



अखिलभारतीयआयुर्विज्ञानसंस्थान, बीबीनगर, हैदराबाद  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR, HYDERABAD  
“An INI under the aegis of Ministry of Health & Family Welfare, Govt. of India”  
हैदराबादमेट्रोपोलिटनक्षेत्र(एचएमआर), तेलंगाना – 508126, भारत  
Hyderabad Metropolitan Region (HMR), Telangana-508126, India

संख्या/No. AIIMS/BBN/RECT/CONSULTANT/2023 /2374

/दिनांक / Dtd.24.04.2023

**ENGAGEMENT OF CONSULTANT (ADMINISTRATION/FINANCE & AUDIT/  
IT/ESTATE/PRO)**

**All India Institute of Medical Sciences, Bibinagar** is an Autonomous Institute of National Importance under Ministry of Health & Family Welfare, Government of India invites applications from suitable candidates/Retired employees to be engaged as **Consultants** in various Departments on contract basis are as under:

Sl.	Name of the Post	Remuneration	No. of Position
01.	Consultant (Administration)	Rs.60,000/- Per month	01
02.	Consultant (Finance) & Consultant (Audit)	Rs.60,000/- Per month	02
03.	Consultant (IT)	Rs.60,000/- Per month	01
04.	Consultant (Estate)	Rs.60,000/- Per month	01
05.	Public Relation Officer (Contractual)	Rs.40,000/- Per month	01

**Note:**

1. The above assignments are purely on contractual basis, initially for a period of 1 (one) year or till the joining of regular appointee whichever is earlier.
2. **The last date for submission of application is 23.05.2023 at 1700 Hrs.**

For further details of advertisement including educational qualifications, experiences, other eligibility criteria and format of application, please visit institute's website i.e., [www.aiimsbibinagar.edu.in](http://www.aiimsbibinagar.edu.in).

Sd/-

कार्यकारी निदेशक/Executive Director  
एम्स, बीबीनगर/AIIMS, Bibinagar



**अखिलभारतीयआयुर्विज्ञानसंस्थान, बीबीनगर, हैदराबाद**  
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All India Institute of Medical Sciences, Bibinagar is an Autonomous Institute of National Importance under Ministry of Health & Family Welfare, Government of India invites applications from suitable candidates to be engaged as **Consultant (Administration), Consultant (Finance & Audit), Consultant (IT), Consultant (Estate), Public Relation Officer (Contractual)** on contract basis are as under :

1. **Consultant (Finance) & Consultant (Audit) - Two Position (02) [One in each category]**  
**Terms of Reference**

Eligibility	Candidate should be a retired Government Servant from Central/State Governments/ Autonomous Bodies / Statutory Bodies / PSU/ Research Organizations / Universities who was holding a Group ‘A’ Officer Post engaged in Finance and Accounts Wing of his/her previous employment.
Qualification	Bachelor Degree/Post Graduate Degree in any subject. Qualifications may be relaxed in the case of deserving candidates who have worked in Central Government Organization at Group-‘A’ Posts.
Experience	10 years of experience in handling official Finance/Audit Department of any Central Government Organizations/State Governments/ Autonomous Bodies/ Statutory Bodies/ PSUs/ Research Organizations/ Universities.
Duties	<b><u>Consultant (Finance)</u></b> 1. To provide assistance in expenditure proposal for Financial Examination as per GFR Rules, Manuals etc. 2. To help the Management in financial matters as per Government of India Instructions. 3. To carry out all works assigned by the Executive Director or his authorized representatives. <b><u>Consultant (Audit)</u></b> 1. To carry out Internal audit work of AIIMS, Bibinagar. 2. To help the Management in financial matters as per Government of India Instructions. 3. To carry out all works assigned by the Executive Director or his authorized representatives.
Remuneration	The consolidated remuneration per month is to be Rs.60, 000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement. There will be no enhancement of remuneration during the contract period.
Age Limit	Upto 65 years of Age.
Period of Consultancy	The engagement is to be initially for one year or until the post is filled up whichever is earlier.

