



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
Website: www.aiimsbhopal.edu.in

Advt. No: 11/03/2019-Admin/AIIMS/BPL/Cont.Consult./01

Date: 27/ 04/2020

WALK-IN INTERVIEW

For Consultant posts on Contractual Basis in All India Institute of Medical Sciences Bhopal

All India Institute of Medical Sciences (AIIMS), Bhopal, an autonomous Institute of National Importance under Ministry of Health & Family Welfare, Govt. of India intends to engage the services of Consultants in various discipline as detailed below on contract basis for a period of **1 year** based on functional requirement and suitability. Eligible candidates meeting the requirements are requested to bring their application in prescribed format (Copy enclosed) at the time of walk-in-interview as detailed below:-

1. Consultant (Administration & Establishment) – 03 (Three) Posts

Terms of Reference:

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| Qualification & Experience | Retired Officers with Bachelor Degree in any discipline from recognized institution, and in Grade Pay of Rs.5400/- in PB-3, as per Sixth CPC having sound knowledge of Establishment rules and regulations viz. Implementation of Pay commissions, fixation of Pay, upgradation under MACP, disciplinary matters, medical claims, recruitment, retirement benefits and other related matters of establishment/ administration with at least 08 years' experience in the relevant field only need to apply. Ability to use Internet/ Computer System is mandatory. Experience in Central Govt. Institutions/ Government Medical college will be preferred. Retired Govt. officers/officials are, engaged as Consultant for all purposes including general secretariat/administrative works and works under various schemes. |
| Duties | Assisting the Institute in conducting recruitment (Faculty & Non-Faculty) as per the guidelines of Government of India. Assisting the Institute in joining and post-joining formalities of the faculty members being recruited for AIIMS, Bhopal and assisting them in settling down in designated academic offices. Assisting the Institute in joining and post-joining formalities of the non-faculty members being recruited for AIIMS, Bhopal and assisting in transfer-posting of such staff member. Assisting the Institute in preparation of roster registers for various faculty and non-faculty posts. Assisting the Institute in processing of service related matters like pay fixation, retirement benefits, disciplinary matters, medical claims, Leave records etc. |

2. Consultant (Office Management for Director's Secretariat) – 01 (One) Post

Terms of Reference:

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| Qualification & Experience | Retired Officers with Bachelor Degree in any discipline from recognized institution, and in Grade Pay of Rs.5400/- in PB-3, as per Sixth CPC having sound knowledge of Establishment rules and regulations viz. Implementation of Pay commissions, fixation of Pay, up gradation under MACP, disciplinary matters, medical claims, recruitment, retirement benefits and other related matters of establishment/ administration with at least 08 years' experience in the relevant field only need to apply. Ability to use Internet/ Computer System is mandatory. Experience in Central Govt. Institutions/ Government Medical college will be preferred. Retired Govt. officers/officials are, engaged as Consultant for all purposes including general secretariat/administrative works and works under various schemes. |
| Duties | To look after duties on behalf of Competent Authority. Keeps coordination with all other department. Performing all kinds of secretarial works. Attending miscellaneous files/papers/reports and put up before Competent Authority for information & necessary action. Fixing up of appointment/ meetings/tour programs of the Competent Authority. All kinds of secretarial works. Organizing meetings/conference. Ability to handle confidential nature works from time to time and proper record keeping skills. Sound knowledge of administrative matter in Central Govt./Central autonomous organization. Supervising and monitoring the works of the department. Strong organization skills with problem solving attitudes. Any other assignment from the competent authority from time to time. |

3. Consultant (Arbitration) – 01 (One) Post

Terms of Reference:

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| Qualification & Experience | Retired Officers from Central Govt./State/Autonomous body/PSU with Bachelor Degree in Law (LL.B.) from recognized institution/ university with minimum 03 to 05 years of working experience in handling Arbitration matters. Preferably in engineering field. Desirable: LL.M. from recognized institution/ university. The person concerned should have experience in drafting return/counter reply/claim/petitions for filling before Arbitration Tribunal & Courts, contesting cases, liaising work with advocates on miscellaneous legal as well as arbitration cases. He/She should have experience preferably in Central/State Government Hospital functionaries. Retired Govt. officers/officials are, engaged as Consultant for all purposes including general secretariat/administrative works and works under various schemes. Maximum age limit up to 68 years. |
| Duties | To assist AIIMS, Bhopal in Arbitration related legal matters in all respect. Preparation of Counter Statement of Claims/ Defense Counter Claims, Rejoinder, and Written submission to be filed before Arbitration Tribunal /Lower Court/ High Courts/ Supreme Courts etc. and get it vetted from techno legal angle and render advices as and when required to the concern departments including briefing to counsels etc. as and when required. To attend hearing /arbitration cases as and when directed by the competent authority on behalf of AIIMS, Bhopal. |

