 of Rs. 15600-39100 + Grade Pay of Rs. 5400/-)	03
Total number of posts				04

Note:

1. The number of posts is tentative and is liable to change based on the Institute's requirements.
2. Maximum age limit for applying for the aforesaid posts on deputation is **56 years** as on last date of receipt of application.
3. The period of deputation shall not ordinarily exceed **3 years**.

S. No	Name of the Post, Pay Scale and Essential Eligibility Conditions	No. of posts
1.	<p>Name of the post: Finance & Chief Accounts Officer (Group 'A')</p> <p>Pay Scale: Level-11 in Pay Matrix (Pre-revised Pay Band-3 of Rs. 15600-39100 + Grade Pay of Rs. 6600/-)</p> <p>Essential:</p> <p>(i) Officers from any of the Central Organised Accounts Services holding an analogous post or a post in the pay scale of Rs. 2200-4000 (Revised to Level 10 in Pay Matrix) with 5 years of regular service in the grade or</p> <p>(ii) Audit/Accounts Officers from any of the Central Organised Accounts Departments with 7 years' regular service in the scale of Rs.2375-3500 (Revised to Level 7) in Pay Matrix) or equivalent.</p> <p>In the event of suitable Officers from the Central Government being not available, similar officers in the Finance / Accounts Departments of the Central Statutory / Autonomous Bodies or Public Sector Undertakings shall be considered.</p> <p>(Period of Deputation shall not ordinarily exceed 3 years)</p>	01
2.	<p>Name of the post: Accounts Officer (Group 'A')</p> <p>Pay Scale: Level-10 in Pay Matrix (Pre-revised Pay Band-3 of Rs. 15600-39100 + Grade Pay of Rs. 5400/-)</p> <p>Essential:</p> <p>(i) Officers under the Central Government or Central Statutory/ Autonomous bodies holding analogous posts on regular basis and handling Accounts and Finance matters or holding posts of Accounts/Audit Officer or equivalent in the pay scale of Rs. 2375-3500 (Revised to Level 7 in Pay Matrix)/Rs. 2200-4000 (Revised to Level 10 in Pay Matrix)</p> <p>(ii) Assistant Accounts Officers in the pay scale of Rs. 2000-3200 (Revised Level 07 in Pay Matrix) with 7 years of regular service in the grade (including the service in the grade of Junior Accounts Officer/SAS accountants/Accountant in the scale of Rs.1640-2900 (Revised to Level 6 in the Pay Matrix)</p> <p>(Period of deputation shall not ordinarily exceed 3 years)</p>	03

The Officers who fulfill the above qualifications/eligibility may submit their application in the attached proforma **through proper channel** to the Recruitment Cell, 3rd Floor, Medical College Building, Gate No. 05, All India Institute of Medical Sciences, Tatibandh, Raipur- 492099, C.G. so as to reach by **23/03/2020, 5:00 PM** by **Speed Post/Registered Post only**.

The envelope containing the application(s) should be super-scribed **"Application for the Post of on Deputation**

basis.” While forwarding their applications, it may be ensured that the particulars of the candidates are verified and that they fulfill the eligibility conditions. Duly attested photocopies of their up-to-date Confidential Reports (at least for the latest 05 years) may also be enclosed with the applications. It may also be clearly stated that no vigilance/disciplinary proceedings is pending or contemplated against the candidates concerned. **Applications without forwarding through proper channel, vigilance clearance and complete CR Dossiers will not be considered.**

The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel & Training’s O.M.No.6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.

Director
AIIMS, Raipur

Application for the post of on
deputation basis in AIIMS, Raipur
Advt. No. Admin/Rec./Deput./2020/AIIMS.RPR/795, Dated 05.02.2020

1.	Name and address in BLOCK letters:	Affix here recent passport size photograph	
2.	Father's Name		
3.	Date of Birth (DD/MM/YYYY)		
4.	Date of retirement under Central/State Government Rules		
5.	Educational Qualification	i)	
		ii)	
		iii)	
		iv)	
6.	Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).		
		Required	Possessed by the Applicant
	Essential:		
7.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post		

8.	Details of employments (in chronological order) enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.						
S. No	Name of the Office/Institute/Organization)	Post Held	Duration of Experience		Total Duration of Experience Year(s), Month(s), day(s)	Pay-band and Grade pay (Scale of Pay if in pre-revised scale of pay)	Nature of Duties
			From	To			
1.							
2.							
3.							
4.							
5.							
Total work experience in required Grade Pay:	 Year(s) Month(s) Day(s)					

9.	Nature of present employment (i.e.ad-hoc or temporary or quasi-permanent or permanent)	
10.	In case the present employment is held on deputation/contract basis, Please state : (a) the date of initial appointment (b) period of appointment on deputation/contract (c) name of the parent office/organization to which you belong	
11.	Additional details about present employment please state whether working under: (a)Central Government (b)State Government (c)Autonomous Organization (d)Government undertaking (e)University	
12.	Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
13.	Total emoluments per month now drawn.	
14.	Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is Insufficient.	
15.	Whether belongs to SC/ST/OBC (if yes, please specify)	
16.	Contact Numbers & E-mail ID:	
	1) Office	
	2) Residence	
	3) Mobile	
	4) E-mail ID	
17.	If selected, specify the minimum required joining time	
	<i>Signature of the Candidate</i>	Candidate's Address:
	Date:	
	Countersigned:	

	[Employer/Authorized Officer]	

Check list

Sr. No.	Particular	Yes/No
1.	Whether application forwarded by through proper channel/NOC attached?	
2.	Whether attested copies of the up-to-date APARs for last 05 (five) years attached?	
3.	Whether Vigilance Clearance Certificate attached?	
4.	Whether Integrity Certificate attached?	
5.	Statement of Minor/Major penalties imposed (if any) attached?	

Name of the Applicant :

Signature of the Applicant :

Note: Applications without forwarding through proper channel, vigilance clearance and complete CR Dossiers will not be considered.