



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
BIBINAGAR, TELANGANA - 508126
अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स)
बीबीनगर, तेलंगाना - 508126

Ref.No:AIIMS/BBN/Consultants/ 01

Date: 10-11-2020

Engagement of various Consultants at AIIMS, Bibinagar

All India Institute of Medical Sciences (AIIMS), Bibinagar, an autonomous Institute of National Importance under Ministry of Health & Family Welfare, Govt. of India intends to engage the services of Consultants in various discipline as detailed below on contract basis for a period of 1 year based on functional requirement and suitability.

Candidates are hereby requested to come with a Curriculum Vitae as per the attached prescribed pro forma "Annexure – I" along with self attested copies of all their educational qualifications and experiences.

1. Consultant (Finance & Accounts) – One Position

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 in Finance and Accounts wing of his previous employment.
Qualification	Bachelor Degree in Commerce or Post Graduate Degree in Commerce having Finance as a subject. Qualifications may be relaxed in the case of deserving candidates who have worked in Central Government Organization, as a senior sub-ordinate posts.
Experience	10 years of experience in handling official finance Department of any Central Government Organization/ State Governments/ Autonomous Bodies/ Statutory Bodies/ PSU/ Research Organizations/ Universities.
Duties	<ul style="list-style-type: none">To help the Management in financial matters as per Government of India Instructions.To do all translation work and also to prepare reports to be sent to various agencies.To carry out all works assigned by the Executive Director or his authorized representatives.
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.

2. Consultant (Administration) - One Position

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 in Administration wing of his previous employment.
Qualification	Bachelor Degree from recognized University or its equivalent, Desirable 1. MBA or PG Diploma in Management from recognized universities. 2. Knowledge of Government rules and regulation 3. Proficiency in Computers
Experience	10 years of experience in handling official Administration Department of any Central Government Organization / State Governments / Autonomous Bodies / Statutory Bodies / PSU / Research Organizations / Universities.
Duties	<ul style="list-style-type: none">• To help the Management in Administrative matters as per Government of India Instructions.• To do all translation work and also to prepare reports to be sent to various agencies.• To carry out all works assigned by the Executive Director or his authorized representatives.
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

Terms of Reference

Qualification & Experience	<ul style="list-style-type: none">• BE/B Tech in IT/MCA or equivalent having 10 years of experience in IT Management, of Education Institution/Govt. Officials/Private Companies.• Candidates having experience of Hospital IT Management will be preferred.• A retired Government Employees of Central / State Governments / Autonomous Bodies / Statutory Bodies / PSU / Research Organizations / Universities may apply.
Duties	<ul style="list-style-type: none">• To implement all IT infrastructure of the Hospital, Medical College, and AIIMS Office.• To prepare various IT Tender document and process the same for awarding these contracts as per AIIMS Rules.• To render support services to all kinds of IT maintenance services which include LAN, Internet, NKN and other related component maintenance services.• To carry out work as may be assigned by the Executive Director, AIIMS, Bibinagar or his representatives.
Remuneration	` 60,000/ per month (in case of retired Govt. servants, 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	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.
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4. Consultant (Estate) - One Position

Terms of Reference

Qualification & Experience	<ul style="list-style-type: none"> Retired Officers from Central Government/ State Government/ Government 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. Retired Govt. officers/officials are, engaged as Consultant for all purposes including general secretariat/administrative works and works under various schemes. Desirable: L.L.B. from recognized institution/ university.
Duties	<ul style="list-style-type: none"> 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. To look after/pursue appeals filed in the higher courts against the orders passed by Estate Officer. 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. To supervise and control allotment of staff quarters. Also supervising the maintenance related activities in association with engineering department.
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 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.

NOTE:

Period of Consultancy: Initially for one year and further extendable for another one year, as per requirement of the Institute.

Date of Interview: 02-12-2020.

Venue: Administrative Block, AIIMS, Bibinagar.

Schedule of walk-in- interview is as under:-

<u>Schedule</u>	<u>Date & time</u>
Document verification	02-12-2020 @ 09AM onwards at Administration block AIIMS, Bibinagar.
Reporting at AIIMS, Bibinagar for interview	02-12-2020 @ 09 AM
Date & Time of interview	02-12-2020 @ 10 AM onwards
Candidates reporting after 10 AM will not be allowed	

Application Process: Advertisement and draft Application forms are hosted at www.aiimsbibinagar.edu.in the duly filled application form along with the originals and two self

Attested photocopies of all relevant certificates relating to age, qualifications and experience (s) with two self-attested colored passport size photograph should be brought at the time of Interview. No TA/DA will be paid for appearing in the interview.

- The above vacancies are provisional and subject to variation. The Director, AIIMS, Bibinagar reserves the right to increase/vary the vacancies.
- Reservation will be as per guidelines of MoHFW based on the Government of India Policy issued from time to time.
- The cut-off date to determine the maximum age limit, essential qualifications & experience will be the date of Walk-in-Interview.
- The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.
- The remuneration will be consolidated in nature as determined by the competent authority.
- The total monthly remuneration and the pension drawn by the consultant shall not be more than Last Pay Drawn by him calculated at the current rates of Dearness Allowances.

