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

Website : www.mohfw.nic.in: www.pmssy-mohfw.nic.in Fax : 011-23061867
Advertisement : Administrative Officer New AIIMS No.10/2014 dated 22 Aug 2014

**ADVERTISEMENT FOR THE POST OF ADMINISTRATIVE OFFICER IN THE NEW ALL INDIA INSTITUTES
OF MEDICAL SCIENCES (AIIMS) AT RISHIKESH UNDER PRADHAN MANTRI SWASTHYA SURAKSHA
YOJANA (PMSSY)**

- I. Applications are invited in the prescribed format from suitable officers for the post of Administrative Officer (on deputation basis) in the PB-3 Rs. 15600-39100 with Grade Pay of Rs. 5400 in AIIMS Rishikesh Project Cell of Ministry of Health and Family Welfare.
- II. The closing date for receipt of application will be 45 days from the date of publication of this advertisement in the Employment News.
- III. The detailed advertisement and the application format will be hosted in the MoHFW website at www.mohfw.nic.in and pmssy-mohfw.nic.in. Application format can be downloaded from here. The duly filled in application along with attested copy of all relevant certificates to be sent to Shri O.P. Sharma, Under Secretary (PMSSY), Room No. 526-A Wing, Nirman Bhawan, New Delhi-110011 superscribing on the envelop "Application for the Administrative Officer post in AIIMS Rishikesh".
- IV. Those who are working in Central Government Ministries and Department should send "No Objection Certificate" from their respective organisation along with their application. While forwarding the application the following documents are to be sent alongwith the application.
 - Complete ACR dossier's/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 only to apply. The period of deputation shall ordinarily be three years. The pay will be protected as per Government of India Rules.
- VI. Upper age limit for candidates coming on deputation should not exceed 56 years as on 31 September 2014.
- VII. The qualification/eligibility prescribed is minimum requirement and the same does not automatically make candidates eligible for interview. 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. Eligibility: Officers of Central Government Ministry/Department holding analogous posts on regular basis, or with 5 years of regular service with the Grade Pay of Rs. 4600, possessing degree from recognised university or equivalent, five years experience of administration, budget, accounts and establishment work in a supervisory capacity in a Government Office or a Public Body are eligible to apply. Knowledge of Government Rules and Regulations is desirable.


(Sanjeev Chadha)
Director

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BIO-DATA - Performa

1. **Post applied for :**

2. Name and Address (In Block Letters)

3. Email ID, Mobile Number and Fax Number

4. Date of Birth (In Christian era)

5. Date of Retirement

6. Educational Qualifications

7. 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

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

9. 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)

10. Nature of present employment i.e., ad-hoc or temporary or Quasi-permanent or permanent.

11. 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

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- 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 Organizations
 - (d) Government Undertaking
 - (e) Universities
 - (f) Others
- 13. 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.
- 14. Details of emoluments per month, now drawn (Basic Pay, Grade Pay and Other details to be stated separately).
- 15. 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).
- 16. Whether belongs to SC/ST/OBC.
- 17. Position regarding award of penalty during last 10 years, if any

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)