

अखिल भारतीय आयुर्विज्ञान संस्थान / All India Institute of Medical Sciences



राजकोट, Rajkot, गुजरात Gujarat

प्रधानमंत्री स्वास्थ्य सुरक्षा योजना / PMSSY

स्वास्थ्य और परिवार कल्याण मंत्रालय / Ministry of Health and Family Welfare

भारत सरकार / Government of India

F.No/AIIMS/Rajkot/Admin/Recruitment/06/2020-21/NonFaculty/Deputation01/160

18/03/2021

**Detailed Notification for Non-Faculty Recruitment on Deputation**

**Application Opening date: 19/03/2021**

**Application closing Date: 45 days from publication in the Employment news**

All India Institute of Medical Sciences, Rajkot, Gujarat is a Central Autonomous Body (CAB) formed by an Act of the Parliament. The administrative ministry is *Pradhan Mantri Swasthya Surakasha Yojana* division of the Ministry of Health and Family Welfare, Government of India. AIIMS, Rajkot adheres to AIIMS Act, Rules and Regulations available on the website of the PMSSY and also on website [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in). The posts of Financial Advisor (FA); Executive Engineer (Civil); Administrative Officer; Accounts Officer and Assistant Administrative officer, are governed by AIIMS, Rajkot.

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 7<sup>th</sup> March 1984.

**The Director, AIIMS Rajkot invites applications from the interested and suitable candidates for the recruitment of the following posts on Deputation:**

Sr No	CATEGORY	POSTS	Remarks
1	Recruitment by Deputation	1) Financial Advisor (FA) 2) Executive Engineer (Civil) 3) Administrative Officer 4) Accounts Officer 5) Assistant Administrative Officer	Applications are to be duly forwarded by the Cadre Controlling Authority with NOC and Vigilance clearance. Candidate is advised to send an advance copy, for intimation purposes only, on the following email: <a href="mailto:aiims.rajkot.recruitment@gmail.com">aiims.rajkot.recruitment@gmail.com</a>

Recruitment cell helpline: email- [aiims.rajkot.recruitment@gmail.com](mailto:aiims.rajkot.recruitment@gmail.com)

A. Summary Chart

A. Recruitment by Deputation (Fee is Rs. NIL)					
Sr No	Post	Group	Pay scale as per 7th CPC	Post	Mode
1	Financial Advisor	A	Level 13 of 7 <sup>th</sup> CPC	1	Deputation for 3 years
2	Executive Engineer (Civil)	A	Level 11 of 7 <sup>th</sup> CPC	1	Deputation for 3 years
3	Administrative Officer	A	Level 10 of 7 <sup>th</sup> CPC	1	Deputation for 3 years
4	Accounts Officer	A	Level 10 of 7 <sup>th</sup> CPC	1	Deputation for 3 years
5	Assistant Administrative Officer	B	Level 7 of 7 <sup>th</sup> CPC	1	Deputation for 3 years
	TOTAL			5	

B. Eligibility and other Criteria

Sr No	Post	Gr	Pay scale as per 7 <sup>th</sup> CPC	Post	Upper Age Limit	Essential Eligibility Criteria for deputation
1	Financial Advisor	A	Level 13 of 7 <sup>th</sup> CPC	1	56 years	<p>Officers from any of the Central Organized Accounts Services holding analogous posts with a pay scale of Level 13 as per 7th CPC</p> <p><b>OR</b></p> <p>Posts in the pay scale of Level 12 with 5 years of regular service in the grade.</p> <p>In the event of not finding suitable officers from the Organized Accounts Services, Officers in the Finance and Accounts Departments of Central Statutory/ Autonomous Bodies or Public Sector Undertakings holding the posts of the level specified above shall be considered.</p>

Sr No	Post	Gr	Pay scale as per 7 <sup>th</sup> CPC	Post	Upper Age Limit	Essential Eligibility Criteria for deputation
2	Executive Engineer (Civil)	A	Level 11 of 7 <sup>th</sup> CPC	1	56 years	<p>Executive Engineers (Civil) <b>or</b> Asst. Engineers (Civil) with 8 years of regular service in the grade from CPWD.</p> <p>In the event of suitable candidate\ s not being available from CPWD, similar officers from other Engineering Departments of the Central Government or Central statutory/ Autonomous Bodies shall be considered.</p> <p>2. An Officer taken on deputation shall possess a Degree in Electrical Engineering</p>
3	Administrative Officer	A	Level 10 of CPC	1	56 years	<p>Officers under the Central/State Government/U.T. Administrations of the Central Statutory/ Autonomous Bodies holding analogous posts on regular basis;</p> <p>Or,</p> <p>With 2/3 years' regular service in a post in 6<sup>th</sup> CPC GP 4800/GP 4600 or above, OR, equivalent, respectively, 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.</p>
4	Accounts Officer	A	Level 10 of CPC	1	56 years	<p>Officers under the Central / State / U.T. Governments / Universities / Statutory / Autonomous Bodies/ Research and Development Organizations</p> <p>(i) holding analogous posts on regular basis, OR (ii) With 2/3 years regular service in the relevant field in the 6<sup>th</sup> CPC grade pay of Rs. 4800/4600 respectively.</p>

Sr No	Post	Gr	Pay scale as per 7 <sup>th</sup> CPC	Post	Upper Age Limit	Essential Eligibility Criteria for deputation
5	Assistant Administrative Officer	B	Level 7	1	56 years	Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations 1. holding analogous posts on regular basis, or with 5 years regular service in the 6 <sup>th</sup> CPC grade pay of Rs. 4200/- in the relevant field and possessing educational qualification given for direct recruitment as follows: Essential: Degree from recognized University or its equivalent Desirable: 1. MBA/ PG diploma in management from recognised Institutes. 2. Knowledge of Government Rules and Regulations. 3. Proficiency in Computers.

