

VACANCY NOTICE

Applications are invited in the prescribed proforma from suitable officers for filling up 01 post of Senior Administrative Officer in the Pay Band-3 of Rs.15600-39100 + Grade Pay of Rs.6600 and 05 posts of Administrative Officer on Deputation Basis in the Pay Band-3 of Rs.15600-39100 + Grade Pay of Rs.5400 in All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029.

The qualification and experiences etc. attached to the post of Senior Administrative Officer and Administrative Officer are as under:-

Sl.No.	Name of the Post, Pay Band & Grade Pay and Essential Eligibility Criteria	Upper Age Limit	Number of Post (s)*
01	Senior Administrative Officer : (Pay Band-3 of Rs.15600-39100 + Grade Pay of Rs.6600) <u>Essential Eligibility Criteria:-</u> Officers under the Central/State Governments/U.T. Administrations or the Central Statutory/Autonomous Bodies holding analogous posts on regular basis or with at least 5/8 years of regular service in a post in the Pay Band-3 of Rs.15600-39100 + Grade Pay of Rs.5400/Pay Band-2 of Rs.9300-34800 + Grade Pay of Rs.4600 respectively or equivalent and having a 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. (Period of deputation shall not ordinarily exceed 3 years)	56 Years	01 (on deputation basis)
02	Administrative Officer:- [Pay Band-3 of Rs.15600-39100 with Grade Pay of Rs.5400] <u>Essential Eligibility Criteria:-</u> Officers under the Central Govt., U.T. Administrations or of Central Statutory/Autonomous Bodies holding analogous posts or with at least 3/5 years of service in posts in pay scale of Rs.2000-3500/2000-3200 (revised to Rs.6500-10500) or equivalent respectively and having a Degree and experience in administration and establishment matters and also preferably in Accounts Matters. Officers possessing MBA or PG Diploma in Personnel Management shall be given preference. (Period of deputation shall not ordinarily exceed 3 years)	56 years	05 (on deputation basis)

*The number of posts is tentative and is liable to change based on the Institute's requirements.

The Officers who fulfill the above qualifications/eligibility may submit their application in the prescribed proforma at **Annexure-I through proper channel** to the Senior Administrative Officer (Rectt.), All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029, so as to reach the addressee within 30 days from the date of publication of this advertisement in Employment News. The envelop containing the application(s) should be superscribed "*Application for the Post of Senior Administrative Officer or Administrative Officer on Deputation basis.*" While forwarding their applications, it may be ensured that the particulars of the candidates are verified and that they fulfill the eligibility conditions. Duly attested photocopies of their up to date Confidential Reports (at least for the latest 05 years) may also be enclosed with the applications. It may also be clearly stated that no vigilance/disciplinary proceedings is pending or contemplated against the candidates concerned. Applications without vigilance clearance and CR Dossiers will not be considered.

The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel & Training's O.M.No.6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.

SR.ADMINISTRATIVE OFFICER (RECTT.)

Application for the post of _____ (on deputation basis) at AIIMS, New Delhi.					
1	Name and address in BLOCK letters				Affix here recent passport size photograph
2	Father's Name				
3	Date of birth (in Christian era)				
4	Date of retirement under Central /State Government Rules				
5	Educational Qualification	i)			
		ii)			
		iii)			
		iv)			
6	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		Possessed by the Officer	
	Essential				
	Desirable				
7	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.				
8	Details of employments (in chronological order) enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.				
	Office/Instt./Organization	Post Held		Pay-band and Grade Pay (Scale of Pay if in pre-revised scale of pay)	Nature of Duties
		From	To		

9	Nature of present employment (i.e.ad-hoc or temporary or quasi-permanent or permanent)		
10	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		
11	Additional details about present employment please state whether working under : (a) Central Government (b) State Government (c) Autonomous Organization (d) Government undertaking (e) University		
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. Enclose a separate sheet, if the space is insufficient.		
15	Whether belongs to SC/ST/OBC (if yes, please specify)		
16	Contact Nos.	1) Office	
		2) Residence	
		3) Mobile	
		4) E-mail address	
17	If selected, specify the minimum required joining time		
		<hr/> Signature Of The Candidate	
Date:		Address	
Countersigned:			
		<hr/> [Employer/Authorized Officer]	