



**अखिल भारतीय आयुर्विज्ञान संस्थान भोपाल**  
**ALL INDIA INSTITUTE OF MEDICAL SCIENCES BHOPAL**  
(An Autonomous Institute under Ministry of Health & Family Welfare, Government of India)  
Saket Nagar, Bhopal (M.P)-462020, www.aiimsbhopal.edu.in

**AIIMS/Bhopal /Rectt.Cell/2019/01/(A)**

**Date: 19/07/2019**

Applications are invited in the prescribed Performa from eligible candidates for filling up following Non Faculty Group 'A' Posts on DEPUTATION BASIS at All India Institute of Medical Sciences, (AIIMS) Bhopal. The essential qualification, experience etc. required for applying for these posts are as under:-

Sl. No.	Name of Post	Group	Pay Band/Grade Pay (Pre-Revised)/Level as per 7 <sup>th</sup> CPC	No. of Posts
1.	Financial Advisor	A	Rs.15600-39100+ GP 8700/13	1
2.	Finance & Chief Accounts Officer	A	Rs.15600-39100+ GP 6600/11	1
3.	Senior Administrative Officer	A	Rs.15600-39100+ GP 6600/11	1
4.	Administrative Officer	A	Rs.15600-39100+ GP 5400/10	1

**Essential Eligibility Details:**

S.No	Name of the Post and Essential Eligibility criteria
1.	<b>Financial Advisor</b> <b>Essential:-</b> Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations (i) holding analogous posts on regular basis, <b>OR</b> (ii) With 5 Years regular service from Organized Accounts Services in the grade pay of Rs.7600 <b>OR</b> (iii) Officers with Five Years regular service at the level of Deputy Secretary of Central Government in the grade pay of Rs.7600 and having THREE Years' experience in the field of finance and accounts.
2.	<b>Finance &amp; Chief Accounts Officer</b> <b>Essential:</b> Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations (i) Holding analogous posts on regular basis, <b>OR</b> (ii) With 5 years regular service in the relevant field in the grade pay of Rs. 5400/-
3.	<b>Senior Administrative Officer</b> <b>Essential:</b> Officers under the Central/State Governments/U.T. Administrations of the Central Statuary /Autonomous Bodies holding analogous posts on regular basis <b>OR</b> with at least 5/8 years of service in a post in the pay band of Rs. 15600-39100/- + grade pay of Rs. 5400/ pay band of Rs. 9300-34800/- Rs. 4600 respectively <b>OR</b> equivalent and having Degree and experience in Administration and Establishment matters and also preferably in accounts matters. Officers having MBA or post Graduate Diploma in personnel management shall be given preference.
4.	<b>Administrative Officer</b> Officers under the Central/State Governments/U.T. Administrations of the Central Statuary /Autonomous Bodies holding analogous posts on regular basis <b>OR</b> with at least 3 years of service in a post in the Pay Rs. 9300-34800 + Grade pay of 4600 <b>OR</b> equivalent respectively and having Degree and experience in Administration and Establishment matters and also preferably in accounts matters. Officers having MBA or Post Graduate Diploma in personnel management shall be given preference.

**NOTE:**

- I. The Director, AIIMS Bhopal reserves the right to vary the vacancies or cancel the exercise, at any stage of the process without assigning any reason thereof.
- II. Maximum age limit for applying for the aforesaid posts on deputation is **56 years** as on last date of receipt of application, **i.e. 18/08/2019**.
- III. The initial period of deputation shall ordinarily be three years from date of appointment and the same will be regulated as per DoPT guidelines. Pay will be protected as per Govt. of India rules.
- IV. All the posts carry usual allowance as admissible to Central Government Employees of similar status and other allowances sanctioned at AIIMS Bhopal (M.P.)
- V. AIIMS Bhopal reserves the right to conduct written test to shortlist/select the candidates for any post as mentioned in the notification.
  - a. The Officers who fulfils the above qualifications/eligibility may submit their application (**copy enclosed**) in the attached application form through proper channel to the below mentioned address on or before 05:00 PM as on last date **i.e 18/08/2019 (next working day in case of any holiday on the last date of submission), by Speed Post/Registered Post only:**

**The Administrative Officer**  
**All India Institute of Medical Sciences (AIIMS)**  
**Administrative Block, 1st Floor of Medical College Building Saket Nagar, Bhopal 462020 (M.P.)**
  - b. The envelope containing the application(s) should be super-scribed as: **“Application for the Group A “Post of.....on Deputation Basis.”**
  - c. Application forms received after last date will not be considered. AIIMS Bhopal will not be responsible for any postal delay.
- VI. While forwarding their applications, Employer/Cadre Controlling Authority may ensure that the particulars of the candidates are verified and that they fulfil the eligibility conditions. Duly attested photocopies by competent authority of the applicant's up-to-date Confidential Reports (at least for the latest 05 years) may also be enclosed with the application. **It may also be clearly stated that no vigilance/ disciplinary proceedings are pending or contemplated against the candidates concerned.** Application without vigilance clearance and ACRs/APARs Dossiers will not be considered. Supporting documents related to qualification, experience etc. may also be self-attested.
- VII. The applications received after the last date, without signature of the candidate or incomplete or not forwarded through proper channel will be summarily rejected.
- VIII. The posts advertised in the Advertisement are not applicable for the candidates working in private organization/institute etc.
- IX. All disputes will be subject to jurisdiction of Hon'ble High Court / CAT at Jabalpur (M.P).
- X. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel & Training's OM/order issued/ amended from time to time.
- XI. AIIMS Bhopal website [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in) may be visited for regular updates regarding this advertisement.
- XII. Canvassing in any form will lead to disqualification of candidature.

***For Clarification & Enquiries:***

- Mail to: [recruitment.deputation@aiimsbhopal.edu.in](mailto:recruitment.deputation@aiimsbhopal.edu.in)
- Contact No. : 0755- 2672334

**Encl: Application form (05 Pages)**

**Deputy Director (Admin.)**  
**AIIMS, Bhopal**

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