1. The number of posts is tentative and is liable to change based on the Institute's requirement.
2. Maximum age limit for applying for the aforesaid posts on Deputation is 56 years as on last date of receipt of application
3. The period of deputation shall not ordinarily exceed 3 years.
4. The Officers who fulfill the above qualifications/eligibility and have analogous experience may submit their application in the attached proforma through proper channel to the **Director, All India Institute of Medical Sciences, Rajkot, Temporary Campus, CIVIL Hospital, PDU Medical College, Rajkot District, Gujarat 360001**, so as to reach the institute on or before 45 days from the date of publication in employment news (Date of publication in employment news will be updated on website: [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)) by Speed Post/ Registered Post only. The envelope containing the application(s) should be super-scribed "Application for the Post of ..... on deputation basis.

5. Late/ Incomplete applications may not be entertained. Advance copy shall be considered only for the purpose of intimation and screening. In case, the application along with the requisite documents is not received within the stipulated time, it would be presumed that the parent organization is not in favour of appointment of the applicant on deputation.
6. Supporting documents related to qualification, experience etc. have to be self-attested.
7. Incomplete applications received without the above-mentioned documents and applications received after the due date can be summarily rejected. The Institute will not be responsible for any postal delay. The Institute will not be responsible for collection of any of the above-mentioned documents.

8. AIIMS Rajkot strictly adheres to the Recruitment Rules as notified in this Notification. So, this notification shall not apply to the candidates belongs to Organizations other than the specified ones, for submission of applications with reference to the posts notified.
9. While forwarding their applications, it may be ensured that the particulars of the candidates are verified and that they fulfill the eligibility conditions including ANALOGY for the post as per DoPT Notification. Duly attested photocopies of their 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 is pending or contemplated against the candidates concerned. Applications without vigilance clearance and CR Dossiers will not be considered.
10. Candidates are advised to send an advance scanned copy of the complete set of application alongwith specified enclosures on email id: [aiims.rajkot.recruitment@gmail.com](mailto:aiims.rajkot.recruitment@gmail.com)
11. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel & Training's O.M.No.6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.
12. The decision of the Competent Authority regarding selection of candidates will be final and no representation will be entertained in this regard.
13. For updates please visit the Institute website i.e. [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in) regularly.
14. All disputes will be subject to jurisdictions of Court of Law of Rajkot
15. The Form to be filled and submitted by candidates seeking deputation is as follows:

Sd/-

**Deputy Director (Administration)**  
AIIMS Rajkot

(PTO: Candidates are advised to use separate typed sheets)

Application for the post of .....on deputation basis at AIIMS, RAJKOT

1	Name and address in Block letters	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Affix here recent passport size photograph</p>
2	Father's Name		
3	Date of Birth (in Christian era)		
4	Date of retirement under Central/ State Government Rules		
5	Educational Qualification	i)	
		ii)	
		iii)	
		iv)	
6	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	Possessed by the Applicant
	Essential		

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	Desirable		
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.		
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	Organization	Post held		Pay-band and Grade pay (Scale of Pay if in pre-revised scale of pay)	Nature of Duties
		From	To		

9	Nature of present employment (i.e.ad-hoc or temporary or quasi-permanent or permanent)		
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10	<p>In case the present employment is held on deputation/contract basis, Please state :</p> <p>a) the date of initial appointment</p> <p>b) period of appointment on deputation/contract</p> <p>c) name of the parent office/organization to which you belong</p>		
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11	Additional details about present employment please state whether working under:  a) Central Government b) State Government c) Autonomous Organization d) Government undertaking e) University f) Others		
12	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.		
13	Total emoluments per month now drawn.		
14	Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.		
15	Whether belong to SC/ST/OBC (if yes, please specify)		
16	Contact Nos.	1. Office	
		2. Residence	
		3. Mobile	
		4. E-mail address	
17	If selected, specify the minimum required joining time		
		Signature of the Candidate	Candidate's Address:
Date:			
Countersigned:			
		----- [Employer/ Authorized Officer]	



DECLARATION

I solemnly declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incomplete/ incorrect OR ineligible being detected at any time before OR after selection / interview, my candidature is liable to be rejected and I shall be bound by the decision of the Director, AIIMS Rajkot.

Place

Date

(Signature of the Applicant)

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, Rajkot for 3 years. He/she possesses educational qualification and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately and not later than 15 days.

Also certified that:

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. ....
- ii) His/Her integrity is beyond doubt.
- iii) His/ Her ACR Dossier in original is enclosed and photocopies of the ACRs for the last 5 years duly attested are enclosed
- iv) No disciplinary case is either pending and contemplated against the officer and no penalty, major or minor, was imposed on him/her during the last 10 years.

PLACE :

DATE :

SIGNATURE (with seal) : (Employer/Cadre Controlling Authority)

**AIIMS Rajkot Temporary Campus, Opposite PMSSY block, PDU Medical College, Civil Hospital, Rajkot,  
Gujarat 360001; Permanent Campus: Village Khandheri, Tehsil- Paddhari, District Rajkot 360110**  
[dda.aiimsrajkot@gmail.com](mailto:dda.aiimsrajkot@gmail.com)