



All India Institute of Medical Sciences, Bhubaneswar
Sijua, Post: Dumuduma, Bhubaneswar - 751 019

AIIMS/BBSR/Admin/Consultants/723

Dt:31.10.2016

Sub: Engagement of various Consultants at AIIMS, Bhubaneswar.

The All India Institute of Medical Sciences, Bhubaneswar an autonomous Institute of National importance under Ministry of Health & Family Welfare, Govt. of India intends to engage the services of Consultant in various disciplining as detailed below on contract basis for a period of one year based on functional requirement and suitability. Indian Citizens meeting the requirements are requested to submit their application in prescribed format as detailed below:-

1. Consultant (Civil) - One Position
Terms of Reference

Qualification	BE/B Tech or Equivalent in Civil Engineering.
Experience	8 years of experience of Civil Engineering, Preferably in Hospital Management. The experience should be in planning, tendering and execution of contract management of civil or allied work which includes civil maintenance also. Experience of handling Central Government civil construction project through CPWD Procedures/GFR/Govt. procedures would be preferred.
Duties	To prepare and examine/review tender documents for civil and allied works and submit advice. To examine all technical issues related to and arising during implementation of civil and allied works in AIIMS, Bhubaneswar to render support services of all maintenance works. To carry out all works assigned by the Director or his authorized representatives.
Remuneration	Rs. 50,000/ per month and no enhancement during the contract period.
Age Limit	Upto 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year.

2. Consultant (Information Technology Management) - One Position
Terms of Reference

Qualification & Experience	BE/B Tech in IT/MCA or equivalent having 10 years of experience in IT Management, of Education Institution/Govt. Officials/Private Companies. Candidates having experience of Hospital IT Management will be preferred.
Duties	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 Rules. To render support services to all kinds of IT maintenance services which includes LAN, Internet, NKN and other related component maintenance services. To carry out work as may be assigned by the Director AIIMS, Bhubaneswar or his representatives.
Remuneration	Rs. 60,000/ per month and no enhancement during the contract period.
Age Limit	Upto the Age of 65 years.
Period of Consultancy	Initially for one year and further extendable for another year.

3. Consultant (Security) - One Position
Terms of Reference

Qualification & Experience	A Graduate Degree from recognized University/Institution having 8 years of experience in handling security matter in Government or Private Sectors. The candidates has to be either an Ex-Serviceman 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.
Duties	To render day to day managerial services for security management of the Institution. To maintain the deployment of the Security Guards, ASO 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, Bhubaneswar or the authorized representatives.

Remuneration	Rs. 40,000/ per month and no enhancement during the contract period.
Age Limit	Upto 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year.

4. Consultant (Legal) - One Position
Terms of Reference

Qualification	Bachelor Degree in Law
Experience	8 years of experience in handling legal matters of any Government agencies, preferably in Hospital or Medical College or Government agencies. The experience should be in drafting counters/petitions for filing before Tribunal & Courts, contesting cases, liaisoning with advocates on various legal matters. The candidates should be well versed with labour laws and various laws related to Hospital Administrations and Students affairs.
Duties	To prepare draft counter replies to be filed before CAT/Labour Tribunal/High Courts etc. and get it vetted from legal angle and render advices as and when required. To liaison with Advocate and discuss with him matters connected with various legal cases. To carry out all works assigned by the Director or his authorized representatives.
Remuneration	Rs. 40,000/ per month and no enhancement during the contract period.
Age Limit	Upto 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year.

5. Consultant (Official language) - One Position
Terms of Reference

Qualification	Bachelor Degree or Post Graduate Degree having Hindi as a subject either in Degree or PG level.
Experience	8 years of experience in handling Official Language matters or any Government agencies, or translation from English to Hindi in Government Agencies.

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. To carry out all works assigned by the Director or his authorized representatives.
Remuneration	Rs. 40,000/ per month and no enhancement during the contract period.
Age Limit	Upto 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year.

6. Consultant (Finance) - One Position
Terms of Reference

Qualification	Bachelor Degree in Commerce or Post Graduate Degree in Commerce having Finance as a subject. Qualifications may be relaxed in the case of deserving candidates who have worked in Central Government Organisation, worked as a senior sub-ordinate posts.
Experience	10 years of experience in handling official finance Department of any Central Government Organisation, worked as a senior Sub-ordinate posts.
Duties	To help the Management in financial matters as per Government of India Instructions. To do all translation work and also to prepare reports to be sent to various agencies. To carry out all works assigned by the Director or his authorized representatives.
Remuneration	Rs. 40,000/ per month and no enhancement during the contract period.
Age Limit	Upto 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year.

Other Terms and Condition

- (i) Maximum age, qualification and experiences are to be taken as on the last date of the receipt of the application. The last date of the receipt of application is 30.11.2016.
- (ii) The mere fulfilment of the required qualifications experiences do not entitle a candidate to be called for interviews. Applications as received will be screened by a duly constituted Screening Committee and a limited number of candidates will be called for the interview. The screening criteria will be decided by the AIIMS, Bhubaneswar, which will be final and no representations in this regard will be entertained.
- (iii) Retired Government Employees of both Central and State Government including University/Autonomous bodies/PSU/Ex-Serviceman/Para-Military services can apply, however their consultancy amount will be fixed as per the rules.
- (iv) If a candidate desires to apply for more than one discipline, then he/she is required to submit separate applications for each positions.
- (v) All other terms & conditions as applicable will be decided by the AIIMS, Bhubaneswar which will be binding relating to the Selection Process of these Consultant.

How to apply.

Persons desirous of being considered in the above consultancy assignment are required to submit their application as per the prescribed proforma along with self attested copies of all their educational qualifications and experiences addressed to the Administrative Officer, AIIMS, All India Institute of Medical Sciences, At- Sijua, Post - Dumuduma, Bhubaneswar-751019, Odisha latest by **21 days after publication in the Employment News**. Incomplete applications will be summarily rejected.

**Administrative Officer
AIIMS, Bhubaneswar**

Proforma for Application

No. AIIMS/BBSR/Admin/Consultant/723

Application for the position _____ at AIIMS, Bhubaneswar.

1.	Name and address in BLOCK Letters		Affix here recent passport size photograph
2.	Father's Name		
3.	Date of Birth (in Christian era)		
4.	Date of Retirement (if applicable)		
5.	Educational Qualification	(i) (ii) (iii) (iv)	
6.	Whether educational and other qualifications required for the position are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).		
Qualifications/Experience			
	Essential (Please enclose copy of certificate)	Required	Possessed by the candidate
Essential Experiences (Please enclose copies of experiences Certificate)			
7.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.		
8.	Details of employments (in chronological order enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient (Please enclose copies of self attested experiences certificate)		
	Office/Inst./Organisation	Post Held From To	Pay-Band and Grade Pay (Scale of Pay, if in Pre-revised scale of pay) or Gross Salary
			Nature of Duties
9.	Whether belongs to SC/ST/OBC (if yes, please specify)		
10.	Contact Nos.:-		
	Office:		
	Residence:		
	Mobile:		
	E-mail address:		
11.	If selected, specify the minimum time required for joining		

	the consultancy assigned.	
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I do hereby declare that the information furnished above is true to the best of my knowledge and belief and in case the same is found to be incorrect at any state of the selection, my candidature will be treated as cancelled.

Date:

(Signature of the Candidate)