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ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR
Sijua, Post: Dumuduma, Bhubaneswar - 751019

Advertisement No. 08/2023

VACANCY NOTICE FOR RECRUITMENT OF CHIEF ADMINISTRATIVE OFFICER
DEPUTATION-cum-ABSORPTION BASIS

1. Applications are being invited in prescribed pro-forma (Hard Copy Only) from eligible Officers of Central / State / U.T. Governments / Statutory / Autonomous Bodies / Research and Development Organizations etc. as applicable to fill the below mentioned Group 'A' post on Deputation Basis at All India Institute of Medical Sciences, Bhubaneswar, an autonomous body established under Act of Parliament.
2. The details of post and Eligibility Criteria are as follows-

Sl.	Name of the Post & Pay Scale	Vacancy	Qualification & Experience
1	Chief Administrative Officer Group-A Pay Scale-Level 12 as per 7 th CPC	01	Officers under the Central/State/U.T. Government/Universities/Statutory/Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis, OR With 5 years' regular service in the level 11 of the Pay Matrix or equivalent in Administration Establishment. OR With 7 years' regular service in the Level 10 of the Pay Matrix or equivalent in Administration Establishment and Preferably in Accounts matter. And Having Qualifications as mentioned below: A Post graduate degree in any subject from a recognized university/Institution. Officers with MBA or PG Diploma in Personal Management or labour laws or degree in law shall be given preferences.

3. INFORMATION FOR THE CANDIDATES:

- 3.1 The number of post is tentative and is liable to change based on the Institute's requirement.
- 3.2 The period of deputation will be for a period of 3 (three) years.
- 3.3 The maximum age limit will be regulated as per DoPT OM No. AB-14017/11/2017-Estt(RR) dated 5th February, 2018.
- 3.4 The other eligibility criteria will be regulated as per the relevant Recruitment Rules/DoPT instructions as applicable
- 3.5 The Cadre Controlling Authority shall forward the application complete in all respect with requisite documents namely Application Form (Annexure-I), APARs of preceding 05 years, Vigilance Clearance, Integrity Certificate, list of major/minor penalty imposed, if any, during the last ten years, within 30 days from the date of publication of the notice of vacancy in Employment Newspaper.
- 3.6 The application through proper channel should reach the AIIMS Bhubaneswar within 30 days from the date of publication of the advertisement in the Employment News by the name to Shri Md. Salim Golder, Administrative Officer, Department of Administration,

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Academic Block, AIIMS Bhubaneswar-751019. *The envelope containing the application should clearly super scribe "The Post Applied For _____ (On Deputation-cum-Absorption).*

- 3.7 In case of Officers already on deputation, the applicants of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.
 - 3.8 Applications received otherwise than through proper channel or received after stipulated period will not be considered.
 - 3.9 The Service under the Institute is governed by the Act and the Rules & Regulations framed thereunder.
 - 3.10 Any **corrigendum/addendum or revision** of the advertisement or any other information regarding this recruitment will be posted on the Official website of AIIMS, Bhubaneswar. Candidates are advised to visit Institute's website <https://aiimsbhubaneswar.nic.in> regularly for any update.
4. **Instructions to The Candidates**
- 4.1 All the posts carry usual allowances as admissible to Central Government Employees of similar status at Bhubaneswar, Odisha.
 - 4.2 The post(s) is/are whole time and private practice of any kind is prohibited.
 - 4.3 The candidates are likely to be posted at rural health and urban health centers or other centers attached with the Institute for the period to be decided by the Institute as applicable.
 - 4.4 While every effort will be made to provide residential accommodation to the officers appointed at the Institute subject to availability but in view of the paucity of the residential accommodation in the campus it may not be possible to provide accommodation in every case. In the event that no accommodation is provided, necessary H.R.A. as admissible to Central Government Servants of similar status stationed at Bhubaneswar, Odisha will be provided.
 - 4.5 Canvassing of any kind will be a disqualification.
 - 4.6 The candidate should not have been convicted by any Court of Law.
 - 4.7 In case any information given or declaration by the candidate is found to be false or if the candidate has willfully 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.
 - 4.8 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.
 - 4.9 The decision of the Competent Authority regarding interview, verification of documents and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.
 - 4.10 All disputes will be subject to jurisdiction of Court of Law at Bhubaneswar.

