



अखिल भारतीय आयुर्विज्ञान संस्थान, भोपाल

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHOPAL**

(An Autonomous Institute under Ministry of Health & Family Welfare, Government of India)

Saket Nagar, Bhopal (M.P) – 462020

Website: [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)

ADM-2(5)/2023/AIIMS/BPL/Rect. Cell/138

Date: 05/01/2024

## **WALK-IN INTERVIEW**

### **For Consultant posts on Contractual Basis in All India Institute of Medical Sciences Bhopal**

All India Institute of Medical Sciences (AIIMS), Bhopal, an autonomous Institute of National Importance under Ministry of Health & Family Welfare, Govt. of India intends to engage the services of Retired Govt. officers/officials as Consultants for all purposes including general secretariat/administrative works and works under various Schemes. Consultants 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 are requested to bring their application in prescribed format (Copy enclosed) at the time of walk-in-interview scheduled on 13/01/2024:-

S.No.	Post Name	No. of Post/s
1.	<b>Consultant (Information Technology Management)</b>	<b>01 (One) Post</b>
2.	<b>Consultant (Legal)</b>	<b>01 (One) Post</b>
3.	<b>Consultant Security</b>	<b>01 (One) Post</b>
4.	<b>Consultant (Arbitration)</b>	<b>01 (One) Post</b>
5.	<b>Consultant (Accounts &amp; Audit)</b>	<b>01 (One) Post</b>
6.	<b>Consultant (Procurement)</b>	<b>01 (One) Post</b>
7.	<b>Consultant (Administration &amp; Establishment)</b>	<b>02 (Two) Posts</b>
8.	<b>Consultant (Rajbhasha)</b>	<b>01 (One) Post</b>

### **Terms of Reference: -**

<b>1. Consultant (Information Technology Management) – 01 (One) Post</b>	
Qualification & Experience	Retired Officers from Central Govt./State/Autonomous body/PSU with B.Tech/B.E./MCA from recognized institution/ university with 08 years' experience in supervisory capacity in Information Technology department in Central Government/ State Government/ Government Autonomous Body/ PSU. Candidates having experience of Government 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, Bhopal Rules. To render support services to all kinds of IT maintenance services. To carry out work as may be assigned by the Director AIIMS, Bhopal or his representatives.
<b>2. Consultant (Legal) – 01 (One) Post</b>	
Qualification & Experience	Retired Officers from Central Government/ State Government/ Government Autonomous Body/ PSU with Bachelor Degree in Law (LL.B.) from recognized institution/ university with 08 years of experience in handling legal matters of preferably in Central/ State Government Hospital or Medical College. <b>Desirable:</b> LL.M. from recognized institution/ university. The experience should be in drafting counters/petitions for filing before Tribunal & Courts, contesting cases, liaison with advocates on various legal matters. The candidates should be

	well versed with service matters, labour laws and various laws related to Hospital Administrations and Students Affairs
Duties	To deal with all Legal matters including documentation, drafting legal opinions, articles, empanelment of advocates, briefing to advocates verification and vetting of legal opinions and giving legal opinion on various issues as per requirement including preparation of draft counter replies to be filed before CAT/ Labour Tribunal /Courts etc. and get it vetted from legal angle and render advices as and when required. To attend hearing /arbitration cases as and when directed by the competent authority on behalf of AIIMS, Bhopal. To carry out all works assigned by the Director, AIIMS Bhopal or his authorized representatives.
<b>3. Consultant (Security) – 01 (One) Post</b>	
Qualification & Experience	Retired Army Officers (including short-service commission) / Retired Officers from Central Government/ State Government/ Government Autonomous Body/ PSU with Graduate Degree from recognized University/ Institution and with 08 years of experience in handling security matters. The candidate has to be either an Ex-servicemen 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 monitor security management/ arrangements of the Institution. To maintain the deployment of the Supervisors/ Security Guards 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, Bhopal or the authorized representatives.
<b>4. Consultant (Arbitration) – 01 (One) Post</b>	
Qualification & Experience	Retired Officers from Central Govt./State/Autonomous body/PSU with Bachelor Degree in Law (LL.B.) from recognized institution/ university with minimum 03 to 05 years of working experience in handling Arbitration matters. Preferably in engineering field. <b>Desirable:</b> LL.M. from recognized institution/ university.  The person concerned should have experience in drafting return/counter reply/claim/petitions for filling before Arbitration Tribunal & Courts, contesting cases, liaising work with advocates on miscellaneous legal as well as arbitration cases. He/She should have experience preferably in Central/State Government Hospital functionaries. Retired Govt. officers/officials are engaged as Consultant for all purposes including General secretariat/administrative works and works under various schemes.
Duties	To assist AIIMS, Bhopal in Arbitration related legal matters in all respect. Preparation of Counter Statement of Claims/ Defense Counter Claims, Rejoinder, and Written submission to be filed before Arbitration Tribunal /Lower Court/ High Courts/ Supreme Courts etc. and get it vetted from techno legal angle and render advices as and when required to the concern departments including briefing to counsels etc. as and when required. To attend hearing/ arbitration cases as and when directed by the competent authority on behalf of AIIMS, Bhopal.
<b>5. Consultant (Accounts &amp; Audit) – 01 (One) Post</b>	
Qualification & Experience	Retired Officers with CA/ CMA/ MFC/ MBA (Finance)/ Equivalent from recognized institution/ university and with 08 years post- qualification experience in Central Government/ State Government/ Government Autonomous Body/ PSU. Or Retired Officers with B.Com/ M.Com with SAS (Subordinate Account Services) qualification and 15 years' experience in Central Government/ State Government/ Government Autonomous Body/ PSU.
Duties	To help the management in financial matters as per Government of India /AIIMS, Bhopal guidelines. To prepare reports to be sent to various agencies. Duties will include internal