4. Consultant (Estate) – 01 (One) Post

Terms of Reference:

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| Qualification & Experience | <p>Retired Officers from Central Government/ State Government/ Government Autonomous Body/ PSU with Bachelor Degree in any discipline from recognized institution/ university and with 08 years of experience in handling estate related work in Government Organizations. Candidates having experience of estate work in Central/ State Government Hospital or Medical College will be preferred.</p> <p>Retired Govt. officers/officials are, engaged as Consultant for all purposes including general secretariat/administrative works and works under various schemes.</p> <p>Desirable: L.L.B. from recognized institution/ university.</p> <p>Maximum age limit up to 68 years.</p> |
| Duties | <p>To act as Semi-Judicial Officer under the Public Premises (Eviction of Unauthorized Occupants) Act; to start proceedings for eviction and realization of damages under the above said Act; issue of summons to witnesses; service of notices; pursue the proceedings; passing of orders and other work related to these proceedings. To look after/pursue appeals filed in the higher courts against the orders passed by Estate Officer. The Consultant (Estate) will ensure that all the proposals relating to various construction works, maintenance works etc., are within the local jurisdiction limit of Estate Officer. To supervise and control allotment of staff quarters. Also supervising the maintenance related activities in association with engineering department.</p> |

5. Consultant (Procurement) – 02 (Two) Posts

Terms of Reference:

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| Qualification & Experience | <p>Retired Officers from Central Government/ State Government/ Government Autonomous Body/ PSU with Bachelor Degree in any discipline from recognized institution/ university and with 08 years of experience in handling procurement, tendering & inventory management in stores department in Government Organizations. Candidates having experience of Central/ State Government Hospital or Medical College related Procurement & Inventory Management will be preferred.</p> <p>Retired Govt. officers/officials are, engaged as Consultant for all purposes including general secretariat/administrative works and works under various schemes.</p> |
| Duties | <p>To deal the matters related to procurement & inventory management as per Government of India rules like preparation of tender document and publication, stock verification, replies to audit queries etc.</p> |

6. Consultant (Security) – 01 (One) Post

Terms of Reference:

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| Qualification & Experience | <p>Retired Army Officers (including short-service commission) / Retired Officers from Central Government/ State Government/ Government Autonomous Body/ PSU with Graduate Degree from recognized University/ Institution and with 08 years of experience in handling security matters.</p> <p>Retired Govt. officers/officials are, engaged as Consultant for all purposes including general secretariat/administrative works and works under various schemes.</p> <p>The candidate has to be either an Ex-servicemen or a retired Officer from Para Military Forces. The candidate should have been retired as a Lieutenant or equivalent grade in Armed Forces or Additional SP or equivalent in Para Military Forces.</p> |
| Duties | <p>To monitor security management/ arrangements of the Institution. To maintain the deployment of the Supervisors/ Security Guards for watch and ward of the total Institution Campus. To liaise with Local Police authority for smooth management of security services. To discharge the function as assigned by the Director, AIIMS, Bhopal or the authorized representatives.</p> |

7. Consultant (Information Technology Management) – 01 (One) Post

Terms of Reference:

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| Qualification & Experience | <p>B.Tech/B.E./MCA from recognized institution/ university with 08 years' experience in supervisory capacity in Information Technology department in Central Government/ State Government/ Government Autonomous Body/ PSU. Candidates having experience of Government Hospital IT Management will be preferred.</p> |
| Duties | <p>To implement all IT infrastructure of the Hospital, Medical College, Nursing College and AIIMS Office. To prepare various IT Tender document and process the same for awarding these contracts as per AIIMS, Bhopal Rules. To render support services to all kinds of IT maintenance services. To carry out work as may be assigned by the Director AIIMS, Bhopal or his representatives.</p> |

8. Consultant (Legal) – 01 (One) Post

Terms of Reference:

