



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 **deputation** basis :-

Sr. No.	Name of the Post, Pay-band & Grade Pay and Essential eligibility conditions	Number of Post(s)*
1)	Finance & Chief Accounts Officer : (Pay-band of Rs.15600-39100 with Grade Pay Rs.6600) Essential Eligibility Criteria:- Officers from any of the Central Organized Accounts Services holding an analogous post or a post in the pay scale of Rs.8000-275-13500 (pre-revised) with 5 years of regular service in the grade OR Audit / Accounts Officers from any of the Central Organized Accounts Departments with 7 years' regular service in the scale of Rs.7450-225-11500 (pre-revised) or equivalent.	01
2)	Deputy Chief Security Officer : (Pay-band of Rs.15600-39100 with Grade Pay Rs.6600) Essential Eligibility Criteria :- Officers of the Police Departments of the Central/ State/UT Govts or Officers of the Para Military Forces, holding analogous posts on regular basis or with 5/8 years of regular service in the scale of Rs.8000-13500/Rs.6500-10500 (pre-revised) or respectively and preferably having experience connected with security, handling agitations/strikes of employees.	01
3)	Librarian Selection Grade : (Pay-band of Rs.15600-39100 with Grade Pay Rs.6600) Essential Eligibility Criteria :- Officers under the Central/State/UT Governments/ Universities/Statutory, Autonomous Bodies or Research and Development Organisations holding analogous posts on regular basis with at least 5/8 years of regular service in the post in the scale of Rs.8000-13500/6500-10500 (pre-revised) respectively, or equivalent and possessing the following qualifications and experience; i) At least a second class Master's Degree in Science (Preferably in Biological Sciences) of a recognized University or equivalent; ii) Degree or equivalent Diploma in Lib. Science of a recognized Institution or University; and iii) 7 years experience in a supervisory capacity in a library of standing. Desirable:- i) Master's Degree in Library Science; ii) Training in Medical Librarianship; iii) Experience of documentation work in a responsible capacity & iv) Knowledge of Sanskrit and any modern European language other than English.	01
4)	Administrative Officer : (Pay-band of Rs.15600-39100 with Grade Pay Rs.5400) Essential Eligibility Criteria:- Officers under the Central Govt. U.T. Administrations of Central Statutory/Autonomous Bodies holding analogous posts OR with at least 3/5 years of service in posts in the pay scale of Rs.2000-3500/2000-3200 (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 Personnel Management shall be given preference.	03
5)	Accounts Officer : (Pay-band of Rs.15600-39100 with Grade Pay Rs.5400) Essential Eligibility Criteria:- 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. 7450-225-11500/ Rs.8000-275-13500 (pre-revised); OR Assistant Accounts Officers in the pay scale of Rs.6500-10500 (pre revised) with 7 years of regular services in the grade (including the service in the grade of Junior Accounts Officers/SAS accountants/Accountant in the scale of Rs.5500-9000 (pre revised) .	02

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

Contd....2/..

The interested officers who fulfill the above qualifications / eligibility may submit their application in the prescribed proforma (Annexure I) **through proper channel** to the Director, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029, so as to reach on or before **27th January, 2009**. 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 meets 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 concerned officer, is enclosed. Incomplete application/applications received without vigilance clearance, ACRs will not be considered. In case where an officer fulfills eligibility criteria for more than one post and is willing to be considered for more than one post he/she may submit separate applications for each post.

The maximum age limit for appointment on deputation shall be 56 years as on closing date of receipt of applications. The deputation on these posts will be governed by the standard terms and conditions of deputation prescribed by the Department of Personnel & Training, Govt. of India and provided under DOP&T O.M. No.2/29/91-Estt.(Pay II) dated 05-01-1994, 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.

sd/-
ADMINISTRATIVE OFFICER (RECRUITMENT)

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	Pay-band and Grade Pay (Scale of Pay if in pre-revised scale of pay)	Nature of Duties
		From To		
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			
16.				

Date : _____

Signature of the candidate : _____

Countersigned : _____
(Employer/Authorized Officer)

Address : _____