



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./02/1609

Date: 01/04/2021

ENGAGEMENT OF CONSULTANTS ON CONTRACTUAL BASIS

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 retired government servants as Consultants in various discipline as detailed below on contract basis for a period of **1 year** based on functional requirement and suitability. In case of non-availability of retired government servants, applicants of private sectors with sound knowledge and experience as per eligibility criteria will also be considered. Eligible candidates meeting the requirements may submit their applications in the attached format by 5.00 pm on 20/04/2021:

1. Consultant (Administration & Establishment) -01 (One) Post

Terms of Reference:

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.	
Qualification & Experience	For Retired Government Servants	For Others
	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.	Persons having Post Graduate Degree in any subject, preferably MBA or Equivalent qualifications in administration from recognized institution/university with proficiency in computer applications and having experience in reputed organizations/institutions may also be considered. Age limit – Minimum 50 years and Maximum 65 year

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

Terms of Reference:

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.	
Qualification & Experience	For Retired Government Servant	For Others
	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	Persons having CA/ICWA/ CMA/ MFC/ MBA (Finance) or Equivalent qualifications from recognized institution/ university with experience in reputed organizations/ institutions. Age limit – Minimum 50 years and Maximum 65 years

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

Terms of Reference:

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	
Qualification & Experience	For Retired Government Servant	For Others
	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.	Persons having Post Graduate Degree in any subject, preferably MBA or Equivalent qualifications in administration from recognized institution/ university with proficiency in computer applications and having experience in reputed organizations/institutions may also be considered. Age limit – Minimum 50 years and Maximum 65 year

4. Consultant (Legal) – 01 (One) Post

Terms of Reference:

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.	
Qualification & Experience	For Retired Government Servant	For Others
	<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 Administration and Students Affairs.</p>	<p>Persons having LLM degree and experience with reputed establishments or legal firms in handling court cases related to service matters, labour laws, laws related to Hospital administration and students affairs may also be considered for the position.</p> <p>Age limit – Minimum 50 years and Maximum 65 years</p>

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

Terms of Reference:

Duties	<p>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.</p> <p>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.</p>	
Qualification & Experience	For Retired Government Servant	For Others
	<p>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.</p>	<p>Persons having LLM degree and experience with reputed establishments or legal firms in handling arbitration cases may also be considered for the position.</p> <p>Age limit – Minimum 50 years</p>

	Desirable: LL.M. from recognized institution/ university	and Maximum 65 years
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6. Consultant (Estate) – 01 (One) Post

Terms of Reference:

Duties	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 activates in association with engineering department.	
Qualification & Experience	For Retired Government servants	For others
	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. Desirable: L.L.B. from recognized institution/ university.	Persons having Post Graduate Degree in Business Administration/Law/Engineering and having experience in handling estate related matters with reputed establishments or legal firms may also be considered for the position. Age limit – Minimum 50 years and Maximum 65 years

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

Terms of Reference:

Duties	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.	
Qualification & Experience	For Retired Government Servants	For Others
	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.	Persons having Masters Degree in Materials Management/Business Administration/Engineering and having experience in handling procurement, tendering, inventory management in stores of reputed establishments/ firms may also be considered for the position. Age limit – Minimum 50 years and Maximum 65 years

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

Terms of Reference:

Duties	<p>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 safety,</p> <p>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>	
Qualification & Experience	For Retired Government Servants <p>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.</p> <p>Or</p> <p>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.</p>	For Others <p>Persons with Bachelors degree in fire service/fire safety from recognized University/Institute and having experience fire protection services and prevention in high rise business buildings as per National Building Code and BIS with reputed establishments/ firms may also be considered.</p> <p>Age limit – Minimum 50 years and Maximum 65 years</p>

NOTE:

Remuneration : **Consolidated Rs. 60,000/- per month or Last Basic Pay drawn minus Basic Pension, subject to a maximum of Rs. 60,000/- per month (no enhancement during the contract period).**

: **No personal staff or office vehicle will be provided to the Consultants.**

Age Limit : **Maximum up to the Age of 65 years.**

Period of Consultancy : **Initially for 01 year and further extendable for another 01 year, as per requirement of the Institute.**

Retired Govt. officers/officials are engaged as Consultant for all purposes including general secretariat/administrative works and works under various schemes.

Application Process:

Candidates fulfilling the above eligibility criteria may submit their application in the prescribed format (attached below) along with self attested copies of relevant certificates relating to age, qualifications and experience(s) by 5.00 pm on 20/04/2021 by post only to the Dy. Director (Admin), All India Institute of Medical Sciences, Saket Nagar, Bhopal-462020. The envelope containing the application(s) should be superscripted "Application for the Post of 'Consultants on Contractual Basis'".

- 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 minimum and maximum age limit, essential qualifications & experience will be the last date for receipt of applications.**
- 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**



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एम्स, भोपाल में संविदा आधार पर जनसंपर्क अधिकारी पद हेतु आवेदन पत्र-2021
Application form for the post of Public Relation Officer on contractual basis -2021 at
AIIMS, Bhopal

विज्ञापन सं./दिनांक
Advertisement No.