IMPORTANT

In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact Phone No-0674-2476255 (Between 09:30 AM to 5:15 PM only working days)

Email: recruitment@aiimsbhubaneswar.edu.in


Deputy Director (Admin)
AIIMS, Bhubaneswar
Annexure-I

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अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर
All India Institute of Medical Sciences, Bhubaneswar
सिजुआ, डाक:डुमुडुमा,भुवनेश्वर -751019
Sijua, Post: Dumuduma, Bhubaneswar - 751 019

APPLICATION FOR THE POST OF _____ ON
DEPUTATION BASIS, AIIMS BHUBANESWAR

Note:

To avoid any misrepresentation or interpretation of facts, the application must be duly typed or handwritten, supported with self-attested copies of testimonials.

If the officer is eligible for more than one post, he/she should apply separately for each post.

Paste the latest
photo here

1.	Name of the applicant:	
2.	Father/Spouse Name:	
3.	Present Designation:	
4.	Working under:	Central / State Govt. / UT Govt. / Autonomous Institutions / Govt. Universities / Govt. Research and Development Organizations / Others If Others, please specify:
5.	Present Basic Pay as per 7 th CPC:	
6.	Present Level in Pay matrix of 7 th CPC:	
7.	Nature of present employment- Ad-hoc/Temporary/Officiating/Regular)	
8.	Date of Birth (dd/mm/yyyy):	
9.	Gender:	
10.	Marital Status:	
11.	Nationality:	
12.	Religion:	
13.	Applicant belongs to:	UR / OBC / EWS / SC / ST
14.	Date of retirement	
15.	Address for communication:	
16.	Mobile number:	
17.	Email id:	

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18.	Designation, Email id & Contact of the Employer:	
19.	Aadhaar Number:	

20. Educational Qualifications:

Examination passed	Year of passing	Name of the Institution/University
10 th /SSLC		
12 th /HSC/PUC		
UG -		
PG -		
Others if any		

21. Details of Employment in chronological order starting with the latest
(Enclose a separate sheet, if the space below is insufficient)

Designation	Regular/ Deputation	Institution/ Organization	Basic Pay Level/ Grade Pay*	From	To	Nature of Duties performed

** Period of service rendered in higher GP's/Pay Levels attained through MACP/ACP will not be considered as eligible years of service in the required GP/Pay level.*

22. In case the applicant belongs to an organization which is not following the Central Govt. Pay Scales, the latest salary slip with the information like Basic Pay with scale of pay, DA and other allowances, total emoluments, etc., may be enclosed.

23. Any additional information or achievements (if any):
(Enclose a separate sheet if the space is insufficient)

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Declaration by the candidate

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of essential qualification/work experience submitted by me, will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld. In the event of any information being found false/incorrect or ineligibility being detected before or after interview or selection, my candidature/appointment is liable to be rejected/terminated.

Signature of the applicant**Place:****Date:**

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Certificate by the Employer / Cadre Controlling Authority

The information/details provided in the above application are true and correct as per the facts available on records. This Institute/Department/Organization has No Objection to his/her application being considered for the post of _____ on deputation basis for AIIMS Bhubaneswar. He/She possess education qualification and experience mentioned in the vacancy circular. If selected, **he/she will be relieved immediately.**

Also certified that:

- i. There is no vigilance or disciplinary case pending / contemplated against Shri/Smt. _____
- ii. His/Her integrity is beyond doubt.
- iii. The officer is holding the post post on regular basis.
- iv. Photocopies of the ACRs for the last five years duly attested are enclosed.
- v. Disciplinary case is neither pending nor contemplated against the officer and no major/minor penalty was imposed on him/her during the last ten years.

Signature (with seal):

(Employer / Cadre Controlling Authority)

Place:**Date:**