VV **Vभारत सरकार /Government of India**

**स्वास्थ्य और परिवार कल्याण मंत्रालय /Ministry of Health and Family Welfare**

**प्रधान मंत्री स्वास्थ्य सुरक्षा योजना /PMSSY**

**अखिल भारतीय आयुर्विज्ञान संस्थान/ All India Institute of Medical Sciences**

**मंगलगिरि, आंध्र प्रदेश/ Mangalagiri, Andhra Pradesh**

**www.aiimsmangalagiri.edu.in**

F No/AIIMS-MG/Admin/TenderBid/06/2018-19/ 02 06/07/2018

 **Walk-in Interview for engagement of Consultant in AIIMS, Mangalagiri, AP**

 **14/07/2018**

 **10 a.m.**

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| **Sr No** | **Items** | **Remarks** |
| 1. | Position(Temporary) | Engagement of 1 No. of retired government servant as Consultant (Administration) |
| 2. | Duration  | 12 months, extendable by further 12 months |
| 3. | Age of the candidate | Below 63 years, as on 01/08/2018(Age Limit 65 years) |
| 4. | Date of Interview | 14/07/2018 |
| 5. | Time | 10 a.m. to 1 p.m. (all candidates who arrive will be accommodated) |
| 6. | Emoluments | Rs. 50,000 per month (fixed during entire tenure) |
| 7 | Date of commencement | 16/07/2018 |
| 8 | Task | 'support to AIIMS administration in setting up of general administration office of AIIMS, Mangalagiri' |
| 9 | Venue | AIIMS Temporary Campus, First Floor, Government Siddhartha Medical College, NH 16 service road, Gunadala, Vijayawada 520008; Phone 0866 2454500; 9422145255. email: dda.mangalagiri@aiims.gov.in |
| 10 | Evaluation | By a Committee constituted by AIIMS, Administration |

1. AIIMS, Mangalagiri invites retired Central Government/ State Government officers to work as Consultant (Administration) in the following broad areas:
	1. Assisting the Deputy Director (Admin.) of AIIMS, Mangalagiri (hereinafter mentioned as DDA) and any other designated officer of AIIMS, Mangalagiri in setting up of administrative office of AIIMS, Mangalagiri with establishment, procurement, personnel, accounts &Finance division and adequate record management.
	2. Assisting the DDA in commencement of Academic Session 2018-19 of AIIMS Mangalagiri in the temporary campus and executing the counselling/admission/joining formalities for the AIIMS batch 2018-19.
	3. Assisting the DDA in joining and post-joining formalities of the faculty members being recruited for AIIMS, Mangalagiri and assisting them in settling down in designated academic offices.
	4. Assisting the DDA in establishment and management of Hostel for the AIIMS students being hired by the Andhra Pradesh Government. The furnishing of the hostel is to be done by AIIMS administration. HSCC has been requested to procure furniture.
	5. Assisting the DDA in joining and post joining formalities of the non-faculty staff members being recruited for AIIMS, Mangalagiri and assisting in transfer-posting of such staff member.
	6. Assisting the DDA in coordination for commencement of OPD services in January 2019 at the AIIMS, Mangalagiri campus.
	7. Assisting DDA in General office administration and miscellaneous matters till such matters are taken over by the respective faculty/non-faculty/officer of AIIMS, Mangalagiri, who are expected to be recruited in due course.
	8. Assisting the DDA in any other task assigned by him for the general administration of AIIMS, Mangalagiri.
2. Essential qualifications of the prospective Consultant:
	1. Superannuated as Class 1, State Government or Group B and above, Central government officer on or after July, 2015.
	2. Superannuated as Accounts Officer/Administrative officer/ Assistant Director, or equivalent posts in a Government or substantially Government aided Medical College, Government Medical University.
	3. Having experience of at least 5 years as Accounts Officer/Administrative officer/ Assistant Director.
	4. Having experience of working as DDO for at least 2 years with knowledge of Statutory deduction and tax compliances.
	5. Having experience of preparation of pay and accounts for submission to PAO.
	6. Having administrative experience of recruitment of Group B and Group C staff and post appointment verification.
	7. Having familiarity with the Academic Departments of a Medical college
	8. Having experience of procurement of goods and Tender process including newspaper advertisement.
	9. Familiar with student counselling, admission process and Hostel affairs.
	10. Willing to work at consolidated monthly emoluments of Rs. 50,000 per month Ordinarily, office will be open on all days except Sundays and government holidays. However, the officer may be willing to devote additional hours to assist the DDA in administrative work. No other allowances shall be permissible.

