



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360001
All India Institute of Medical Sciences, Rajkot, Gujarat 360001
A Central Autonomous Body under PMSSY, MoH&FW, Government of India
www.aiimsrajkot.edu.in

F No/AIIMS/RAJKOT/Admin/21-22/09/F&A/330

19.06.2021

Walk In Interview 12.07.2021

10 a.m.-12 a.m.

ENGAGEMENT OF Retired Government Servant as CONSULTANT (PS to the Executive Director) ON CONTRACTUAL BASIS (Last Pay less pension)

The Executive Director, All India Institute of Medical Sciences (AIIMS), Rajkot, an autonomous Institute of National Importance under Ministry of Health & Family Welfare, Govt. of India intends to engage the services of retired government/semi-government servants as Consultant in various discipline as detailed below on contract basis for a period of 1 year based on functional requirement and suitability. Eligible candidates meeting the requirements may attend a Walk in Interview on 12/07/2021 at 10 am in AIIMS Rajkot, Temporary Campus, Opposite PMSSY Block, First Floor, PDU Medical College & Civil Hospital, Rajkot 360001. Interviews can also be attended online.:

1. Consultant (PS to ED) -01 (One) Post

Terms of Reference:

Duties	Assisting the Executive Director, AIIMS Rajkot as PS/PA. Clerical experience of at least 10 years in Government/ Semi-Government; English typing with a speed of atleast 40 w.p.m.; Co-ordination abilities; Should know English, Hindi and Gujarati; Record management; Telephone skills; Computer skills including MS Word, MS Excel, Power-point presentation; E-Mail correspondence; Office Correspondence; Differentiation between different types of official correspondences; Appointment fixation, records and Minutization of proceedings of meetings, etc. Assisting the Institute in any other works assigned to him/her.
Minimum Qualification & Experience	Retired Government/ Semi Government Servants including ex-Army Bachelor Degree in any discipline from recognized institution, and in Grade Pay of Rs. 2800/- and above, as per Sixth CPC and having English typing ability of a minimum 40 words per minute and having experience in the relevant field only need to apply. Ability to use Internet/ Computer System is mandatory.

Interested and suitable candidates of good health are required to complete the following proforma, place an original photograph, with an undertaking signed by them; enclose self-attested relevant experience

documents along with proof of superannuation, last pay and pension drawn and any other document/Bank account statement/passbook, etc., and Walk-in for an Interview on 12.06.2021 at 10 a.m.. The Consultant shall sign a confidentiality document with AIIMS, Rajkot upon appointment.

Salient features of engagement:

Remuneration	Last Basic Pay drawn minus Basic Pension per month (no enhancement during the contract period).
Age Limit	:Maximum up to the Age of 62 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 email a scanned copy of 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 10/06/2021 ps.dda.aiimsrajkot@gmail.com. The subject of the email containing the application(s) as attachment should be superscripted "Application for the Post of 'Consultant (PS to the Executive Director) on Contractual Basis".

The above vacancies are provisional and subject to variation. The Executive Director, AIIMS, Rajkot reserves the right to increase/vary the vacancies.

- Reservation will be as per guidelines of MoHFW based on the Government of India Poliy issued from time to time.
- The cut-off date to determine the maximum age limit, essential qualifications & experience will be 10/06/2021.
- 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 wholetime appointment of the AIIMS, Rajkot 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 16 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 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 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, Rajkot.
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. The Institute works from Monday to Saturday between 09:00 A.M. to 05:00 P.M. with half-an-hour lunch break from 01:30 P.M. However, the timing on Saturdays will be from 09:00 A.M. to 1:00 P.M.. Further, the Institute being in establishment phase, additional hours need to be devoted by the Consultant, from time to time.
19. 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.
20. 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.
21. The candidate is required to produce physical fitness certificate of his/her at the time of Interview/ joining.
22. All disputes will be subject to jurisdictions of Court of Law at Rajkot.
23. The reservation will be followed as per Government of India Rules.
24. Canvassing of any kind will lead to disqualification.

The decision of the Executive Director, AIIMS Rajkot shall be final and no communication shall be entertained in this regard. For any query, please contact Mr. Chirag Parmar, PA to DD(A) on the email ID ps.dda.aiimsrajkot@gmail.com

Sd/-

DD(A), AIIMS Rajkot

For and on behalf of ED, AIIMS Rajkot

Encl: Application Format

1. Name and recent passport photograph
2. AADHAR (copy to be enclosed)
3. Complete postal address with email and contact details
4. Year of Superannuation
5. Grade Pay/ Level at the stage of superannuation
6. Post and organization from where superannuated
7. Posting history and brief resume of work performed during each such posting in the last 15 years of service
8. Academic qualifications
9. Name and contact of any two referees/ co-workers/ superiors
10. Undertaking: I solemnly affirm that the information furnished above is true to the best of my knowledge and I have not suppressed any material fact with respect to my personal details, employment and superannuation. I shall maintain confidentiality in all works assigned to me by AIIMS Rajkot. I understand that this application is not an offer of appointment.