(Contd...P/2)

2. **Consultant (Administration) - One Position (01)**

**Terms of Reference**

Eligibility & Qualification	Retired Govt. Officers with Bachelor Degree in any discipline from recognized institution, and in Grade Pay of Rs.5400/- or Rs 4800/- in PB-3, as per Sixth CPC having sound knowledge of Establishment rules and regulations viz. Implementation of Pay commissions, fixation of Pay, upgradation under MACP, disciplinary matters, medical claims, recruitment, retirement benefits and other related matters of establishment/administration with at least 08 years' experience in the relevant field only need to apply. Ability to use Internet/ Computer System is mandatory.
Experience	Experience in Central Govt. Institutions/ Government Medical college will be preferred. Retired Govt. officers/officials are engaged as consultant for all purposes including General secretariat/administrative works and works under various schemes.
Duties	Assisting the institute in conducting recruitment (Faculty & Non-Faculty) as per the guidelines of Government of India. Assisting the institute in joining and post-joining formalities of the faculty members being recruited for AIIMS, Bibinagar and assisting them in settling down in designated academic offices. Assisting the institute in joining and post-joining formalities of the non-faculty members being recruited for AIIMS, Bibinagar and assisting in transfer-posting of such staff member. Assisting the institute in preparation of roster registers for various faculty and non-faculty posts. Assisting the institute in processing of service related matters like pay fixation, retirement benefits, disciplinary matters, medical claims, Leave records etc.
Remuneration	The consolidated remuneration per month is to be 60,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in Previous employment at the time of retirement. There will be no enhancement of remuneration during the contract period.
Age Limit	Upto 65 years of Age.
Period of Consultancy	The engagement is to be initially for one year or until the post is filled up whichever is earlier.

3. **Consultant (Information Technology) - One Position (01)**

**Terms of Reference**

Qualification & Experience	<ul style="list-style-type: none"> <li>• BE/B Tech in IT/MCA or equivalent having 10 years of experience in IT Management, of Education Institution/Govt. Officials/Private Companies.</li> <li>• Candidates having experience of Hospital IT Management will be preferred.</li> <li>• A retired Government Employees of Central State Governments Autonomous Bodies / Statutory Bodies / PSUs /Research Organizations/Universities may apply.</li> </ul>
Duties	<ul style="list-style-type: none"> <li>• To implement all IT infrastructure of the Hospital, Medical College, and AIIMS Office.</li> <li>• To prepare various IT Tender document and process the same for awarding these contracts as per AIIMS Rules.</li> <li>• To render support services to all kinds of IT maintenance services which include LAN, Internet, NKN and other related component maintenance services.</li> <li>• To carry out work as may be assigned by the Executive Director, AIIMS, Bibinagar or his representatives.</li> </ul>

Remuneration	Rs. 60,000 per month (in case of retired Govt. servants, consolidated remuneration per month is to be Rs. 60,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement). There will be no enhancement of remuneration during the contract period.
Age Limit	Up to the Age of 65 years.
Period of Consultancy	The engagement is to be initially for one year or until the post is filled up whichever is earlier

4. **Consultant (Estate) - One Position (01)**

**Terms of Reference**

Qualification & Experience	<ul style="list-style-type: none"> <li>Retired Officers from Central Government/ State Government/ Government Qualification &amp; Experience Autonomous Body/ PSU with Bachelor Degree in any discipline from recognized institution/ university and with 08 years of experience in handling estate related work in Government Organizations. Candidates having experience of estate work in Central / State Government Hospital or Medical College will be preferred.</li> <li>Retired Govt. officers/officials are, engaged as Consultant for all purposes including general secretariat/administrative works and works under various schemes.</li> <li>Desirable: BE/B.Tech/LL.B. from recognized Institution/ University.</li> </ul>
Duties	<ul style="list-style-type: none"> <li>To act as Semi-Judicial Officer under the Public Premises (Eviction of Unauthorized Occupants) Act; to start proceedings for eviction and realization of damages under the above said Act; issue of summons to witnesses, service of notices; pursue the proceedings; passing of orders and other work related to these proceedings.</li> <li>To look after/pursue appeals filed in the higher courts against the orders passed by Estate Officer.</li> <li>The Consultant (Estate) will ensure that all the proposals relating to various construction works, maintenance works etc., are within the local jurisdiction limit of Estate Officer.</li> <li>To supervise and control allotment of staff quarters. Also supervising the maintenance related activities in association with engineering department.</li> </ul>
Remuneration	The consolidated remuneration per month is to be Rs. 60,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement. There will be no enhancement of remuneration during the contract period.
Age Limit	Upto the Age of 65 years.
Period of Consultancy	The engagement is to be initially for one year or until the post is filled up whichever is earlier.