OTHER TERMS AND CONDITIONS

- The prescribed qualification is minimum and mere possessing the same, does not entitle any candidate for the selection.
- The appointment is purely on contract basis for a period of 1 year with effect from the date of joining. The appointment can also be terminated at any time, on either side, by giving one month's notice or by paying one month's salary, without assigning any reason or failure to complete the period of three months to the satisfaction of competent authority. The appointee shall be on the whole time appointment of the AIIMS, Bibinagar and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract. He/ She is expected to conform to the rules of conduct and discipline as applicable to the institute employees. The appointee shall perform the duties assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the Institute or for continued contractual appointment.
- If an appointee wishes to apply somewhere else or resign within the first 03 (three) months of joining, then neither he/she will be issued a No Objection Certificate (NOC) nor he/she will receive any Relieving Letter or Experience Certificate.
- Leave: the appointee will be entitled for 30 days leave in a year, excluding Sunday and Gazetted holidays. The said leaves will be non-encashable and non-accruable.
- No hostel or any other accommodation will be provided by the Institute.
- The candidate should bring along original certificates in support of his/her age, educational/professional qualification, experience etc., two recent passport size colour photographs and a two sets of self-attested photocopies of the relevant documents failing which he/she will not be allowed to participate in the Interview.
- The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.
- No travelling or other allowances will be paid to the candidate for appearing in written examination/ interview or for joining the post.

- The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion, leave encashment etc. or any other benefits

available to the Government Servants, appointed on regular basis.

- The candidate should not have been convicted by any Court of Law.
- In case of any information given or declaration by the candidate is found to be false or if the candidate has will-fully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
- The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
- Incomplete and unsigned applications in any aspect will be summarily rejected.
- If a candidate wants to apply for more than one post, as per his/her eligibility, then he/she needs to apply in separate application form for each post.
- The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- The appointee shall not be entitled to avail any allowances/facilities being extended to the regular/permanent members of the AIIMS, Bibinagar.
- The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.
- Ordinarily, office will be open on all days except Sundays and government holidays. However, the Consultant shall be willing to devote additional hours to assist the Institute in urgent assignments.
- The Institute works from Monday to Saturday between 09:30 A.M. to 05:30 P.M. with half-an-hour lunch break from 01:30 P.M. However, the timing on Saturdays will be from 09:30 A.M. to 01:15 P.M.
- The consultant shall not be entitled to any kind of allowances such as DA, HRA, Transport Allowance, LTC, Medical reimbursement and residential accommodation. They will not be entitled to telephone facilities from the institute etc. However, TA may be allowed, as per institute rules, for travel inside the country in connection with the official work.
- During the course of contractual employment candidate shall be maintain strict discipline, punctuality at work place and not indulge in any activities detrimental to the interest of the institution. The employment may be terminated by the competent authority at any time if the candidate is found indulging in unprofessional/illegal activities like strike, protest, Dharna Pradarshan etc.
- The candidate is required to produce physical fitness certificate of his/her at the time of Interview.
- All disputes will be subject to jurisdictions of Court of Law at Bibinagar.
- The reservation will be followed as per Government of India Rules.
- Canvassing of any kind will lead to disqualification.

Enclosure: As above.

Recruitment Cell

Annexure - I

No. AIIMS/BIBINAGAR/CONSULTANT-

**Application for the position of _____ on
Contractual basis at AIIMS, Bibinagar**

01	Name and address (in BLOCK Letters)	:		Affix here recent Passport size Photograph
02	Father's Name/ Husband's Name	:		
03	Date of Birth (in Christian era)	:		
04	(i) Date of entry into service	:		
	(ii) Date of Retirement under Central/State Government Rules	:		
05	Educational Qualification	(i)		
		(ii)		
		(iii)		
		(iv)		
		(v)		
06	Whether educational and other qualifications required for the position 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			
	Essential (Please enclose copy of certificate)	Required	Possessed by the candidate	
i.				
ii.				
iii.				
iv.				
Essential Experiences (Please enclose copies of experiences Certificate)				

07	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.				
08	Details of employments (in chronological order enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient (Please enclose copies of self attested experiences certificate)				
	Office/Inst./ Organization	Post Held		Pay-Band and Grade Pay (Scale of Pay, if in Pre-revised scale of pay) or Gross Salary	Nature of Duties
		From	To		
09	Whether belongs to SC/ST/OBC (if yes, please specify)				
10	Contact Nos.:-				
	Office:				
	Residence:				
	Mobile:				
	E-mail address:				
11	If selected, specify the minimum time required for joining the consultancy assigned.				

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 state of the selection, my candidature will be treated as cancelled.

Date:

(Signature of the Candidate)

