

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
RECRUITMENT CELL**

No.F.3-1/2017-Estt.(RCT)

Ansari Nagar, New Delhi-29

Dated the:

30 JUN 2017

Subject: Advertisement for the post of Administrative Officer on deputation basis at the AIIMS.

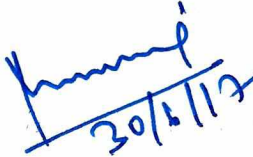
Please find enclosed herewith duly approved copy of advertisement for the post of Administrative Officer to be filled in on Deputation Basis.

The Advertisement is required to be displayed prominently on the Institute "WEBSITE" under the Head '**Recruitment**'. A soft copy of the advertisement is also being forwarded by e-mail at contentprovider.aiims@gmail.com.

In view of the above, it is requested that necessary action may be taken to display the advertisement on the Institute "WEBSITE" under the Head '**Recruitment**' at the earliest.

This may be treated as **PRIORITY**.

Encl. As above


30/6/17

[Pallav Kumar Chittej]
ADMINISTRATIVE OFFICER

The Professor-in-charge Computer Facility,
AIIMS.

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No.F.3-1/2017-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 01 post of Administrative Officer at this Institute **ON DEPUTATION BASIS** with the following prescribed criteria:-

| S. No. | Name of the Post and Level in the Pay Matrix | Essential eligibility criteria | Upper Age Limit | Number of Post* |
|--------|---|--|-----------------|-----------------|
| 1. | Administrative Officer Level-10 in the Pay Matrix (pre-revised Pay Band-3 Rs.15600-39100 + Grade Pay of Rs.5400) | Officers under the Central Govt., U.T. Administrations or of Central Statutory/ Autonomous Bodies holding analogous posts <u>or</u> with at least 3 years of service in posts in the Pay Band PB-2 Rs.9300-34800 + Rs.4600 Grade Pay 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. (Period of deputation shall not ordinarily exceed 3 years) | 56 years | 01 |

**The number of post is tentative and is liable to change based on Institute's requirement.*

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 on or before **14.08.2017**. The envelope containing the application(s) should be superscribed "*Application for the Post of 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 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 | | | | | |

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| | | |
|-----|--|--|
| 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 : _____

Signature of the candidate :

Countersigned : _____
(Employer/Authorized Officer)

Address : _____
