



**अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स) कल्याणी**  
**All India Institute of Medical Sciences (AIIMS) Kalyani**  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिकनिकाय)  
(A Statutory Body under the Aegis of Ministry of Health and Family Welfare, GOI)  
राष्ट्रीय राजमार्ग - 34, बसन्तपुर, सागूना, कल्याणी, ज़िला - नदिया, पश्चिम बंगाल - 741245  
NH - 34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal - 741245

No. 2006/E-32013/9/23-(DEPUTATION)

Date: 23.09.2023

**VACANCY NOTICE ON DEPUTATION**

1. Applications 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 etc. as applicable to fill the below mentioned various Group 'A' and 'B' posts on Deputation Basis (including short term contract) at All India Institute of Medical Sciences, Kalyani, an autonomous body established by an Act of Parliament.

**2. The details of posts are as follows-**

Sl.	Name of the Post	Group	Pay Level (as per 7 <sup>th</sup> CPC)	No. of Vacancy
1	Assistant Controller of Examination	A	Level-11	01
2	Assistant Nursing Superintendent	A	Level-10	27
3	Chief Nursing Officer	A	Level-12	01
4	Executive Engineer (A/C&R)	A	Level-11	01
5	Executive Engineer (Civil)	A	Level-11	01
6	Executive Engineer (Electrical)	A	Level-11	01
7	Medical Superintendent	A	Level-14	01
8	Nursing Superintendent	A	Level-11	02
9	Principal Private Secretary	A	Level-11	01
10	Registrar	A	Level-12	01
11	Senior Accounts Officer	A	Level-11	01
12	Senior Administrative Officer	A	Level-11	01
13	Senior Stores Officer	A	Level-11	01
14	Stores Officer	A	Level-10	01
15	Assistant Accounts Officer	B	Level-7	02
16	Assistant Administrative Officer	B	Level-7	02
17	Assistant Engineer (A/C&R)	B	Level-7	01
18	Assistant Engineer (Civil)	B	Level-7	01
19	Assistant Engineer (Electrical)	B	Level-7	01
20	Assistant Security Officer	B	Level-6	01
21	Assistant Stores Officer	B	Level-7	02
22	Chief Pharmacist	B	Level-7	01
23	Executive Assistant (N.S)	B	Level-6	06
24	Librarian Grade-I	B	Level-7	01
25	Personal Assistant/PA to Principal (S)	B	Level-6	02
26	Private Secretary	B	Level-7	01
27	Sanitation Officer	B	Level-6	01
28	Senior Sanitation Officer	B	Level-7	01
29	Sr. Pharmacist	B	Level-6	01
30	Technicians (Laboratory)	B	Level-6	08
31	Upper Division Clerk	B	Level-4	03