5. **Public Relation Officer (Contractual) - One Position (01)****Terms of Reference**

Qualification & Experience	<ul style="list-style-type: none"> <li>• Degree of a recognized University or Equivalent.</li> <li>• Post Graduate Diploma in Journalism /Public Relations and not less than 7 years of experience out of which at least 5 years in Supervisory Capacity in Public Relation/Publicity, Printing and Publicity</li> </ul>
Duties	<ul style="list-style-type: none"> <li>• Handling of public relations media and social media. Strategy for good media relations, Inter-Media publicity, Press conference.</li> <li>• Traditional media &amp; outdoor media as PR tool.</li> <li>• News writing for Newspapers, house journals, reporting, press release.</li> <li>• Editorial writings for house journal, radio, TV.</li> <li>• Organizing public relations Department and agency &amp; promotion of causes and ideas.</li> </ul>
Remuneration	The consolidated remuneration per month is to be Rs. 40,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement. There will be no enhancement of remuneration during the contract period.
Age Limit	Between 30-45 years
Period of Consultancy	The engagement is to be initially for one year or until the post is filled up whichever is earlier.

**General Conditions:**

1. The above assignments are purely on contract basis, initially for a period of 01(one) year.
2. The incumbent selected shall have no claim whatsoever for regularization of their services in the AIIMS Bibinagar.
3. The candidates applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.
4. Maximum age, qualification and experiences are to be taken as on the last date of the receipt of the application. **The last date of the receipt of application is 23.05.2023.**
5. The mere fulfillment of the required qualifications and experiences do not entitle a candidate to be called for interview. Applications as received will be screened by a duly constituted Screening Committee and a limited number of candidates will be called for the interview. The screening criteria will be decided by the AIIMS, Bibinagar, which will be final and no representations in this regard will be entertained. However, if sufficient number of candidates with required experiences are not available, then the experiences may be relaxed at the discretion of the Competent Authority.
6. Retired Government Employees of both Central and State Government including University/Autonomous Bodies/PSUs/Ex-Serviceman/Para-Military Services can apply, however their consultancy amount will be fixed as per the Rules & instructions issued by the Government of India from time to time in respect of service and pay etc.
7. All other terms & conditions as applicable will be decided by the AIIMS, Bibinagar which will be binding relating to the Selection Process of the Consultants.

**Terms and Conditions:**

- i) **Duties:** - All the duties and responsibilities of Consultants are mentioned in the terms of reference of each consultants. To carry out all works assigned by the Executive Director or his authorized representatives.
- ii) **Age:** - The upper age limit may kindly be referred in the terms of reference for each consultants and should meet the age criteria. **The cut-off date to determine the eligibility criteria i.e. upper age limit, essential qualifications & experiences will be the last date of submission of application i.e. 23.05.2023.**