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| Qualification & Experience | <p>Retired Officers from Central Government/ State Government/ Government Autonomous Body/ PSU with Bachelor Degree in Law (LL.B.) from recognized institution/ university with 08 years of experience in handling legal matters of preferably in Central/ State Government Hospital or Medical College.</p> <p>Desirable: LL.M. from recognized institution/ university.</p> <p>The experience should be in drafting counters/petitions for filing before Tribunal & Courts, contesting cases, liaison with advocates on various legal matters. The candidates should be well versed with service matters, labour laws and various laws related to Hospital</p> |
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| | Administrations and Students Affairs. |
| Duties | To deal with all Legal matters including documentation, drafting legal opinions, articles, empanelment of advocates, briefing to advocates verification and vetting of legal opinions and giving legal opinion on various issues as per requirement including preparation of draft counter replies to be filed before CAT/ Labour Tribunal /Courts etc. and get it vetted from legal angle and render advices as and when required. To attend hearing /arbitration cases as and when directed by the competent authority on behalf of AIIMS, Bhopal. To carry out all works assigned by the Director, AIIMS Bhopal or his authorized representatives. |

9. Consultant (Accounts) – 01 (One) Post

Terms of Reference:

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| Qualification & Experience | Retired Officers with CA/ CMA/ MFC/ MBA (Finance)/ Equivalent from recognized institution/ university and with 08 years post-qualification experience in Central Government/ State Government/ Government Autonomous Body/ PSU. Or Retired Officers with B.Com/ M.Com with SAS (Subordinate Account Services) qualification and 15 years' experience in Central Government/ State Government/ Government Autonomous Body/ PSU. |
| Duties | To help the management in financial matters as per Government of India /AIIMS, Bhopal guidelines. To prepare reports to be sent to various agencies. Duties will include internal audit, Classification of income and expenses, maintaining accounts integrity, bank reconciliation, balance sheet, preparation stock verifications, valuations, tax advice, replies to audit queries etc. |

10. Consultant (Fire & Safety) – 01 (One) Post

Terms of Reference:

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| Qualification & Experience | Retired Officers with Bachelor's degree from a University recognized by Govt. of India and Sub-Officer Course from National Fire Service College, Nagpur with minimum of 50% marks in aggregate and possessing knowledge of Mandatory requirements of providing fire protection and prevention in high rise business buildings as per National Building Code and Bureau of Indian Standards. Or Retired Officers with 08 years of experience in the field of Fire & Safety in Central Government/ State Government/ Government Autonomous Body/ PSU. Experience of Central/ State Government Hospital/ Medical College will be preferred |
| Duties | The appointee should be aware of the procedures for handling fire-fighting equipment, fire cylinders, fire-fighting installations in AIIMS, Bhopal. The job involves designing of the Institute's emergency action plans and evacuation procedures based on physical inspection of potentially sensitive areas in AIIMS, Bhopal to meet all the statutory requirements regarding fire safety, Ensuring that all fire-fighting equipment, fire cylinders, fire-fighting installations in AIIMS, Bhopal are maintained to meet the statutory requirements of fire |

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| | <p>safety, Undertaking preventive inspection and maintenance measures to avoid fires, Execution of emergency procedures during fires, Maintaining updated Emergency Contact Numbers (fire stations), Overseeing/arranging conduct of training courses for employees in the Fire department of the Institute, Disseminating information to staff & public making them aware of fire safety measures, equipments and Do's & Don'ts. Conducting fire drill, parade, inspection. Maintenance of Occurrence Book, Log Book, Test Registers, Complaint Registers and other reports.</p> |
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11. Consultant (Rajbhasha) – 01 (One) Post

Terms of Reference:

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| Qualification & Experience | Retired Officers from Central Government/ State Government/ Government Autonomous Body/ PSU with Bachelor Degree or Post Graduate Degree having Hindi as a subject either in Degree or PG level from recognized institution and with 08 years of experience in handling Official Language (Rajbhasha) matters. |
| Duties | To help the Management to implement official language policies as per Government of India instructions. To do all translation work and also to prepare reports to be sent to various agencies. |

NOTE:

- Remuneration** : Consolidated Rs. 60,000/ per month (no enhancement during the contract period).
- Age Limit** : Upto the Age of 68 years.
- Period of Consultancy** : Initially for 1 year and further extendable for another 1 year, as per requirement of the Institute.
- Date of Walk-in-Interview** : Will be Notified shortly
- Venue** : Medical College Building, AIIMS, Saket Nagar Bhopal

Application Process: Advertisement and draft Application forms are hosted at www.aiimsbhopal.edu.in The duly filled application form along with the originals and two self-attested photocopies of all relevant certificates relating to age, qualifications and experience(s) with two self-attested colored passport size photograph should be brought at the time of Interview. No TA/DA will be paid for appearing in the interview.