**3. The details of the Eligibility Criteria are mentioned below: -**

Sl.	Name of the Post	Eligibility Criteria
1	Assistant Controller of Examination	Officers under the Central/State/U.T. Governments /Universities/Statutory, Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis, or at least 5 years of regular service in the post in the PB 3, with Grade Pay of Rs. 5400 or higher
2	Assistant Nursing Superintendent	<p>Officers of the State/ Central Government or Statutory/ Autonomous Bodies holding analogous posts</p> <p style="text-align: center;"><b>OR</b></p> <p>Staff Nurse Grade I (Nursing Sisters) with 3 years' regular service in the Grade Pay of Rs.4800/- and possessing educational qualifications and experience as under:</p> <p><b>Essential:</b></p> <p>i. B.Sc. Nursing (4-year course) from a recognised institute/university.</p> <p style="text-align: center;"><b>OR</b></p> <p>B.Sc. (Post Certificate) or equivalent such as B.Sc. Nursing (Post-basic) (2-year course) from a recognised institute/university.</p> <p>ii. Should be registered with the Indian Nursing Council/State Nursing Council.</p> <p><b>Experience:</b></p> <p>Six years' experience in 200 bedded healthcare organization after obtaining Degree or equivalent from a recognized University/Institution.</p> <p><b>Desirable:</b></p> <p>i. MSc (Nursing) from a recognized institute/university.</p> <p>ii. Ability to use Computers-Hands on experience in office applications, spread sheets and presentations.</p>
3	Chief Nursing Officer	<p>Officers of the State/Central Government or Statutory/ Autonomous Bodies:</p> <p>i. holding analogous posts</p> <p style="text-align: center;"><b>OR</b></p> <p>ii. With 5 years of regular service in the post in the relevant field in the PB 3 with Grade Pay of Rs.6600/-</p> <p style="text-align: center;"><b>OR</b></p> <p>iii. With 10 years of regular service in the post in the relevant field in the PB 3 with Grade Pay of Rs. 5400/-.</p>
4	Executive Engineer (A/C&R)	<p>Officers from Ministries/ Departments of Government of India, CPWD, MES, BRO, DoT, State Government/Union Territories, Engineering Services, and other Engineering Departments of the Central /State/PSU/Statutory/Autonomous Bodies working holding analogous post.</p> <p style="text-align: center;"><b>OR</b></p> <p>in PB-3 GP 5400 with 5 years of regular service in the grade.</p> <p style="text-align: center;"><b>OR</b></p> <p>in PB-2 GP 4600 with 7 years of regular service in the grade.</p>

Sl.	Name of the Post	Eligibility Criteria
5	Executive Engineer (Civil)	<p>Officers under the Central/State/U.T Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations</p> <p>I. Holding analogous posts on regular basis, <b>OR</b></p> <p>II. Assistant Engineer (Civil) with 5 years' regular service in the grade pay of Rs. 5400/- <b>OR</b></p> <p>Junior Engineer (Civil) with 7 years of regular service in the grade pay of Rs. 4600/-</p>
6	Executive Engineer (Electrical)	<p>Officers under the Central/State/U.T Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations</p> <p>I. Holding analogous posts on regular basis, <b>OR</b></p> <p>II. Assistant Engineer (Electric) with 5 years' regular service in the grade pay of Rs. 5400/- <b>OR</b></p> <p>Junior Engineer (Electric) with 7 years of regular service in the grade pay of Rs. 4600/-</p>
7	Medical Superintendent	<p>1. A Medical qualification included in the I or II Schedule or Part II of the third Schedule to the Indian Medical Council Act of 1956 (persons possessing qualifications included in part II or third schedule should also fulfil the conditions specified in Section 13(3) of the Act.</p> <p>2. A Postgraduate qualification, e.g. MD or MS or a recognized qualification equivalent thereto <b>OR</b></p> <p>M.H.A. (Masters in Hospital Administration) or a Post Graduate Degree recognized as equivalent to M.H.A. by the Medical Council of India.</p> <p><b>Experience:</b> Ten years' experience in Hospital Administration in Hospitals after obtaining the P.G. Degree in a senior position, preferably in hospitals with 300 beds</p>
8	Nursing Superintendent	<p>Officers of the State/Central Government or Statutory/Autonomous Bodies holding analogous posts. <b>OR</b></p> <p>Deputy/Assistant Nursing Superintendent with 5 years' regular service in the Grade Pay of Rs. 5400/-</p>
9	Principal Private Secretary	<p>Officers of Central/State Government or Central/State Statutory/Autonomous Bodies holding analogous posts or with at Least 7 years of regular service in the post with Grade Pay of Rs. 4600 or higher.</p>
10	Registrar	<p>Officers under the Central/State/U.T. Governments/Universities/ Statutory/Autonomous Bodies or Research and Development Organizations and having educational qualifications and experience as under:</p> <p><b>Essential:</b></p> <p>i. A graduate of a recognized University.</p> <p>ii. Seven years' experience of administration in a supervisory capacity or as a teacher in a University/teaching Institution including conduct or examination and admission and assignment of teaching programmes for under graduate and postgraduate etc.</p>

