



Engagement of Assistant Controller of Examinations, Senior Administrative Officer and Assistant Administrative Officer on Deputation Basis at 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. | Advt No. | Name of the Post | Group | Pay Scale (As per 7 th CPC) | No. of Vacancies |
|----------------------------------|----------|--------------------------------------|-------|--|------------------|
| 1 | 3306/1 | Assistant Controller of Examinations | A | Level-11 | 01 |
| 2 | 3306/2 | Senior Administrative Officer | A | Level-11 | 01 |
| 3 | 3306/3 | Assistant Administrative Officer | B | Level-7 | 02 |
| Total number of vacancies | | | | | 04 |

Note:

1. The number of posts is tentative and is liable to change based on the requirement of Institute.
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 **03 years**.

| S.N. | Name of the Post, Pay Scale and Essential Eligibility Conditions |
|------|--|
| 1. | <p>Name of the post: Assistant Controller of Examinations (Group 'A') Pay Scale: Level-11 as per 7th CPC (Pre revised Pay Band 3 Rs. 15600-39100 + GP: Rs. 6600/-)</p> <p>Officers of AIIMS, holding analogous posts or having 5/8 years of regular service in the posts carrying GP of Rs. 5400/4800 respectively and possessing the following:</p> <p>Essential: (a) Degree of a recognised University or equivalent. (b) Track record of absolute integrity and proved ability to maintain strict confidentiality of official matters.</p> <p>Desirable: Experience in organizing examinations/competitive tests. In the event of suitable officer not being available from among the Institute 's employees, selection shall be made from the officers of Central Government including Delhi Administration or Central Statutory/Autonomous bodies holding posts and having qualifications and experience and ability as specified above (Period of deputation in all cases shall not ordinarily exceed 3 years).</p> |
| 2. | <p>Name of the post: Senior Administrative Officer (Group 'A') Pay Scale: Level-11 as per 7th CPC (Pre revised Pay Band 3 Rs. 15600-39100 + GP: Rs. 6600/-)</p> <p>Essential: Officers under the central/state Governments/ U.T. Administrations of the central Statutory/ Autonomous Bodies holding analogous posts on regular basis or with at least 5/8 years of regular service in a post in the GP of Rs. 5400/4800 respectively or equivalent and having a Degree and experience in administration and establishment matters and also preferably in accounts matters. Officers having MBA or Post Graduate Diploma in Personnel Management shall be given preference. (Period of deputation shall not ordinarily exceed 3 years)</p> |
| 3. | <p>Name of the post: Assistant Administrative Officer (Group 'B') Pay Scale: Level-7 as per 7th CPC (Pre revised Pay Band 2 Rs. 9300-34800 + GP: Rs. 4600/-)</p> <p>Essential: Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations 1. Holding analogous posts on regular basis, or 2. (i) With 5 years regular service in the grade pay of Rs. 4200/- in the relevant field and possessing educational qualification as follows: (ii) Degree from recognized University or equivalent</p> <p>Desirable: 1. MBA/PG diploma in management from recognised Institutes. 2. Knowledge of Government Rules and Regulations. 3. Proficiency in Computers.</p> |

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 **01/02/2021, 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.**

Applications from Non-Government employee will not be entertained.

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.

In case of any clarifications regarding the recruitment please e-mail at recruitment@aiimsraipur.edu.in or contact at 0771-2577267.

-Sd-
Deputy Director (Admin)
AIIMS, Raipur

Application for the post of on
deputation basis in AIIMS, Raipur

No. Admin/Rec./Deput./2020/Dec./AIIMS.RPR/3306, Dated 22.12.2020

| | | | |
|----|--|----------|--|
| 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: | | |
| | | | |
| | | | |
| | Desirable: | | |
| 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.