



11/42/2020/Admin/AIIMS/BPL/1429

Date:18/5/2020

Applications are invited in the prescribed Proforma 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:-

S.No.	Name of Post	Group	Level in the Pay Matrix (As per 7th CPC)	No. of Posts
1	Senior Administrative Officer	A	Level-11 (₹ 67700-208700)	1
2	Senior Procurement-cum Stores Officer	A	Level-11 (₹ 67700-208700)	1
3	Stores Officer	A	Level-10 (₹ 56100-177500)	1
4	Accounts Officer	A	Level-10 (₹ 56100 - 177500)	1
Total				04

ESSENTIAL ELIGIBILITY DETAILS

S. No	Name of the Post	Level in the Pay Matrix (As per 7th CPC)
1.	Senior Administrative Officer	Level-11 (₹ 67700-208700)
	Essential: Officers under the Central/State Governments/U.T. Administrations of the Central Statutory /Autonomous Bodies holding analogous posts on regular basis or with at least 5/8 years of service in a post in the grade pay of 5400/4600 respectively or 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	

2.	Senior Procurement-cum Stores Officer	Level-11 (₹ 67700-208700)
	Essential: Officers of Central/State Govt./ U.T. Governments, failing which officers of Central Statutory/Autonomous Bodies holding analogous post on regular basis or with 5/8 years of regular service in the grade pay of Rs. 5400/4800 respectively and possessing the following: (a) Degree of a recognised University or equivalent; (b) Post Graduate Degree/ Diploma in Materials Management of a recognised University/Institution or equivalent; and (c) Not less than 5 years' experience in a supervisory capacity in handling stores, preferably medical.	
3.	Stores Officer	Level-10 (₹ 56100-177500)
	Essential: Officers of Central/State/U.T. Governments failing which officers of Central Statutory/Autonomous Bodies holding analogous posts on regular basis or with 3/5 years of regular service in the scale of Rs. 2000-3200 / 1640-2900 and possessing the following :	

	<ul style="list-style-type: none"> i. Degree from a recognized University or equivalent; ii. Post-graduate Degree/Diploma in Material Management of a recognized University/ Institution or equivalent; and iii. Not less than 5 years' experience in a supervisory capacity in handling stores, preferably medical. 						
4.	<table border="1"> <tr> <td>Accounts Officer</td> <td>Level-10 (₹ 56100-177500)</td> </tr> <tr> <td colspan="2">Essential:- Officers under the Central/State/ U.T. Governments/ Universities/Statutory/ Autonomous Bodies or Research and Development Organizations</td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> i. holding analogous posts on regular basis, OR ii. With 2/3 years regular service in the relevant field in the grade pay of Rs. 4800 OR 4600 respectively. </td> </tr> </table>	Accounts Officer	Level-10 (₹ 56100-177500)	Essential:- Officers under the Central/State/ U.T. Governments/ Universities/Statutory/ Autonomous Bodies or Research and Development Organizations		<ul style="list-style-type: none"> i. holding analogous posts on regular basis, OR ii. With 2/3 years regular service in the relevant field in the grade pay of Rs. 4800 OR 4600 respectively. 	
Accounts Officer	Level-10 (₹ 56100-177500)						
Essential:- Officers under the Central/State/ U.T. Governments/ Universities/Statutory/ Autonomous Bodies or Research and Development Organizations							
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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.15/06/2020 (5.00 P.M.)** (30 days from the date of publication of this advertisement in News Paper edition i.e. dated **.16/05/2020.**).
- 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/ Skill 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 (**enclosed as Annexure-I**) in the attached application form through proper channel to the below mentioned address on or before **15/06/2020 up to 5-00 PM** as on last date i.e. **.15/06/2020 (5.00P.M)** (30 days) from the date of publication of this advertisement in News Paper edition dated **16/05/2020**) by Speed Post/Registered Post only:

The Deputy Director (Administration)
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 is 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 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**
- **Contact No. : 0755- 2672334**

Encl: *Application form (05 Pages)*

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