Affix passport
size self-
attested colour
photograph

1-नाम स्पष्ट अक्षरों में/ Name in block letters:-

2-पिता/पति का नाम स्पष्ट अक्षरों में/ Father/Husband's Name in block letters:-

3- (अ) स्थायी पता (a) Permanent Address:-

राज्य/ State

पिन/ Pin

(ब) डाक का पता/ (b) Postal Address:-

राज्य / State

पिन/ Pin

4-सम्पर्क विवरण/ Contact Details:-

एस.टी.डी. कोड सहित फोननं- /
Phone No. with STD Code:

मोबाइल नं./ Mobile No.

ई-मेल/ E-Mail

5-प्रमाण पत्र के अनुसार जन्मतिथि

Date of Birth as per the certificate

आवेदन की अंतिम तिथि को आयु

Age as on last date of submission

6-लिंग/ Gender

पुरुष / Male

महिला / Female

संबंधित पर चिन्ह लगाएं/ Tick the relevant

7-क्या आप अजा./अजजा./अपिव. से संबंधित हैं
(हां/नहीं)

Are you a SC/ST/OBC Candidate? (Yes/No)

यदि हां, तो वर्ग का उल्लेख करें

8-क्या आप Are You

(अ) जन्म से भारतीय नागरिक हैं अथवा अधिवास द्वारा
(संबंधित पर चिन्हित करें)

(a) A citizen of India by birth or by domicile?

(b)

By Birth

By Domicile

9-विकलांगता (Yes/No)

Person with disability (PWD)/

यदि हाँ तो प्रतिशत का उल्लेख करें

फिलमेट जीमद उमदजपवद जीम :

10-क्या आप शासकीय सेवक हैं/ Are you a Government Servant

(हां/नहीं)

यदि हाँ/If Yes

संस्थान का नाम/Name of Organization.....

पदभार ग्रहण करने की तारीख /Date of Joining.....

आवेदन की अंतिम तिथि में सेवाकाल की अवधि /Duration of Service as on last
date.....

11-शैक्षणिक योग्यता/ Educational Qualification:-

परीक्षा का नाम/Name of the Examination	विषय/विधा/ विशिष्टता/ Subject/ Discipline/ Speciality	विश्वविद्यालय/ संस्थान/ महाविद्यालय/ University/ Institute/ College	पाठ्यक्रम को पूर्ण करने की तिथि/Date of completion of course	अंतिम परीक्षा उत्तीर्ण करने का माह तथा वर्ष/ Month & Year of Passing final examination	अंकप्राप्त की संख्या/ Marks obtained	पाठ्यक्रम की अवधि/Duration of Course
स्नातक/ Graduation						
स्नातकोत्तर Post Graduation.						
अन्य Any Other						

(कृपया संबंधित उपाधियों को चिन्हित करें)/(Please tick the relevant Degrees)

12-अनुभव/ Experience:-

संगठन का नाम/Name of the Organization	सेवाग्रहण करने की तारीख /Date of Joining	सेवाछोड़ने की तारीख/Date of leaving	धारित पद कानाम/ Name of the post	क्या आपतदर्थ/संविदा/ नियमित आधार पर है/Whether on Adhoc/ Contract/ Regular	कार्य की प्रकृति Nature of work	पे-बैंड एवंमूलवेतन/ लेवल/Pay Band and present basic pay/Level

13-आपकी राय मेंसंस्थान के लिए 10 प्राथमिकतावाले अपेक्षित क्षेत्र/ In your understandings, top 10 priority required areas for the Institute.-

14- निम्नलिखित प्रमाणपत्रों / अभिलेखों की स्वप्रमाणित प्रतिलिपियांनिचेदिहिए हुए क्रममेंसंलग्नकरें।/ Attach self-attested photocopies of the following certificates/documents in the order as mentioned below.

- 1- जन्मतिथि से संबंधितप्रमाणपत्र: Certificate in respect of date of birth.
- 2- इसआवेदनप्रपत्र के क्र. स. 11मेंउल्लेखित शैक्षिक योग्यता की उपाधि प्रमाणपत्र/ Degree certificates of the Qualification as mentioned in Sl. No. 11 of this application form.
- 3- इसआवेदनप्रपत्र के क्र. स. 12मेंजैसाकिउल्लेख कियागयाअनुभव प्रमाणपत्र / Experience Certificate as mentioned in Sl. No. 12of this application form.

वचनबद्ध/ UNDERTAKING

मैंसत्य निष्ठा से अभिपुष्टिकरता/करतीहूँकिऊपरदीगईसूचना, जहांतकमुझे पता है, सत्य तथासभीतरह से सहीहै।मैंनेकिसीभीसूचनाको नहीं छुपायाहैमैंवचनदेता/देतीहूँकिइसमेंदीगईकोईसूचना यदिगलत या झूठीपायीजातीहै, तोमैंलागूनिधियों के अनुसार की गईकार्रवाई के लिए उत्तरदायीहोउंगा/होउंगी।। I solemnly affirm that the information furnished above is true and correct in all respects to the best of my knowledge. I have not concealed any information. I undertake that any information furnished herein is found to be incorrect or false, I shall be liable for action as per rules in force.

स्थान/ Place		
दिनांक: Date		

उम्मीदवार के हस्ताक्षर/ Signature of the Candidate

उम्मीदवारकानाम/ Name of Candidate
(स्पष्ट अक्षरोंमें in block letters)
