

No. Z-28016/12/09-SSH
Government of India
Ministry of Health & Family Welfare

Nirman Bhawan, New Delhi
Dated the 9th January, 2013

To,

Chief Secretaries/Administrators,
All State Governments/Union Territories.

Subject: Filling up the posts of Administrative Officer at All India Institute of Medical Sciences (AIIMS) at Bhubaneswar and Raipur in the pay scale of Rs.15600-39100/- with a Grade Pay of Rs.5400/- (PB-3) on deputation (including short term contract).

Sir,

I am directed to invite applications from eligible and suitable officials for filling up two posts of Administrative Officer, one each at AIIMS Bhubaneswar and AIIMS Raipur by deputation (ISTC) basis. Details of the post, eligibility conditions etc. are given in the **Annexure-I**. The pay of the officer selected for appointment on deputation basis will be regulated in terms of DOPT's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

2. Applications of only such officials/candidates will be considered as are routed through proper channel and are accompanied by (i) bio data (in duplicate) as in the proforma given (**Annexure-II**), (ii) Photocopies of ACRs (in duplicate) for the last five years attested on each page by an officer not below the rank of Under Secretary to the Government of India level, (iii) Vigilance Clearance Certificate, (iv) Integrity Certificate, (iv) No Penalty Certificate or a statement giving details of major/minor penalties imposed on the officer, if any, during the last 10 years (v) Cadre Clearance certificate. It may also be verified and certified that the particulars furnished by the officers are correct.

3. It is, therefore, requested that the applications of suitable and eligible officers and those who can be spared immediately in the event of selection may be sent directly to the Sh. O. P. Sharma, Under Secretary (PMSSY), Ministry of Health and Family Welfare, No. 526, A wing, Nirman Bhawan, New Delhi-110108 within a period of 45 days from the date of issue of this letter or the publishing of the advertisement in Employment News, whichever is later.

4. Advance copies of applications or those received after the prescribed closing date or not accompanied by required certificates/documents are liable to be rejected.

5. The vacancy on the post may kindly be given wide publicity in your Department/ Organization.

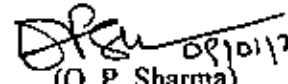
Yours faithfully,


(O. P. Sharma) 09/01/2013

Under Secretary to the Government of India
Tel. No. 011-23061120

Copy for necessary information to:-

- (i) All Ministries/Departments of the Government of India/All Chief Secretaries of States/UTS. It is requested that the vacancy may please be given wide publicity in their attached and subordinate offices, PSUs, Semi Government/Autonomous or Statutory Organizations under their Administrative control.
- (ii) All organizations under the Ministry of Health and Family Welfare.
- (iii) JS (PMSSY)/ JS (Admn.)/ Director (Admn.)/DS (PMSSY).
- (iv) S.O. (SSH)/ Guard File/Spare copies/ Notice Board.
- (vi) NIC, for uploading on official website.


(O. P. Sharma) 09/01/2013

Under Secretary to the Government of India
Tel. No. 011-23061120

Annexure-I

1. **Name of the post:** Administrative Officer
2. **Number of posts:** Two (one each at AIIMS Bhubaneswar & AIIMS Raipur)
3. **Classification of post:** Group 'A' Gazetted, Non-Ministerial
4. **Pay Scale:** Pay scale, PB-3, Rs. 15600-39100/- with Grade Pay of Rs. 5400/-.
5. **Age Limit:** The maximum age limit for appointment by deputation (including short term contract) shall be, not exceeding 56 years, as on the closing date of receipt of applications.
6. **Method of Recruitment:** By deputation (ISTC).
7. **Eligibility:** (i) Holding analogous post on regular basis; or (ii) With 5 years regular service in the scale of pay of Rs. 6500-10500/- (pre-revised) and possessing educational qualification and experience (i) Degree of recognized University or equivalent; and at least 5 years experience of administration, budget, accounts and establishment work in a supervisory capacity in a Government Office or a Public Body. Knowledge of Government Rules and Regulations.

Note:- The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/Department of the Central Government shall ordinarily not to exceed 3 (three) years.

APK 09/01/2023

CURRICULUM VITAE PROFORMA

1. Name and Address
(in Block Letters)

2. Date of Birth
(in Christian era)

3. Date of retirement under Central/State
Government Rules

4. Educational Qualifications

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	Qualifications/ Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please State clearly whether in the light of
entries made by you above, you meet the
requirement of the post

7. 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	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

8 Nature of present employment i.e.
Ad-hoc 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 .

10. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Govt.
- b) State Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade

12. 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

13. Total emoluments per month now drawn

14. 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 over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for deputation (ISTC) /Absorption/Re-employment Basis. (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract.)

16. Whether belongs to SC/ST

17. Remarks, if any

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

(Signature of the Candidate)

Address _____

Date

Countersigned

(Employer with Seal)