

**Government of India**  
**Ministry of Health & Family Welfare**  
**Nirman Bhavan, New Delhi -110011**

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**Ref. Advertisement for: 1. Deputy Director (Administration) 2. Financial Advisor ; New AIIMS No.2 /2012/ dated 30<sup>th</sup> April, 2012**

**ADVERTISEMENT FOR THE POST OF (1.) DEPUTY DIRECTOR (ADMN.) (2.) FINANCIAL ADVISOR IN THE NEW ALL INDIA INSTITUTES OF MEDICAL SCIENCES (AIIMS) BEING ESTABLISHED (ONE POST IN EACH OF THE NEW AIIMS), UNDER PRADHAN MANTRI SWASTHYA SURAKSHA YOJANA. DEPUTY DIRECTOR (ADMINISTRATION) FOR BHOPAL, BHUBANESWAR, JODHPUR, PATNA AND RAIPUR AND FINANCIAL ADVISOR FOR BHOPAL, RAIPUR AND RISHIKESH**

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I. The Ministry of Health & Family Welfare, Government of India is setting up these Autonomous Institutions of National Importance similar to AIIMS, New Delhi.

II. The last date for receipt of application is 31<sup>st</sup> May 2012.

III. Deputy Director (Admn.) at Rishikesh and Financial Advisor at Bhubaneswar, Jodhpur and Patna. have already been appointed. The detailed advertisement and the application format will be hosted in the MoHFW website at [www.mohfw.nic.in](http://www.mohfw.nic.in) and application format can be downloaded from here. The duly filled in application along with attested copy of all relevant certificates to be sent to Dr.Rakesh Kumar, Joint Secretary (PMSSY), Room No.145-A Wing, Nirman Bhavan, New Delhi, 110108 super scribing on the envelope “Application for the Post of Deputy Director (Admn.) / Financial Advisor in New AIIMS Institutions”.

IV. Those who are working in Central/State Govt/Autonomous Body should send “No Objection Certificate” from their respective organization along with their application. While forwarding the application the following documents may also please be sent along with the application.

- Complete ACR dossiers/attested copies of ACRs of the applicant (last five years).
- A certificate about the Integrity of the Officer recommended for appointment on Deputation.
- Vigilance Clearance in respect of applicant duly signed by an officer of the appropriate Status.
- Certificate, Major/Minor penalty imposed if any, on the officer during the last 10 years/service period whichever is less.

V. Applicants willing to join the Institutions on deputation may apply accordingly. The period of deputation shall ordinarily not exceed 3 years at a time. The pay will be protected as per Govt of India Rules.

VI. Upper age limit for applicants willing to come on deputation should not exceed 56 years as on 31<sup>st</sup> May 2012.

VII. Based on bio-data, the Selection Committee will short-list candidates for interview. Candidates called for interview will have to produce all relevant original documents in proof of details furnished in their application at the time of interview.

VIII. Interview will be held at New Delhi. No TA/DA will be paid for appearing in the interview by the Ministry of Health & Family Welfare.

IX. The post carries usual allowances as admissible to Central Government Employees of similar status and other allowances sanctioned in AIIMS New Delhi.

**X. Deputy Director (Administration) (05 Posts; 1 each at Bhopal, Bhubaneswar, Raipur, Patna and Jodhpur (Rs. 37400-67000 + GP Rs.8700/- (Revised) :- IAS/ AIS/ Service Officers/ Officers of the State Governments / Autonomous Organizations /Government Undertaking, equivalent to the Officers of the rank of Deputy Secretary/Director of Government of India, who have been involved in institution building at some stage of their career are eligible to apply. The maximum age of the applicant shall be 54 years as on 31<sup>st</sup> May 2012, relaxable up to 5 years in respect of applicants who are exceptionally experienced or SC/ST.**

**XI. Financial Adviser (03 Posts; 1 each at Bhopal, Raipur and Rishikesh (Rs. 37400-67000 + GP Rs.8700/- (Revised) :- (i) The officers in the Group 'A' of organized Accounts Services who are empanelled for appointment as Director in the Central Government Ministries or (ii) the Officers in other Group 'A' Central Services who are empanelled for appointment as Director in the Central Government Ministries and having any of the following educational qualifications, viz. CA/IC&WA/CS/M.Com.**

Failing (i) and (ii) above, Group 'A' Officers of Central Services holding the post of Deputy Secretary or equivalent on regular basis, in the pay band of Rs.15600-39100 + GP of Rs.7600/- and having any of the following educational qualifications, viz. CA/IC&WA/CS/M.Com may also be considered for the post. However, they will be allowed pay in their present grade with deputation (duty) allowance admissible or get their pay fixed under the provisions of FR-35, till they become eligible for empanelment as Director. Officers serving in the "State Government's Finance Service" drawing a Grade Pay of Rs. 7,600/- and above are also eligible to apply.

The maximum age of the applicant shall be 54 years as on 31<sup>st</sup> May 2012, relaxable up to 5 years in respect of applicants who are exceptionally experienced or SC/ST.

**(Dr.Rakesh Kumar)**

## BIO-DATA - Performa

### 1. Post applied for (Only one post should be filled)

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2. State order of preference; Deputy Director (Admn)

Bhopal

Bhubaneswar

Jodhpur

Patna

Raipur

Financial Advisor

Bhopal

Raipur

Rishikesh

3. Name and Address (In Block Letters)

4. Email ID, Mobile Number and Fax Number

5. Date of Birth (In Christian era)

6. Date of Retirement

7. Educational Qualifications

8. 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)

Eligibility Service, Qualifications/ experience required for the post	Eligibility Service, Qualifications/ experience possessed by the officer

9. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

10. Details of Employment, in the chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held	From	To	Scale of Pay	Nature of duties (in detail)

11. Nature of present employment i.e., ad-hoc or temporary or Quasi-permanent or permanent.
12. 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
13. 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 Organizations
  - (d) Government Undertaking
  - (e) Universities
  - (f) Others
14. Are you in the Revised Scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
15. Details of emoluments per month, now drawn (Basic Pay, Grade Pay and Other details to be stated separately).
16. Additional information, if any, which you would like to mention in support of your suitability for the post.  
(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience  
(Note: Enclose a separate sheet, if the space is insufficient).
17. Whether belongs to SC/ST.
18. Position regarding award of penalty during last 10 years, if any
19. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarships/Official appreciation (iii) Affiliation with the professional bodies /institution/ societies and (iv) Any other information.  
(Note: Enclose a separate sheet if the space is insufficient).

I have carefully gone through the vacancy circular / advertisement and I am well aware that the bio-data, duly supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post. I hereby declare that the information given by me in this application is true and correct to the best of my knowledge and belief.

Place:

Date:

(Signature of the Applicant)