

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

No.F.1-10/2010 -Estt.I

Ansari Nagar, New Delhi-29

Dated the :

Subject: Advertisement of Group 'A' & 'B' '' posts at the AIIMS, New Delhi.

Please find enclosed herewith advertisement for the posts mentioned below.
The Advertisement is required to be displayed on the Institute "WEBSITE" :-

Sr. No.	Name of the Post
1.	Administrative Officer
2.	Accounts Officer :
3.	Medical Social Service Officer Gd-II
4.	Technician (Radiology) Grade-II

In view of the above, it is requested that necessary action may be taken to display the advertisement on the Institute "WEBSITE AT THE EARLIEST. The advertisement in this regard is appearing in the Employment News date.16-22 April, 2011.

This may be treated as PRIORITY.

**[RAVI CHAUHAN]
ADMINISTRATIVE OFFICER**

Encl: As above.

Prof. I/C. (Computer Facility)



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110 608.

(An autonomous organization under the
Ministry of Health & Family Welfare, Govt. of India)

VACANCY NOTICE

Applications are invited for filling up the following posts at this Institute on deputation/direct recruitment basis :-

<i>Sr. No.</i>	<i>Name of the Post</i>	<i>Pay-band and Grade Pay</i>	<i>Number of Post(s)*</i>
1.	Administrative Officer	Rs.15600-39100 with Grade Pay Rs.5400	06 (on deputation basis)
2.	Accounts Officer	Rs.15600-39100 with Grade Pay Rs.5400	02 (on deputation basis)
3.	Medical Social Service Officer Gd-II	Rs.9300-34800 with Grade Pay of Rs.4200	09 (UR-04, SC-02, ST-01 & OBC-02)
4.	Technician (Radiology) Grade-II	Rs.9300-34800 with Grade Pay of Rs.4200	37 (UR-26, SC-05, ST-03 & OBC-03)

**The number of posts is tentative and is liable to change based on the Institute's requirements.*

For essential eligibility conditions, other details and terms & conditions please refer to Employment News dated 16-22 April, 2011 or visit the Institutes' website: www.aiims.edu or www.aiims.ac.in under the head '**Recruitment**'. The candidates who fulfill the prescribed eligibility conditions may submit their applications in the prescribed proforma (available on the website) to the Director, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110608, so as to reach on or before **05-05-2011**.

ADMINISTRATIVE OFFICER (RECTT.)

ANNEXURE-I

Application for the post of _____ at AIIMS on deputation basis

1	Name and address in BLOCK letters :		
2	Date of birth (in Christian era)		
3	Date of retirement under Central/State Government Rules		
4	Educational Qualification:-		
5	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).		
	Qualifications / Experience Required	Qualifications / Experience Possessed by the officer	
	Essential (i) (ii) (iii) Desired (i) (ii)		
6	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.		
7	Details of employments (in chronological order) enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.		
	Office/Instt./ Organization	Post Held From To	Pay-band and Grade Pay (Scale of Pay if in pre-revised scale of++ pay)
			Nature of Duties
8	Nature of present employment (i.e.adhoc or temporary or quasi-permanent or permanent):		
9	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		
10	Additional details about present employment please state whether working under : (a) Central government (d) Government undertaking (b) State Government (e) UniversitY (c) Autonomous Organization		
11	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.		
12	Total emoluments per month now drawn.		
13	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.		
14	Whether belongs to SC/ST/OBC (if yes, please specify) :		
15.	Contact Nos. :- Office _____; Residence _____; Mobile _____ and e-mail address, if any		

Date : _____

Signature of the candidate : _____

Countersigned : _____
(Employer/Authorized Officer)

Address : _____



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110 029.

(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)

Applications are invited for filling up the following posts at this Institute on Direct Recruitment basis with the following prescribed criteria:-

