



No.F.3-3/2015-Estt(RCT)
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110 608.

VACANCY NOTICE

Applications are invited in the prescribed proforma for filling up the post of Chief Administrative Officer at this Institute **ON DEPUTATION BASIS** with the following prescribed criteria:-

S. No.	Name of the Post, Pay Band & Grade Pay	Essential eligibility criteria	Number of Post
1.	Chief Administrative Officer Pay Band-3 Rs.15600-39100 + Grade Pay of Rs.7600	Officer of Central Government (including Delhi Administration) or Central Statutory/ Autonomous Bodies holding analogous posts <u>or</u> with at least 5 years of service in the posts in the Pay Band-3 Rs.15600-39100 + Grade Pay of Rs.6600 or equivalent and having experience in administration establishment and preferably in accounts matters. Officers with MBA or PG Diploma in Personnel Management or Labour Laws or Degree in Law, shall be given preference. (Period of deputation shall ordinarily not exceed 3 years)	01 (anticipated w.e.f. 01.05.2016)

The eligibility of candidates will be determined from the date of vacancy i.e. 01.05.2016.

The interested officers who fulfil the above qualifications/eligibility criteria may submit their application in the prescribed proforma at Annexure-I **through proper channel** to the Director, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110608, so as to reach the addressee with in 30 days from the date of publication of advertisement in the Employment News . The envelope containing the application(s) should be superscribed "*Application for the Post of Chief Administrative Officer on Deputation Basis*".

While forwarding the applications, it may be ensured that the particulars of the candidates are verified and that they fulfil 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 vigilance clearance and 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. 06/08/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.

ADMINISTRATIVE OFFICER (RECTT.)

Application for the post of Chief Administrative Officer at AIIMS on deputation basis

1	Name and address in BLOCK letters		Affix your Recent Coloured Passport size photograph			
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		Possessed by the officer		
	Essential					
	Desirable					
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 (b) State Government (c) Autonomous Organization (d) Government undertaking (e) University	
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. :- 1) Office 2) Residence 3) Mobile 4) e-mail address	

Date : _____

Countersigned : _____
(Employer/Authorized Officer)

Signature of the candidate :

Address : _____