	audit, Classification of income and expenses, maintaining accounts integrity, bank reconciliation, balance sheet, preparation stock verifications, valuations, tax advice, replies to audit queries etc.
<b>6. Consultant (Procurement) – 01 (One) Post</b>	
Qualification & Experience	Retired Officers from Central Government/ State Government/ Government Autonomous Body/ PSU with Bachelor Degree in any discipline from recognized institution/ university and with 08 years of experience in handling procurement, tendering & inventory management in stores department in Government Organizations. Candidates having experience of Central/State Government Hospital or Medical College related Procurement & Inventory Management will be preferred.
Duties	To deal the matters related to procurement & inventory management as per Government of India rules like preparation of tender document and publication, stock verification, replies to audit queries etc.
<b>7. Consultant (Administration &amp; Establishment) – 02 (Two) Post</b>	
Qualification & Experience	Retired Officers with Bachelor Degree in any discipline from recognized institution and in Grade Pay of Rs.5400/- in PB- 3, as per Sixth CPC having sound knowledge of Establishment rules and regulations viz. Implementation of Pay commissions, fixation of Pay, upgradation under MACP, disciplinary matters, medical claims, recruitment, retirement benefits and other related matters of establishment/ administration with at least 08 years' experience in the relevant field only need to apply. Ability to use Internet/ Computer System is mandatory. Experience in Central Govt. Institutions/ Government Medical college will be preferred.
Duties	Assisting the Institute in conducting recruitment (Faculty & Non-Faculty) as per the guidelines of Government of India. Assisting the Institute in joining and post-joining formalities of the faculty members being recruited for AIIMS, Bhopal and assisting them in settling down in designated academic offices. Assisting the Institute in joining and post-joining formalities of the non-faculty members being recruited for AIIMS, Bhopal and assisting in transfer-posting of such staff member. Assisting the Institute in preparation of roster registers for various faculty and non-faculty posts. Assisting the Institute in processing of service related matters like pay fixation, retirement benefits, disciplinary matters, medical claims, Leave records etc.
<b>8. Consultant (Rajbhasha) – 01 (One) Post</b>	
Qualification & Experience	Retired Officers from Central Government/ State Government/ Government Autonomous Body/ PSU with Bachelor Degree or Post Graduate Degree having Hindi as a subject either in Degree or PG level from recognized institution and with 08 years of experience in handling Official Language (Rajbhasha) matters.
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.

**NOTE:**

**Remuneration** : Consolidated Rs. 60,000/ per month (no enhancement during the contract period).

**Age Limit** : Up to the Age of 65 years.

**Period of Consultancy** : Initially for a period of one year and further extendable for another year, as per requirement of the Institute.

**Date & Time of Walk-in-Interview** : 13/01/2024 (Saturday) **09:30 AM**

**Venue** : Sardar Vallabh Bhai Patel Building, AIIMS, Saket Nagar, Bhopal (M.P.) -462020

- Application Process: Advertisement and draft Application forms are hosted at the website of AIIMS, Bhopal i.e., [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in). All aspiring candidates meeting the essential eligibility criteria should bring the duly filled application form along with the originals and two self-attested photocopies of all relevant certificates relating to age, qualifications and experience(s) with two self-attested colour passport size photographs should be brought at the time of Interview. No TA/DA will be paid for appearing in the interview.
- The above vacancies are provisional and subject to variation. The Executive Director, AIIMS, Bhopal reserves the right to increase/vary the vacancies.
- Reservation will be as per guidelines of MoHFW based on the Government of India Policy issued from time to time.
- **The cut-off date to determine the maximum age limit, essential qualifications & experience will be the date of Walk-in-Interview.**
- 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 ONE 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 whole-time appointment of the AIIMS, Bhopal 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 30 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 written examination/ 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, Bhopal.
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.
19. The Institute works from Monday to Saturday between 09:30 A.M. to 05:15 P.M. with half-hour lunch break from 01:30 P.M. However, the timing on Saturdays will be from 09:30 A.M. to 01:15 P.M.
20. 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.
21. 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.
22. The candidate is required to produce physical fitness certificate of his/her at the time of Interview.
23. All disputes will be subject to jurisdictions of Court of Law at Bhopal / Jabalpur.
24. Canvassing of any kind will lead to disqualification.

**Enclosure:** As above.

**Sd/-**  
**Deputy Director (Admin.)**  
**AIIMS Bhopal**