



ALL INDIA INSTITUTE OF MEDICAL SCIENCES DEOGHAR

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

(An Institution of National Importance under Ministry of Health & Family Welfare)

भारत सरकार/ Government of India

At- PTI Campus, Daburgram, Jasidih, Deoghar, Jharkhand-814142

Advertisement No. 01/2020

No: AIIMS/Deoghar/Admin./Rect./Deputation/2020/ 15

Dated: - 24.06.2020

VACANCY NOTICE FOR NON FACULTY POSTS ON DEPUTATION BASIS

The AIIMS Deoghar invites applications in the prescribed proforma for the following posts on deputation basis.

Sl. No.	Name of the Post	Group	Pay scale	No. of Posts
1	Assistant Controller of Examinations	A	Level 11 (Rs 67700-208700) as per 7 th CPC. (Pre-revised-Pay Band-3 Rs 15600-39100 plus Grade Pay Rs. 6600/-)	01
2	Accounts Officer	A	Level 10 (Rs.56100-177500) as per 7 th CPC. (Pre-revised-Pay Band-3 Rs 15600-39100 plus Grade Pay Rs.5400/-)	01
3	Administrative Officer	A	Level 10 (Rs.56100-177500) as per 7 th CPC. (Pre-revised-Pay Band-3 Rs 15600-39100 plus Grade Pay Rs.5400/-)	01
4	Librarian (Grade I)	B	Level 7 (Rs.44900-142400) as per 7 th CPC.(Pre-revised Pay Band -2 Rs 9300-34800 plus Grade pay 4600/-)	01

For application form, eligibility criteria, desirable qualifications/experience and related details please visit www.aiimsdeoghar.edu.in/ www.aiimspatna.org/ [www.pmssy-mohfw.nic.in.](http://www.pmssy-mohfw.nic.in)

Applications completed in all respect along with CRs, Vigilance clearance, Integrity Certificate etc. should be sent through proper channel to **The Dy. Director (Administration), All India Institute of Medical Sciences, Deoghar, At- PTI Campus, Daburgram, Jasidih-814142, Jharkhand** within **30 days** from the date of publication of vacancy in the Employment News.

-Sd/-
Director
AIIMS Deoghar



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भारत सरकार/ Government of India

No: AIIMS/Deoghar/Admin./Rect./Deputation/2020/

Date: 21 /05/2020

Applications are invited in the prescribed proforma from suitable candidates for filling up following post on **DEPUTATION BASIS** in **All India Institute of Medical Science, Deoghar**. The essential qualification experiences etc. required for applying for these post are as under:-

S.No	Name of Post	Level/Scale of Pay	Qualification	No. of Vacancies
1.	Assistant Controller of Examinations	Group `A` Level 11 (Rs 67700-208700) as per 7 th CPC. Or Pay Band-3. (Rs 15600-39100) as per 6 th CPC with Grade Pay of Rs6600/-	Officers of AIIMS holding analogous posts or having 5/8 years of regular service in the posts carrying pay scale of Rs. 2200-4000 /2000-3500) or according to 6 th Pay commission 5 years experience in Rs. 15600-39100 plus GP-5400/8 years experience in Rs. 9300-34800 plus GP-4200 respectively and possessing the following: <u>Essential</u> a) Degree of a recognised University or equivalent b) Track record of absolute integrity and proved ability to maintain strict confidentiality of official matters. <u>Desirable</u> Experience in organising examinations / competitive tests. In the event of a 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.	1
2.	Accounts Officer	Group `A` Level 10 (Rs.56100-177500) as per 7 th CPC. Or Pay Band-3 Rs.15600-39100 with Grade pay 5400 as per 6 th CPC	Officers under the Central Government or Central Statutory/Autonomous Bodies. 1. 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.2375-3500/Rs. 2200-4000 or according to 6 th CPC in the pay scale of Rs. 9300-34800 GP 4600 / Rs. 15600-39100 plus GP-5400. 2. Assistant Accounts Officers in the pay	1

			scale of Rs. 2000-3200/- or Rs. 9300-34800 plus GP 4200 as per 6 th CPC with 7 years of regular service in the grade (including the service in the grade of Junior Accounts Officer/SAS accountants/ Accountant in the scale of Rs. 1640-2900/- or Rs. 9300-34800 plus GP 4200 as per 6 th CPC.	
3.	Administrative Officer	<p>Group 'A'</p> <p>Level 10th (Rs.56100-177500) as per 7th CPC.</p> <p>Or</p> <p>Pay Band-3 Rs.15600-39100 with Grade pay Rs 5400 as per 6th CPC</p>	<p>Officers under the Central Govt, U.T. Administrations or of Central Statutory/ Autonomous Bodies holding analogous posts <u>or</u> with at least 3/5 of service in post in the pay scale of Rs.2000-3500/ Rs. 2000-3200(As per 6th CPC Pay Scale of Rs. 9300-34800, GP 4200) 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.</p>	1
4.	Librarian (Grade I)	<p>Group 'B'</p> <p>Level 7 (Rs. 44900-142400) as per 7th CPC.</p> <p>Or</p> <p>Pay Band -2 Rs 9300-34800 with Grade pay 4600 as per 6th CPC</p>	<p>Officer under the Central/State/U.T Governments or Officers of the Central Autonomous Statutory Bodies or Public Sector Undertakings.</p> <p>A) (i) Holding analogous posts on regular basis ;or</p> <p>(ii) Posts in the scale of Rs. 1640-2900(Rs. 9300-34800 plus GP 4200 as per 6th CPC) with 3 years of regular service in the grade ;and</p> <p>B) possessing the following qualifications</p> <p>i. M.Sc./ M.A/ M.Com degree and</p> <p>ii. Bachelor's degree in Library Science and</p> <p>iii. Experience in acquisition of books, periodicals and documentation work in a medical or other library of standing.</p> <p><u>Note:</u> Librarian Gr.II who are in line for promotion shall not be eligible for being taken on deputation.</p>	1



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BIO-DATA/ CURRICULUM VITAE PROFORMA

(ANNEXURE-1)

Application for the post of..... on deputation basis at AIIMS, Deoghar.		
1.	Name and Address (in Block letters).	Affix here recent passport size photograph
2.	Father's Name.	
3.	Date of Birth (in Christian era).	
4. (i)	Date of Entry into service.	
(ii)	Date of retirement under Central/ State Government Rules.	
(iii)	Present Pay and date from which present pay is drawn.	
5.	Educational Qualifications.	(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).	

	Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular.	Qualifications/ Experience possessed by the officer.
	Essential	Essential
	(a) Qualification	(a) Qualification
	(b) Experience	(b) Experience
	Desirable	Desirable
	(a) Qualification	(a) Qualification
	(b) Experience	(b) Experience
6.1	In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
7.1	Note: Borrowing Departments are to provide their specific comments/ view confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

8.	Details of Employment (in chronological order). Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/Institution	Post held on regular basis	From	To	Pay Band and Grade Pay (Scale of Pay if in pre-revised scale of Pay)	Nature of Duties (in details) highlighting experience required for the post applied for

	<p>*Important: Pay Band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>					
	Office/ Institute	Pay, Pay Band and Grade Pay drawn under ACP/ MACP scheme			From	To
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 the applicant belong.	d. Name of the post and Pay of the post held in substantive capacity in the parent organization.		
10.1	<p>Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p>					
11.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.					
12.	Additional details about present employment:					
	Please state whether working under (indicate the name of your employer against the relevant column)					

	(a) Central Government	
	(b) State Government	
	(c) Autonomous Organization	
	(d) Government Undertaking	
	(e) Universities	
	(f) Others	
13.	Please state whether you are working in the same Department and in the feeder grade or feeder to feeder grade.	
14.	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.	
15.	Total emoluments per month now drawn.	
	Basic Pay in the PB	Grade Pay
		Total Emoluments
16.	In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing in following details may be enclosed.	
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other Allowances etc. (with break up details)
		Total emoluments
17.A	<p>Additional information, if any relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement).</p> <p>(Note: Enclose a separate sheet, if the space is insufficient).</p>	

17.B	<p>Achievements:</p> <p>The candidates are requested to indicate information with regard to:</p>	
	(i) Research publications and reports and special projects	
	(ii) Awards /Scholarships /Official Appreciation	
	(iii) Affiliation with the professional bodies/ institutions/ societies	
	(iv) Patents registered in own name or achieved for the organization	
	(v) Any research/ innovative measure involving official recognition	
	<p>(vi) Any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient).</p>	
18.	Whether belongs to SC/ ST (if yes, please specify).	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date:-

(Signature of the Candidate)

Address.....

Mobile no.....

Email ID.....

CERTIFICATE BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY

1. The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possess educational qualifications and experience mentioned in the vacancy Circular, if selected, he/ she will be relieved immediately.

2. It is also certified that:
 - (i) The officer is clear from Vigilance angle.

 - (ii) There is no vigilance/Criminal or disciplinary case pending/ contemplated against Shri/ Smt.....

 - (ii) His/ Her integrity is certified.

 - (iii) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last Five years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

 - (iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is Enclosed (as the case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal)

GENERAL CONDITIONS AND INFORMATION FOR THE CANDIDATES

1. The number of posts is tentative and is liable to change based on the Institute's requirements. These posts are advertised as per the approved existing Recruitment Rules. The Institute reserves the right to cancel the vacancy or reject any application at any stage without assigning any reason thereof.
2. Maximum age limit for applying for the aforesaid posts on deputation is 56 years as on last date of receipt of application. Incomplete applications or applications received after the last date are liable to be rejected.
3. The initial period of deputation shall be 3 years.
4. The post carry usual allowance as admissible to central Government Employees of similar status stationed at Deoghar (Jharkhand).
5. The Officers, who fulfil the above qualifications/ Eligibility, may submit their application through proper channel in prescribed proforma as per Annexure -1 and Annexure-2 attached with this Vacancy Circular/ Advertisement to the Dy. Director(Administration), All India Institute of Medical Sciences, Deoghar, At- PTI Campus, Daburgram, Jasidih-814142, Deoghar (Jharkhand) by Speed post/Registered post only. The last date of receipt of application in AIIMS Deoghar will be 30 days from the date of publication of this advertisement in the employment News. Separate application is required for each post. The detail vacancy circular will be available on the website i.e. www.aiimsdeoghar.edu.in/www.aiimspatna.org/www.pmsy-mohfw.nic.in.
6. The envelope containing the application(s) should be super-scribed "**Application for the Post of**" While forwarding the applications, it may be ensured that the particulars of the candidates are verified and they fulfil the eligibility conditions. Duly attested photocopies of their up to date qualification, experience certificates, promotion/upgradation orders and Confidential Reports (at least for the latest 05 years) may be enclosed with the applications. Applicants may send one advance copy of application. However only application through proper channel will be considered. It may also be clearly stated that no vigilance/ disciplinary proceedings are pending or contemplated against the candidates concerned. Applications without vigilance clearance and CR Dossiers will not be considered. Candidates are requested to produce all the original supporting documents at the time of Interview.
7. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel and Training's O.M No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.
8. Mere eligibility will not vest any right on any candidate for being called for Interview. The decision of the institute in all matters will be final. Canvassing in any manner would entail disqualification of the candidature.

In Case of Clarification & Enquires:-

Mail to: office.aiimsdeoghar@gmail.com

**Director
AIIMS, Deoghar**