



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110 608.

*(An autonomous organization under the
Ministry of Health & Family Welfare, Govt. of India)*

ENGAGEMENT OF RETIRED GOVERNMENT SERVANTS ON CONTRACT BASIS

All India Institute of Medical Sciences invites application from retired Personal Assistant/Stenographer or equivalent employees retired from Government Department/PSUs/Autonomous Bodies for engagement to the post of **Personal Assistant** on contract basis in the AIIMS which may be sent to the Director, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029 so as to reach by 15.12.2011. The experience, consolidated salary and other details are as under:-

1. **Post** : Personal Assistant
2. **No. of Vacancies** : 18
3. **Experience** : Minimum 15 years of experience as Stenographer (PA /PS/PPS)in Govt. Department/PSUs/Autonomous Bodies
4. **Age** : Upto 65 years
5. **Consolidated salary** : Rs.25,000/- p.m.
6. **Period of engagement** : One year
7. **Last Date** : 19.12.2011

The above posts are purely on contract basis for a period of one year. The extension of period of contractual appointment in each will be considered by the competent authority on its merits. The terms and conditions and format of submission of bio-data are available on the Institute website: www.aiims.ac.in OR www.aiims.edu under the head 'Recruitment'.

ADMINISTRATIVE OFFICER (RECTT.)

Terms & Conditions

- i) **Tenure:** The appointment is **purely on contract** basis for a period of one year. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the Institute OR for continued contractual appointment which may be renewed or terminated on the basis of satisfactory performance and conduct.
- ii) **Remuneration:** The contract will entitle the contractual appointee to a consolidated remuneration of Rs.25000/- per month. The contractual appointee will not be entitled to any other allowances, financial benefits or concessions as admissible to Institute employees.
- iii) **Expiry of contract:** The contract will automatically expire on completion of one year until it is renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time, by either side, by giving 30 days notice or salary in lieu thereof.
- iv) **Leave:** The leave entitlement of the appointee shall be governed in terms of instructions contained in DOP&T OM no.12016 / 84-Estt.(L) dated 12.4.1985 as amended by OM no.1216/1/96- Estt.(L) dated 05.7.1990.
- v) **Accommodation:** No hostel or any other accommodation will be provided by the Institute.
- vi) The Competent Authority reserves the right to change the number of vacancies, withdraw the process in full or in part and also the right to reject any or all applications received without assigning any reasons or giving notice etc.
- vii) The prescribed qualifications/experience is minimum and mere possessing the same does not entitle any candidate for selection.
- viii) Upper age limit is 65years as on the last date of receipt of application in AIIMS for the said post.
- ix) This contractual appointment is whole time and private practice of any kind is prohibited.
- x) He/She can be posted at any place in the Institute including at NDDTC, Ghaziabad, U.P/ CRHSP, Ballabhgarh, Haryana.

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- xi) He/ She should also note that he/she will have to conform to the rules of discipline and conduct as applicable to the Institute employees.
- xii) No travelling or other allowances will be paid to the candidate for joining the post.
- xiii) The candidate should not have been convicted by any Court of Law.
- xiv) Canvassing in any form will render the candidate disqualified for the post.
- xv) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/ she will be liable to be removed from service and such action as the appointing authority may deem fit.
- xvi) The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.

Mode of Selection: The selection of candidates will be made through interview from the short listed applications received in response to the advertisement.

APPLICATION FORM FOR THE POST OF PERSONAL ASSISTANT AT AIIMS
ON CONTRACT BASIS

1. Name of the Applicant:
(in Block Letters)
2. Father's/Husband's Name:
3. Mother's Name:
4. Date of Birth (in Christian era):
(in figure and in words)
5. Age as on 19.12.2011:
6. Sex:
7. Nationality:
8. Address for communication:
9. Contact No. (Residence & Mobile) and E-mail:
10. Extent of Computer Knowledge:
11. Educational Qualification (from Matriculation onwards) (attach self attested photocopies)

Affix your Recent Coloured Passport Size photograph (Self attested)

S.No.	Qualification	Board/University	Subject studied	%age of marks obtained	Remarks

12. Experience/particulars of previous employer: (attach self attested photocopies)

S.No.	Name & Full address of Employer	Designation/ Nature of duties	Scale of Pay	Period of employment	
				From	To

13. List of enclosures:

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature is liable to be cancelled/terminated. I will have no claim for absorption after termination/completion of tenure contract. I shall abide by terms & condition as prescribed. In the event of ineligibility being detected before or after the selection procedure, action can be taken against me under the relevant rules/instruction and hereby undertake to abide by them.

Date:

Place:

(Signature of Candidate)