Sl.	Name of the Post	Eligibility Criteria
		<b>Desirable:</b> A postgraduate degree
11	Senior Accounts Officer	Officers under the Central/State/U.T Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations  i. Holding analogous posts on regular basis. <b>OR</b> ii. With 5 years' regular service in the relevant field in the grade pay of Rs. 5400.
12	Senior Administrative Officer	Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations.  1. Holding analogous post on regular basis, <b>OR</b> 2. With 5 years' regular service in the grade pay of Rs. 5400/-in the relevant field.
13	Senior Stores Officer	Officers under the Central/State Govt., U.T. Administrations or of Central Statutory/ Autonomous Bodies holding analogous post or with at least 5 years of regular service in the post with Grade Pay of Rs. 5400/- and have 5 years' experience as a Stores officer on regular basis
14	Stores Officer	Officers under the Central/State/U.T. Governments/Universities/ Statutory, Autonomous Bodies or Autonomous Bodies or Research and Development Organizations  i. holding analogous posts on regular basis, or ii. with 2 years' regular service in the grade pay of Rs. 4800/- <b>OR</b> iii. with 3 years' regular service in the grade pay of Rs. 4600/- and having educational qualifications and experience as under: (i) Degree from a recognised University/Institution; (ii) Post-graduate degree/Diploma in Material management from a recognised University/Institution; <b>OR</b> (iii) Bachelor's Degree in Material management from a recognised University/ Institution and 3 years' experience in store handling (preferably medical stores).
15	Assistant Accounts Officer	Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis. <b>OR</b> Junior Accounts Officer with five years of regular service in the grade pay of Rs.4200/-.
16	Assistant Administrative Officer	Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations.  i. Holding analogous posts on regular basis <b>OR</b> ii. With 5 years' regular service in the grade pay of Rs. 4200/- in the relevant field and possessing educational qualifications as under:

Sl.	Name of the Post	Eligibility Criteria
		<p><b>Essential:</b></p> <p>Degree from recognized University or its equivalent.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. MBA/PG diploma in management from recognised Institutes.</li> <li>2. Knowledge of Government Rules and Regulations.</li> <li>3. Proficiency in Computers</li> </ol>
17	Assistant Engineer (A/C&R)	Officers from Ministries/ Departments of Government of India, CPWD, MES, BRO, DoT, State Government /Union Territories Engineering Services, and other Engineering Departments of the Central/State Statutory/Autonomous Bodies holding analogous post or with 5 years of regular service as Junior Engineer.
18	Assistant Engineer (Civil)	Officers under the Central/State/U.T. Governments/Universities/ Statutory/Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis. <b>OR</b> Jr. Engineer (Civil) with 5 years of regular service in the grade
19	Assistant Engineer (Electrical)	Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations Holding analogous posts on regular basis. <b>OR</b> Jr. Engineer (Electric) with 5 years of regular service in the grade.
20	Assistant Security Officer	Officers of the Police Departments of the Central/State/UT Governments or Officers of the Armed Forces including Para Military Forces, holding analogous posts or with 6/10 years' regular service in the grade pay of Rs.2800/-or Rs. 2400/- respectively.
21	Assistant Stores Officer	Officers under the Central/State/U.T. Governments/Universities/Statutory, Autonomous Bodies or Autonomous Bodies or Research and Development Organizations. i. holding analogous posts on regular basis, or ii with 5 years' regular service in the grade pay of Rs.4200/-.
22	Chief Pharmacist	Officers under the Central/State/U.T. Governments/Universities/ Statutory Bodies or Autonomous Bodies or Research and Development Organizations. i. holding analogous posts on regular basis, or ii. with 5 years' regular service in the grade of Pharmacist Grade II in the Grade Pay of Rs. 4200/-.
23	Executive Assistant (N.S)	Officers under the Central/State/U.T Governments/Universities/Statutory, Autonomous Bodies or Research and Development Organizations  i. Holding analogous posts on regular basis <b>OR</b> ii. With 10 years' regular service in the grade pay of Rs. 2400/- in the relevant field and possessing educational qualifications as under:  <ol style="list-style-type: none"> <li>1. Degree of recognized University or equivalent.</li> <li>2. Proficiency in Computers.</li> </ol>

