

Z-28016/151/2023-PMSSY-IV(8246861)

Government of India  
Ministry of Health & Family Welfare  
(PMSSY Division)

Room No. 201-D, Nirman Bhawan,  
New Delhi-110011

**Website:** <https://main.mohfw.gov.in> & <https://pmssy.mohfw.gov.in> **Tel:** 011-23061730

**ADVERTISEMENT FOR THE POST OF EXECUTIVE DIRECTOR, AIIMS BILASPUR**

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Applications are invited from the citizens of India including Non-Residents Indians and Persons of Indian Origin for filling up the post of **Executive Director** on deputation/short term contract/contract basis at **AIIMS Bilaspur**.

**2. QUALIFICATION:**

- a. A postgraduate qualification in Medicine or Surgery or Public Health and their branches.
- b. Teaching and/research experience of not less than ten years.
- c. Twenty-five years standing in the Profession.
- d. Extensive practical & Administrative experience in the field of medical relief, medical research, medical education or public health organisation and adequate experience of running an important scientific educational institution either as its Head or Head of a Department.
- e. Minimum one-year experience as Head of Institution or Head of Department would be required for eligibility. The following types of work experience will count as relevant experience against this criterion:-
  - i. Head of the Institute
  - ii. Head of Department
  - iii. Medical Superintendent
  - iv. Head of Clinical Department
  - v. Head of Unit
  - vi. Dean
  - vii. Sub Dean
  - viii. Experience similar to above

**3. UPPER AGE LIMIT:**

Up to 67 years (as on the closing date of receipt of application).

**4. PAY & ALLOWANCES:**

- a. Level 15; Rs.182200-224100/- in the Pay Matrix (as per 7<sup>th</sup> CPC) (The incumbent will also be entitled for usual annual increment).
- b. The pay of the candidates appointed after retirement, will be fixed by deducting their pension from the pay drawn at the time of retirement.

- c. Residential accommodation will be provided in the Institute's campus on payment of standard rent under F.R. 45 or 10% of pay, whichever is less.
- d. Other Allowances as admissible.

## 5. TENURE OF POST:

The appointment on deputation/ short term contract/ contract basis will be for 3 years which can be extended upto 5 years or up to attaining the age of 70 years or until further orders, whichever is the earliest.

6. **PROBATION:** Probation period will be for one year.

## 7. PROCEDURE FOR APPLICATION:

Eligible candidates can apply for the post quoting the number and date of advertisement in a plain sheet of paper in the proforma. Serving candidates should forward their applications through their respective Cadre Controlling Authorities. While forwarding the applications, the Cadre Controlling Authorities should also forward the following documents:

- i. Vigilance clearance in respect of applicant duly signed by an officer of the appropriate status.
- ii. Cadre Clearance in respect of applicant duly signed by an officer of the appropriate status.
- iii. Details of penalty, either Major or Minor, imposed on the officer during his/her service period.
- iv. A copy of the latest Immovable Property Return submitted by the officer.
- v. The Cadre Controlling Authority will also ensure that complete ACR dossier / attested copies of ACR of the applicant (last five years) are made available well before the date of personal interview of the shortlisted candidates.

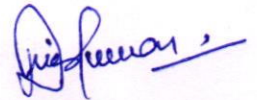
## 8. OTHER INFORMATION

- i. The effective date for determining the eligibility as per the prescribed qualification, age, experience etc. for the post shall be the closing date of receipt of applications.
- ii. The closing date of receipt of application will be the **45<sup>th</sup> day from the date of publication of advertisement in the Employment News.**
- iii. Late & incomplete applications will not be considered.
- iv. Canvassing of any kind will lead to disqualification of the candidature.
- v. The application format can be downloaded from the website: <https://main.mohfw.gov.in> & <https://pmssy.mohfw.gov.in>
- vi. The filled in proforma completed in all respect should be sent to the following address by Registered Post/ Speed Post:



**9. GENERAL CONDITION/ INFORMATION:**

- i. The Executive Director will act as Chief Executive Officer (CEO) of the respective Institute. The post will be operated at the respective institute.
- ii. The qualification prescribed is the minimum requirement and the meeting the same does not automatically makes candidates eligible for interview.
- iii. Based on information provided as part of the proforma, screening of applications will be carried out. Only the short- listed candidates will be called for interview.
- iv. Applications not received in prescribed proforma shall be rejected.
- v. The interviews will be conducted by the Search-cum Selection Committee (ScSC).
- vi. The ScSC is also empowered to consider and invite any candidate for interview suo-motu.
- vii. Candidates called for Interview will be required to produce all relevant original documents in proof of details furnished in their applications at the time of Interview.
- viii. Candidates may apply on the basis of an advance copy. However, they should ensure that the NOC, Vigilance Clearance and their APARs are sent by their respective cadre controlling authorities well in time for consideration of their candidature.



**(Dinesh Kumar)**  
**Director**  
**Tel. 011-23061730**

## APPLICATION FORMAT

Name and particulars of applicant for the post of Executive Director, AIIMS Bilaspur under the Pradhan Mantri Swasthya Suraksha Yojana (PMSSY).

Latest photograph
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1. Name \_\_\_\_\_

2. Father's Name \_\_\_\_\_

3.i. Date of Birth \_\_\_\_\_

ii. Age (as on the closing date of advertisement in Employment News) \_\_\_\_\_

4. Present Address \_\_\_\_\_  
\_\_\_\_\_

5. Permanent Address \_\_\_\_\_  
\_\_\_\_\_

- Mobile \_\_\_\_\_
- Email \_\_\_\_\_
- Phone \_\_\_\_\_

6. Whether Citizen of India or Non- Resident Indian or Person of Indian Origin (Furnish supporting document) \_\_\_\_\_

7. Academic Qualification

Graduation	Year of Passing	No. of attempts	College /University from which graduated
Post-Graduation	Year of Passing	No. of attempts	College /University from which received post-graduation degree

<b>Doctorate(if any)</b>	<b>Year of passing</b>	<b>College /University</b>

8. Field(s) of specialization \_\_\_\_\_  
 \_\_\_\_\_

9. Experience

<b>Before Graduation</b>	<b>Post Graduation</b>	<b>Designation and institute where worked</b>	<b>From</b>	<b>To</b>	<b>Total Period</b>
Teaching					
Research					
Administration					
<b>After Graduation</b>	<b>Post Graduation</b>	<b>Designation and institute where worked</b>	<b>From</b>	<b>To</b>	<b>Total Period</b>
Teaching					
Research					
<b>Administration (in the following category)</b>					
(i) Head of Institute					
(ii) Head of Department					
(iii) Medical Superintendent					
(iv) Head of clinical Department					
(v) Head of Unit					
(vi) Dean					
(vii) Sub- Dean					
(viii) Experience similar to above					

10. A complete list of Publications (publications where the individual is a first or second author only, will be considered)
- i. No. of publications in PubMed indexed journals along with PMID No. (List may be attached) \_\_\_\_\_
  - ii. No. of publications in other journals (List may be attached) \_\_\_\_\_
11. Books or chapters in books written, if any \_\_\_\_\_
12. Extra curricular activities such as \_\_\_\_\_  
medico-social work, journalistic, \_\_\_\_\_  
literary activities etc. \_\_\_\_\_
- 13.i Awards, distinctions, prizes etc. received, if any \_\_\_\_\_
- At under graduate level \_\_\_\_\_
  - At post graduate level \_\_\_\_\_
  - Any other \_\_\_\_\_
- ii. Punishment imposed, if any \_\_\_\_\_  
\_\_\_\_\_
14. Fellowship/Membership of \_\_\_\_\_  
National and International \_\_\_\_\_  
Scientific Societies, Academies etc \_\_\_\_\_
15. Present post and Designation \_\_\_\_\_  
(date from which held) \_\_\_\_\_
16. Scale of Pay (as per 7<sup>th</sup>CPC) \_\_\_\_\_
17. Salary \_\_\_\_\_



## DECLARATION

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after Selection/Interview, my candidature is liable to be rejected and I shall be bound by the decision of the MoHFW.

Place:

(Signature of the Candidate)

Date:

Name :

(end)