- The above vacancies are provisional and subject to variation. The Director, AIIMS, Bhopal reserves the right to increase/vary the vacancies.
- Reservation will be as per guidelines of MoHFW based on the Government of India Policy issued from time to time.
- The cut-off date to determine the maximum age limit, essential qualifications & experience will be the date of Walk-in-Interview.
- The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.
- The remuneration will be consolidated in nature as determined by the competent authority.

- **The total monthly remuneration and the pension drawn by the consultant shall not be more than Last Pay Drawn by him calculated at the current rates of Dearness Allowances.**

OTHER TERMS AND CONDITIONS

1. The prescribed qualification is minimum and mere possessing the same, does not entitle any candidate for the selection.
2. The appointment is purely on contract basis for a period of **1 year** with effect from the date of joining. The appointment can also be terminated at any time, on either side, by giving one month's notice or by paying one month's salary, without assigning any reason or failure to complete the period of three months to the satisfaction of competent authority. The appointee shall be on the whole time appointment of the AIIMS, Bhopal and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract. He/She is expected to conform to the rules of conduct and discipline as applicable to the institute employees. The appointee shall perform the duties assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment. 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.
3. If an appointee wishes to apply somewhere else or resign within the first 03 (three) months of joining, then neither he/she will be issued a No Objection Certificate (NOC) nor he/she will receive any Relieving Letter or Experience Certificate.
4. Leave: the appointee will be entitled for 30 days leave in a year, excluding Sunday and Gazetted holidays. The said leaves will be non-encashable and non-accruable.
5. No hostel or any other accommodation will be provided by the Institute.
6. The candidate should bring along original certificates in support of his/her age, educational/professional qualification, experience etc., two recent passport size colour photographs and a two sets of self-attested photocopies of the relevant documents failing which he/she will not be allowed to participate in the Interview.
7. The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.
8. No travelling or other allowances will be paid to the candidate for appearing in written examination/ interview or for joining the post.
9. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion, leave encashment etc. or any other benefits available to the Government Servants, appointed on regular basis.
10. The candidate should not have been convicted by any Court of Law.
11. In case of any information given or declaration by the candidate is found to be false or if the candidate has will-fully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
12. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
13. Incomplete and unsigned applications in any aspect will be summarily rejected.
14. If a candidate wants to apply for more than one post, as per his/her eligibility, then he/she needs to apply in separate application form for each post.
15. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
16. The appointee shall not be entitled to avail any allowances/facilities being extended to the regular/permanent members of the AIIMS, Bhopal.
17. The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.
18. Ordinarily, office will be open on all days except Sundays and government holidays. However, the Consultant

shall be willing to devote additional hours to assist the Institute in urgent assignments.

19. The Institute works from Monday to Saturday between 09:30 A.M. to 05:15 P.M. with half-an-hour lunch break from 01:30 P.M. However, the timing on Saturdays will be from 09:30 A.M. to 01:15 P.M.
20. The consultant shall not be entitled to any kind of allowances such as DA, HRA, Transport Allowance, LTC, Medical reimbursement and residential accommodation. They will not be entitled to telephone facilities from the institute etc. However, TA may be allowed, as per institute rules, for travel inside the country in connection with the official work.
21. During the course of contractual employment candidate shall be maintain strict discipline, punctuality at work place and not indulge in any activities detrimental to the interest of the institution. The employment may be terminated by the competent authority at any time if the candidate is found indulging in unprofessional/illegal activities like strike, protest, Dharna Pradarshan etc.
22. The candidate is required to produce physical fitness certificate of his/her at the time of Interview.
23. All disputes will be subject to jurisdictions of Court of Law at Bhopal / Jabalpur.
24. The reservation will be followed as per Government of India Rules.
25. Canvassing of any kind will lead to disqualification.

Enclosure; As above.

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