- iii) **Tenure:** - The engagement is purely on contract basis initially for a 1(one) year. This engagement will not vest any right to claim by the candidate for continued contractual engagement which may be renewed or terminated on the basis of satisfactory performance and conduct.
- iv) **Remuneration:** - The contract will entitle the contractual engagement to a monthly consolidated remuneration as per the terms of the references as mentioned in each Consultants. The contractual appointee will not be entitled to any other allowances, financial benefits or concessions as admissible to Institute employees.
- v) **Expiry of Contract:** - The engagement will automatically expire on completion of 1(one) year until it is renewed with mutual consent for the decided period. The contractual engagement can be terminated at any time, by either side, by giving 30 days' notice or salary in lieu thereof.
- vi) **Leave:** - The leave entitlement of the appointee shall be governed in terms and instructions contained in DoP&T OM No. 12016/3/84-Estt.(L) dated 12.04.1985 as amended from time to time.
- vii) **Accommodation:** - No Quarter/hostel or any other accommodation will be provided by the Institute.
- viii) The Competent Authority reserves the right to change the number of vacancies, withdraws the process in full or in part and also the right to reject any or all application received without assigning any reasons or giving notice etc.
- ix) The prescribed qualification and experience is minimum and mere possessing the same does not entitle any candidate for selection.
- x) This contractual appointment is whole time and private practice of any kind is prohibited.
- xi) He/she should also note that he/she will have to confirm to the Rules of discipline and conduct as applicable to the Institute employees.
- xii) No travelling or other allowances will be paid to the candidate for interview or for joining the post.
- xiii) The candidate should not have been convicted by any Court of Law.
- xiv) Canvassing in any form will render the candidate disqualified for the post.
- xv) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable to be removed from the engagement and such action as the Appointing Authority may deem fit.
- xvi) The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.

**How to apply:**

Persons desirous of being considered in the above consultancy assignments are required to submit their applications as per the prescribed proforma alongwith self-attested copies of all their educational qualifications and experiences addressed to the **Administrative Officer, All India Institute of Medical Sciences, Bibinagar, Hyderabad Metropolitan Region (HMR), Telangana-508126, India, Tel. No. 08685-279306** latest by **23.05.2023**. The envelope containing the application should be superscribed with the "Application for the post of .....". Incomplete applications will be summarily rejected.

**Clarification & Enquiries:**

**Mail to : recruitment.aiimsbibinagar@gmail.com**

**Contact No : 0868-5295060**

Sd/-

**कार्यकारी निदेशक/Executive Director  
एम्स, बीबीनगर/AIIMS, Bibinagar**



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हैदराबादमेट्रोपोलिटनक्षेत्र(एचएमआर), तेलंगाना - 508126, भारत  
Hyderabad Metropolitan Region (HMR), Telangana-508126, India

**Application Form for Consultant (Administration/Finance & Audit  
/IT/Estate/PRO)**

1. Name : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Male/Female : \_\_\_\_\_
5. Marital Status : \_\_\_\_\_
6. Nationality : \_\_\_\_\_
7. Educational Qualifications :

Photo

Self-Attested

(Secondary/Matriculation onwards. Self-attested copies of certificates and mark sheets should be attached).

Degree/Exam.	Board/University	Date of Commencement	Date of Passing	% Marks	Course Duration (years)

8. **Work Experience** (Post-qualification): (Starting from the most recent)  
(Attach self-attested copies of certificates)

Organization	Name of the Post held	Date of Joining	Date of Leaving	Pay Scale	Reasons for Leaving

9. **Last Pay drawn:** - .....

**10. References :**

<b>Details</b>	<b>Reference-1* (Present Employer)</b>	<b>Reference-2* (Previous Employer)</b>
Name		
Designation		
Organisation		
Contact Landline		
Mobile No.		
E-mail ID		

\* - In case not employed, then furnish the names of two referees who are well acquainted with his work.

**11. Address :**

<b>Details</b>	<b>Permanent</b>	<b>Communication</b>
House Name/No.		
Street/Locality		
Town/City		
District & State		
Residence Phone		
Mobile No.		
E-mail ID		

**12. Details of enclosures attached with the application:**

1. .... 2. ....
3. .... 4. ....
5. .... 6. ....

**13. Declaration:**

I do hereby declare that the information furnished above is true to the best of my knowledge and belief and in case the same is found to be incorrect at any stage of the selection, my candidature will be treated as cancelled.

**(Signature of the Candidate)**

Place:

Name: .....

Date: