



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी
All India Institute of Medical Sciences, Guwahati
(A statutory body under the aegis of Ministry of Health and Family Welfare, GoI)
Changsari, Kamrup, Assam - 781101

Ref No- 2-378/2023-24/AIIMS/GHY/ESTT./DEPUTATION / 2232

Dated: 01/11/24

VACANCY NOTICE FOR NON-FACULTY POSTS OF ADMINISTRATIVE OFFICER ON DEPUTATION BASIS

AIIMS Guwahati invites applications in the pre-scribed proforma for post of Administrative Officer (Group 'A' Non-faculty) on deputation basis.

Sl. No.	Name of the Post	Group	Pay Scale	No. of Posts
1	Administrative Officer	A	Level-10 as per 7th CPC (RS. 56100-177500)	01
Total No. of posts				01

For application form, eligibility criteria, desirable qualifications/experience and etc., please visit www.aiimguwahati.ac.in. Applications completed in all respect along with CRs, Vigilance clearance, Integrity Certificate etc. should be sent through proper channel to **Assistant Administrative Officer, All India Institute of Medical Sciences, Guwahati, Changsari, Kamrup, Assam – 781101**. The last date for submission of application through proper channel will be 30 days from the date of publication of advertisement in the Employment News.

Sd/-
Executive Director
AIIMS Guwahati

Detailed Rolling Notification for Project Cell and Non-Faculty Posts Recruitment on Deputation Basis.

Rolling Advertisement Cut off dates:

- **First cut-off date: 30 days from the date of publication in the Employment News;**
- **Second cut-off date: Will be notified later;**
- **Third cut-off date: Will be notified later.**

The rolling advertisement will be limited to seats which remain unfilled in the previous recruitment cycle; eligibility will be determined with respect to cut-off dates for respective rolling cycle. Except for first cycle of notification, further notifications would be published on AIIMS Guwahati website www.aiimsguwahati.ac.in.

AIIMS Guwahati reserves the right to combine two or more cycles. Once the seats are filled, no more applications will be considered.

Applications are invited in prescribed pro-forma from eligible Officers of Central/State Government/U.T/Autonomous Bodies/Universities/Public Sector Undertaking/R&D Organization/Police Departments of Central/State/U.T/Armed Forces including Para Military Forces as applicable for filling up the following **Group 'A' post on Deputation Basis** at All India Institute of Medical Sciences, Guwahati. The essential qualification, experience etc. required for applying for these posts are as under: -

Sl.	Name of Post	Pay Matrix & Level	Educational Qualifications & Experiences	No. of Posts
1	Administrative Officer	Level-10 as per 7th CPC (RS. 56100-177500)	Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies /Research and Development Organizations i) holding analogous posts on regular basis, Or With 2/3 years regular service in the relevant field in the grade pay of Rs. 4800/4600 respectively in the relevant field.	01
Total No. of post				01

GENERAL CONDITIONS AND INFORMATION FOR THE CANDIDATES

1. The number of posts is in tentative and is liable to change based on the Institute's requirement. These posts are advertised as per the approved existing Recruitment Rules. The Institute reserves the right to cancel the vacancy or reject any application at any stage without assigning any reason thereof.
2. Maximum age limit for applying for the aforesaid posts on deputation is 56 years as on last date of receipt of application. Incomplete applications or applications received after the last date are liable to be rejected.
3. The period of deputation will be for a period of three (3) years and extendable for a maximum period of seven (7) years as per DoPT guidelines.
4. The candidates are expected to apprise themselves of provisions of AIIMS Act, Rules and Regulations before deciding to apply for this deputation. The definition of '**analogous post**' shall be governed by DoPT instruction dated 7th March 1984. A person holding higher pay/grade on the cut-off date will not be considered eligible for the post.
5. The officers who fulfill the above qualifications/eligibility criteria may submit their application in the prescribed proforma at Annexure-I through proper channel to **Assistant Administrative Officer, All India Institute of Medical Sciences, Guwahati, Changsari, Kamrup, Assam – 781101**.
6. The envelope containing the application(s) should be superscripted "Application for the Post of _____ on Deputation Basis". While forwarding their applications, it may be ensured that the particulars of the candidates are verified and that they fulfill the eligibility conditions. Duly attested photocopies of all the necessary documents and up to date Confidential Reports (at least for the latest 05 years) may also be enclosed with the applications. It may also be clearly stated that no vigilance/disciplinary proceedings are pending or contemplated against the candidates concerned. Applications without Vigilance Clearance and attested copies of CR Dossiers will not be considered.
7. The last date for receipt of completed application on the prescribed proforma along with required documents through proper channel is **30 days after publication of this advertisement in the Employment News**.
8. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel and Training O.M. No.2/6/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.
9. Mere eligibility will not vest any right on any candidate for being called for Interview. The decision of the institute in all matters will be final. Canvassing in any manner would entail disqualification of the candidature.
10. Since this vacancy is to be filled up on deputation basis, private candidates are not eligible.

Sd/-
Asst. Administrative Officer
AIIMS, Guwahati



अखिल भारतीय चिकित्सा चिज्ञान संस्थान (एम्स)
All India Institute of Medical Sciences, Guwahati
Changsari, District- Kamrup
Assam- 781101

Ref No- 2-378/2023-24/AIIMS/GHY/ESTT. /DEPUTATION /

Dated.:

Application for the post _____ on deputation basis at AIIMS, Guwahati.

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.	Gender (Male/ Female/ Third Gender/ Any Other Category)	
5.	i) Date of entry into service : ii) Date of Retirement under Central/State Government Rules :	
6.	Educational Qualification	i)
		ii)
		iii)
		iv)
		v)
		vi)
		vii)
		viii)
		ix)

7.	Whether educational and other qualifications required for the post 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 required as mentioned in the Advertisement/Vacancy circular		Qualifications/Experience possessed by The Officer
Essential		Essential
A) Qualification		A) Qualification
B) Experience		B) Experience
Desirable		Desirable
A) Qualification		A) Qualification
B) Experience		B) Experience
8.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post. Note : Borrowing Department are to provide their specific comments/view confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicate in the Bio-data) with reference to the post applied.	

9. Details of employments, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	* Pay-Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*** Important :** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below :

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/ MACP Scheme	From	To

10.	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent)	
11.	In case the present employment is held on deputation/contract basis, please state:	
(a)	The date of initial appointment	(b) Period of appointment on deputation/contract
(c)	Name of the parent office/organization to which the applicant belongs	(d) Name of the Post and Pay of the post held in substantive capacity in the parent organization
<p>Note-1 : 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.</p> <p>Note-2 : Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p>		
12.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
13.	<p>Additional details about present employment: Please state whether working under (Indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) University f) Others</p>	
14.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
15.	Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
16.	Total emoluments per month now drawn	
	Basic Pay in the PB	Grade Pay
		Total Emoluments
17.	In case the applicant belongs to an Organization which is not following the Central Government Pay Scales, the latest salary slip issued by the organization showing the following details may be enclosed.	
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/ other allowances etc. (with break-up details)
		Total Emoluments

18.	<p>A) Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note : Enclose a separate sheet, if the space is insufficient.)</p>	
	<p>B) Achievements :</p> <p>The candidates are requested to indicate information with regard to :</p> <p>(i) Research publications and reports and special projects.</p> <p>(ii) Awards/Scholarships/Official Appreciation.</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Any research/innovative measure involving official recognition.</p> <p>(v) Any other information.</p> <p>(Note : Enclose a separate sheet, if the space is insufficient.)</p>	
19.	Whether belongs to SC/ST/OBC (if yes, please specify)	
20.	Contact Nos.	<p>1. Office :</p> <p>2. Residence :</p> <p>3. Mobile :</p> <p>4. E-mail address :</p>
21.	If selected, specify the minimum required joining time.	

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.

Date :

(Signature of the Candidate)

Address _____

Certification by the Employer / Cadre Controlling Authority

1. The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt.
.....
- (ii) His/Her integrity is certified.
- (iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years OR a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned
(Employer/Cadre Controlling Authority with Seal)