Sl.	Name of the Post	Eligibility Criteria
24	Librarian Grade-I	<p>Officers under the Central/State/U.T. Governments/ Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>i. holding analogous posts on regular basis <b>OR</b></p> <p>ii. with 3 years' regular service in the grade pay of Rs. 4200/- in the relevant field and possessing educational qualifications as under:</p> <p><b>Essential:</b></p> <p>i. Bachelor Degree in library Science or Library and Information Service from a recognized University/Institute. <b>OR</b></p> <p>B.Sc. Degree or equivalent from a recognized University and Bachelor Degree or Post Graduate Diploma or equivalent in Library Science from a recognized University or Institute. <b>And</b></p> <p>ii. 5 years' experience in a library of repute. iii. Ability to use computers- Hands on experience in office applications, spread sheets and presentations.</p> <p><b>Desirable:</b> Diploma in Computer Application from a recognized University or Institute.</p>
25	Personal Assistant/PA to Principal (S)	<p>Officers under the Central/State/UT Governments/Universities/Statutory, Autonomous Bodies Research and Development Organizations:</p> <p>i. Holding analogous posts on regular basis <b>OR</b></p> <p>ii. With 10 years' regular service in the grade pay of Rs.2400/-.</p>
26	Private Secretary	<p>Officers of the State/Central Governments or Central Statutory/Autonomous Bodies holding analogous posts or with at least 5 years of regular service in the post with Grade Pay of Rs. 4200 or higher.</p>
27	Sanitation Officer	<p>Officers of the 200 bedded Hospital of Central/ State/ U.T, Governments or Central Autonomous/ Statutory/ Local Self Government Bodies or Public Sector undertakings:</p> <p>(i) Holding analogous posts on regular basis; <b>OR</b></p> <p>(ii) Holding a post in the grade pay of Rs.2800/-with 6 years of regular service in the grade.</p>
28	Senior Sanitation Officer	<p>Officers working in 200 bedded Hospital of Central/ State/ U.T. Governments or Central Autonomous/Statutory/ Local Self Government Bodies or Public Sector undertakings:</p> <p>(i) Holding analogous posts on regular basis; <b>OR</b></p> <p>(ii) Holding a post in the grade pay of Rs.4200/-with 5 years of regular service in the grade.</p>
29	Sr. Pharmacist	<p>Officers under the Central/State/U.T. Governments/Universities/ Statutory Bodies or Autonomous Bodies or Research and Development Organizations</p> <p>i. holding analogous posts on regular basis, <b>OR</b></p> <p>ii. with 6 years regular service in the grade of Pharmacist Grade II in the Grade Pay of Rs.2800/-</p>

Sl.	Name of the Post	Eligibility Criteria
30	Technicians (Laboratory)	<p>Officers under the Central/State/U.T Governments/Universities/Statutory, Autonomous Bodies or Research and Development Organizations</p> <p>i. Holding analogous posts or regular basis <b>OR</b></p> <p>ii. With 10 years' regular service in the grade pay of Rs. 2400/- in the relevant field and possessing educational qualifications as under:</p> <p>For posts in Anesthesia/Operation Theatre, B.Sc. in OT techniques or equivalent with 5 years' experience in concerned field.</p> <p>10+2 with science with Diploma in OT techniques or equivalent with 8 years' experience in concerned field</p>
31	Upper Division Clerk	<p>Officers under the Central/State/UT Governments/Universities/Statutory, Autonomous Bodies/Research and Development Organizations.</p> <p>i. Holding analogous posts on regular basis. <b>OR</b></p> <p>ii. With 8 years' regular service in the grade pay of Rs.1900/- and possessing educational qualifications as under:</p> <ol style="list-style-type: none"> <li>Degree of recognized University or equivalent</li> <li>Proficiency in Computers.</li> <li>Skill test norms on computer Typing speed @35 w.p.m. in English or 30 w.p.m. in Hindi</li> </ol> <p>(Time allowed 10 minutes) (35 w.p.m or 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)</p>