Sr. No.	Name of the Post, Pay-band & Grade Pay and Essential eligibility conditions	Upper Age Limit for Direct Rectt.	Number of Post(s)*
1.	Administrative Officer : (Pay-band of Rs.15600-39100 with Grade Pay Rs.5400) Essential Eligibility Criteria:- (1) Officers under the central Govt. U.T Administration or of central statutory / autonomous bodies holding analogous posts or with at least 3/5 years service in posts in the pay scale of Rs 2000-3500/ Rs.2000-3200 (Revised to Rs. 6500-10500) or equivalent respectively and having a degree and experience in administration and establishment matters and also preferably in accounts matters. Officers possessing MBA or PG diploma in Personal management shall be given preference. (Period of deputation shall not ordinarily exceed 3 years)	56 Years	06 (on Deputation basis)
2	Accounts Officer : (Pay-band of Rs.15600-39100 with Grade Pay Rs.5400) Essential Eligibility Criteria:- (1) Officers under the central govt. or central statutory / autonomous bodies holding analogous post on regular basis and handling accounts and finance matters or holding post of accounts / audit officer or equivalent in the pay scale of Rs. 2375-3500/ Rs 2200-4000. (2) Assistant Account Officer in the pay scale of Rs. 2000-3200 with 7 years of regular service in the grade (including the service in the grade of Junior account officer / SAS accountants / Accountant in the scale of Rs. 1640-2900) (Period of deputation shall not or ordinarily exceed 3 years)	56 Years	02 (on Deputation basis)
3	Medical Social Service Officer Gd-II (Pay band of Rs.9300-34800/- with Grade Pay of Rs.4200/-) Essential :- (i) Master's Degree in Social Work from recognized university/Institution . (ii) Experience in the line with a welfare or health agency, preferably dealing with Medical /Public health services. Desirable: - Specialization, by experience or qualification or training in Medical Social Work including psychiatric services	35 Yrs.	09 (UR-04, SC-02, ST-01 & OBC-02)
4.	Technician (Radiology) Grade-II ((Pay band of Rs.9300-34800/- with Grade Pay of Rs.4200/-) Essential :-B.Sc (Hons) in Radiography or B.Sc. Radiography 3 years course from a recognized University / institution	30Yrs.	37 (UR-26, SC-05, ST-03 & OBC-03)

*The number of posts is tentative and is liable to change based on the Institute's requirements.

GENERAL CONDITIONS

Only For Sr. No. 01 and 02 : The interested officers who fulfil the above qualifications / eligibility criteria may submit their application *through proper channel* to the Director, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110608. The envelope containing the application(s) should be superscribed "*Application for the Post of _____ on Deputation basis*". While forwarding the applications, the authorized forwarding authority may ensure that:- 1. The officer whose application is being forwarded fulfills the prescribed eligibility conditions;

2. The particulars of the candidate are duly verified; 3. Duly attested photocopies of their Annual Confidential Reports (at least for the latest 05 years) are enclosed with the application; 4. A certificate to the effect that no vigilance / disciplinary case is pending or is contemplated against the officer concerned is enclosed. The application/applications received without vigilance clearance, ACRs will not be considered.

The deputation will be governed by the standard terms and conditions of deputation provided under DOP&T O.M. No.06/08/2009-Estt.(Pay II) dated 17-06-2010, as amended from time to time. The deputation will initially be for a period of one year extendable upto 3 years, on year to year basis.

Only For Sr. No. 03 and 04

1. The application (s) may be sent to the Director, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110608. Application must be typed on foolscap in double space strictly in the proforma. Envelope containing the application must be superscribed in bold letters as "Applications for the post of _____" along with the "Category_____ (SC/ST/OBC/Gen.)" to which the candidate belongs.
2. The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects for the post(s) for which he/she is applying. OBC candidate will be based on caste borne in the central list.
3. Incomplete applications will be rejected and applications received after the due date will not be entertained. If any candidate is found canvassing for his/her selection, he/she will be disqualified for being called for interview/being selected.
4. Attested Copies for Birth, Caste, Educational/Technical Qualification and Experience Certificates must be attached with the application.
5. Fees for Sr. No.3 to 4:- A Bank Draft in favour of Director AIIMS payable at Delhi/New Delhi for Rs.500/- (Rs. Five Hundred only) in case of candidate belonging to General and OBC categories and Rs.100/- (One Hundred only) in case of candidates belonging to SC/ST category. The Physically Handicapped candidates are not required to deposit any fee, as they are exempted from the same.
6. The separate application form duly completed in all respect may be submitted for the separate post (s).
7. Upper age limit is relaxable by 5 years for SC/ST candidates & Government Servants, 3 years for OBC and 10 years for the Physically Handicapped Persons. **The upper age limit shall be determined as on the last date of receipt of applications.**
8. The posts carry usual allowances as admissible to Central Government Servants of similar status stationed at Delhi/New Delhi.
9. The applications are invited for deputation at serial no-1 &2 in prescribed pro-forma (Annexure-I) and for the remaining post the prescribed pro-forma (Annexure-II) . The format of application form can also be downloaded from Institute website i.e. www.aiims.edu. or www.aiims.ac.in under the head '**Recruitment**' Application received in the prescribed proforma downloaded from the Institute website [Annexure-I or II (as applicable) on A4 size good quality paper] will be accepted/entertained and application received in any other format or size will not be accepted.

The last date of receipt of the application is .05-05-2011.

ADMINISTRATIVE OFFICER (RECRUITMENT)