**Application Process:** The notice along with application proforma is being placed on AIIMS, Mangalagiri notice board; AIIMS Mangalagiri website [www.aiimsmangalagiri.edu.in](http://www.aiimsmangalagiri.edu.in) , AIIMS Raipur website [www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in). Letters/ e-Mail will also be sent to NTR University, Siddhartha Medical College, Vijayawada and Guntur Medical College, Guntur with a request for circulation on their website/ Notice Board. The duly filled application form along with the originals and self - attested photocopies of all relevant certificates relating to age and experience(s) with a self-attested coloured passport size photograph should be brought at the time of Interview. No fee is prescribed for the walk in Interview. No TA/DA will be paid for appearing in the interview.

1. **Terms and Conditions:**
2. Canvassing of any kind will lead to disqualification.
3. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
4. The appointment is purely on contract basis for a period of 01 (One) year or till such time the regular appointments against these vacant posts are made, whichever is earlier, with effect from the date of joining. The appointment can also be terminated at any time, on either side, by giving one month’s notice or by paying one month’s salary, without assigning any reason or failure to complete the period of three months to the satisfaction of competent authority. The appointee shall be on the whole time appointment of the AIIMS and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract. He/She is expected to conform to the rules of conduct and discipline as applicable to the institute employees. The appointee shall perform the duties assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment.
5. If an appointee wishes to apply somewhere else or resign within the first 03 (three) months of joining, then neither he/she will be issued a No Objection Certificate (NOC) nor he/she will receive any Relieving Letter or Experience Certificate .
6. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the Government Servants, appointed on regular basis.
7. The candidate should not have been convicted by any Court of Law.
8. In case of any information given or declaration by the candidate is found to be false or if the candidate has will-fully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
9. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
10. Incomplete applications in any aspect will be summarily rejected.
11. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
12. The appointee shall not be entitled to avail any allowances/facilities being extended to the regular/permanent faculty members of the AIIMS.
13. All disputes will be subject to jurisdictions of Court of Law at Mangalagiri.

 Sd/-

 Deputy Director (Admin.), AIIMS

**Annexure: Application Form (**PTO)

**Application Form for the post of Consultant (Administration) in AIIMS, Mangalagiri**

Affix Passport Size self-attested colour photograph here.

Notice No.

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.4. fyax@Gender: iq:"k@Male efgyk/Female

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 5. Person with disability (PWD)/ fodykaxrk– (Yes/No)

1. laidZ fooj.k @Contact Details:-

,l-Vh-Mh- dksM lfgr Qksu ua-/

Phone No. With STD Code

eksckbZy ua-@Mobile No.:

PTO

bZesy@E-mail

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1. Essential Qualification:

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| **Sr. No.** | **Essential Required** | **Possessed by the Applicant (YES/NO)** |
| 1 | * 1. Superannuated as Class 1, State Government or Group B and above, Central government officer on or after July, 2015.
 |   |
| 2 | * 1. Superannuated as Accounts Officer/Administrative officer/ Assistant Director, or equivalent posts in a Government or substantially Government aided Medical College, Government Medical University.
 |   |
| 3 | * 1. Having experience of at least 5 years as Accounts Officer/Administrative officer/ Assistant Director.
 |   |
| 4 | * 1. Having experience of working as DDO for at least 2 years with knowledge of Statutory deduction and tax compliances.
 |   |
| 5 | * 1. Having experience of preparation of pay and accounts for submission to PAO.
 |   |
| 6 | * 1. Having administrative experience of recruitment of Group B and Group C staff and post appointment verification.
 |   |
| 7 | * 1. Having familiarity with the Academic Departments of a Medical college
 |   |
| 8 | * 1. Having experience of procurement of goods and Tender process including newspaper advertisement.
 |   |

PTO

1. Experience

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| Details of employments (in chronological order) enclose a separate sheet, duly authenticated by your signature if the space below is insufficient. |
| Sr. No. | Office/Inst./Organization | Post Held | Pay-band and Grade pay (Scale of Pay if in pre-revised scale of pay) | Nature ofDuties in Brief |
| From | To |
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Please Note:

1. Incomplete application will be rejected straight way.
2. If it is found, that the applicant has suppressed any information or given wrong information he/she will be terminated forthwith without assigning any reason.
3. Please enclose copy of Last Pay Certificate/ Superannuation documents documenting the post from which the government servant has retired and the date of superannuation.

**UNDERTAKING**

I solemnly affirm that the information furnished above is true and correct in all respects to the best of my knowledge. I have not concealed any information. I undertake that any information furnished herein is found to be incorrect or false, I shall be liable for action as per rules in force.

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|  |  |  | mEehnokj ds gLrk{kj@ Signature of the Candidate |
| fnukad@ Date |  |  |  |
|  |  |  | mEehnokj dk uke @ Name of the Candidate |

**AIIMS Temporary Campus, First Floor, Government Siddhartha Medical College, NH 16 service road, Gunadala, Vijayawada 520008; Phone 0866 2454500; 9422145255. email: dda.mangalagiri@aiims.gov.in**