#### 4. INFORMATION FOR THE CANDIDATES:

- The number of posts are tentative and is liable to change based on the Institute's requirement.
- The period of deputation for the post of **Principal Private Secretary, Senior Stores Officer, Stores Officer, Assistant Security Officer, Assistant Stores Officer, Personal Assistant/PA to Principal (S), Private Secretary** shall ordinarily not exceed 3 years and the period of deputation for other posts will be for a period of 3 (three) years and extendable for maximum period of seven years as per DoPT guidelines.
- Maximum age limit for applying for the aforesaid posts on deputation is 56 years as on last date of receipt of application.
- The other eligibility criteria will be regulated as per the relevant Recruitment Rules/DoPT instructions as applicable.
- The officers who fulfill the above qualifications/eligibility criteria may submit their application in the prescribed proforma at Annexure-I through proper channel to **The Executive Director, All India Institute of Medical Sciences (AIIMS), Kalyani, 1<sup>st</sup> Floor, Administrative Building, NH-34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal 741245.**
- 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. The qualification/eligibility prescribed is minimum

requirement and the same does not automatically make candidate eligible for selection. Based on bio-data, the candidates will be shortlisted and only shortlisted candidates will be called for interview/further selection process, as may be deemed fit. Application without Vigilance Clearance and attested copies of CR Dossiers will not be considered. Application of eligible officers who can be spared in the event of the selection may be forwarded through proper channel at the address given above within 30 days of publication of this advertisement in the employment News along with (a) attested copies of the up-to-date APARs/ACRs for last five (05) years; (b) Vigilance Clearance Certificate clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned; (c) Statement showing the minor/major penalties imposed, if any, and (d) Integrity Certificate. The candidates have to produce all relevant original documents as proof of details furnished in their application at the time of interview/further selection process.

- 4.8. 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.**
- 4.9. 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.
- 4.10. Applications received otherwise than through proper channel or received after stipulated period will not be considered.
- 4.11. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel and Training O.M. No.2/6/2018-Estt. (Pay-II) dated 18.05.2018, as amended from time to time.
- 4.12. The Service under the Institute is governed by the Act and the Rules & Regulations framed thereunder.
- 4.13. Any corrigendum or revision and addendum, if so, of the advertisement or any other information regarding this recruitment will be posted on the Official website of AIIMS, Kalyani only. Candidates are advised to visit institute website i.e. <https://www.aiimskalyani.edu.in> regularly for updated information in this regard.

## **5. Instructions to The Candidates:**

- 5.1. All the posts carry usual allowances as admissible to Central Government Employees of similar status at Kalyani, West Bengal.
- 5.2. The post(s) is/are whole time and private practice of any kind is prohibited.
- 5.3. The candidates are likely to be posted at rural health and urban health centers or other centers attached with the Institute for the period to be decided by the Institute as applicable.
- 5.4. Canvassing of any kind will be a disqualification.
- 5.5. The candidate should not have been convicted by any Court of Law.
- 5.6. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be repatriated and any action taken as deemed fit by the Appointing Authority.



- 5.7. 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.
- 5.8. The decision of the Competent Authority regarding interview, verification of documents and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.
- 5.9. All disputes will be subject to jurisdiction of Court of Law at Kalyani/Kolkata.

**Clarification & Enquiries:**

**Email to: [recruitment@aiimskalyani.edu.in](mailto:recruitment@aiimskalyani.edu.in)**

**By order of the Executive Director**

**Sd/-**  
**(सिद्धार्थ नन्दी/ Siddhartha Nandy)**  
**प्रशासनिक अधिकारी/ Administrative Officer**  
**एम्स, कल्याणी/ AIIMS Kalyani**