



ALL INDIA INSTITUTE OF MEDICAL SCIENCES

VIJAYPUR, JAMMU-184120

(A Central Autonomous Body under PMSSY, MoH&FW, Government of India)

Advt. No. AIIMS/JAMMU/Deputation/2024/01

Dated:- 16th July, 2024

VACANCY NOTICE ON DEPUTATION

1. 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 etc. as applicable to fill the below mentioned various Group 'B' & 'C' posts on Deputation Basis at All India Institute of Medical Sciences, Jammu an autonomous body established by an Act of Parliament.
2. The details of posts are as follows: -

Sl.No	Name of Posts	Group	Pay Level (as per 7 th CPC)	No. of Vacancy
1.	Assistant Administrative Officer	B	(Level- 7)	01
2.	Office Assistant (NS)	B	(Level-6)	01
3.	Assistant Accounts Officer	B	(Level-7)	01
4.	Sanitation Officer	B	(Level-6)	01
5.	Librarian Grade - I	B	(Level -7)	01
6.	Senior Pharmacist	B	(Level-6)	01
7.	Personal Assistant	B	(Level-6)	02
8.	Junior Medical Record Officer	C	(Level -5)	02
9.	Upper Division Clerk (UDC)	C	(Level-4)	02
Total				12

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

Sl.No	Name of the Post	Eligibility Criteria
1.	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, or ii) with 5 years regular service in the grade pay of Rs. 4200/- in the relevant field and possessing educational qualification as below: Essential: <ul style="list-style-type: none">• Degree from recognized University or its equivalent Desirable: <ol style="list-style-type: none">1. MBA/PG diploma in management from recognised Institutes.2. Knowledge of Government Rules and Regulations.3. Proficiency in Computers.

2.	Office Assistant (NS)	<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 or</p> <p>ii) with 10 years regular service in the grade pay of Rs. 2400/- in the relevant field</p> <p>And</p> <p>Possessing educational qualification as below</p> <ol style="list-style-type: none"> 1. Degree from recognized University or its equivalent 2. Proficiency in computers.
3.	Assistant Accounts Officer	<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, or</p> <p>Junior Accounts Officer with five years of regular service in the grade pay of Rs. 4200/-</p>
4.	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; or</p> <p>(ii) Holding a post in the grade pay of Rs.2800/-with 6 years of regular service in the grade.</p>
5.	Librarian Grade - I (Documentalist)	<p>Officers under the Central/State/U.T. Governments/Universities/Statutory/ Autonomous Bodies or Research and Development Organisations</p> <p>(i) Holding analogous posts on regular basis; or</p> <p>(ii) With 3 Years regular service in the grade pay of Rs.4200/- in the relevant field.</p> <p>And</p> <p>Possessing educational qualification and experience as below:</p> <p>I) Bachelor Degree in library Science or Library and Information Service from a recognized University/Institute. or</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.</p> <p>And</p> <p>ii) 5 years' experience in a library of repute.</p> <p>iii) Ability to use computers- Hands on experience in office applications, spread sheets and presentations.</p> <p>Desirable:</p> <p>Diploma in Computer Application from a recognized University or Institute.</p>

6.	Senior 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 6 years regular service in the grade of Pharmacist Grade II in the Grade Pay of Rs. 2800/-
7.	Personal Assistant	Officers under the Central/State/U.T. Member Governments/Universities/ Statutory Bodies or Autonomous Bodies or Research and Development Organizations i) holding analogous posts on regular basis or ii) with 10 years regular service in the grade pay of Rs. 2400/-
8.	Junior Medical Record Officer (Receptionist)	Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies/Health Care Organizations holding analogous posts on regular basis or With at least 5 years of regular service in the Grade Pay of Rs. 2400 in the relevant field
9.	Upper Division Clerk (UDC)	Officers under the Central/State/U.T. Governments/Universities/Statutory/ Autonomous Bodies or Research and Development Organizations. i) holding analogous posts on regular basis or ii) With 8 years regular service in grade pay of Rs. 1900/- And possessing educational qualification as below 1. Degree from recognized University or its equivalent 2. Proficiency in computers. 3. Skill test norms on computer Typing speed @35 w.p.m.in English or 30 w. p. m. in Hindi (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)

4. INFORMATION FOR THE CANDIDATES:

- 4.1. The number of posts are tentative and is liable to change based on the Institute's requirement.
- 4.2. The period of deputation for the advertised posts shall be according to DoPT Guidelines.
- 4.3. Maximum age limit for applying for the aforesaid posts on deputation is 56 years as on last date of receipt of application.
- 4.4. The other eligibility criteria will be regulated as per the relevant Recruitment Rules/DoPT instructions as applicable.
- 4.5. The officers who fulfil the above qualifications/eligibility criteria may submit their application in the prescribed proforma at Annexure-I through proper channel to **The Administrative Officer, AIIMS, Vijaypur, Jammu-184120**.
- 4.6. The envelope containing the application(s) should be superscripted "**Application for the Post of _____ on Deputation Basis**".
- 4.7. While forwarding their applications, it may be ensured that the particulars of the candidates are verified and that they fulfil 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/APAR 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. No Objection Certificate is also required to be enclosed from Present employer/ Present Department.
- 4.11. Candidates are advised to send an advance scanned copy of the complete set of application along with specified enclosures on email id: admofficer1aiimsjammu@gmail.com

- 4.12. Applications received otherwise than through proper channel or received after stipulated period will not be considered.
- 4.13. 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.
- 4.14. The Service under the Institute is governed by the Act and the Rules & Regulations framed thereunder.
- 4.15. 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, Jammu, only. Candidates are advised to visit institute website i.e. <https://www.aiimsjammu.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 Samba, Vijaypur, Jammu.
- 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 centres 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 Samba, Vijaypur, Jammu.

Clarification & Enquiries:

Email to: admofficer1aiimsjammu@gmail.com

SD/-

Deputy Director (Administration)

For and on Behalf of the Executive Director & CEO, AIIMS, Jammu

Application Form

Application for the post of.....on deputation basis at AIIMS , Vijaypur, Jammu.			
1	Name and address in Block letters	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	Affix here recent passport size photograph
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		
	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.				
	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)				
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>				
11	<p>Additional details about present employment please state whether working under:</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organization</p> <p>d) Government undertaking</p> <p>e) University</p> <p>f) Others</p>				
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 Executive Director & CEO, AIIMS Jammu.

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 Jammu 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/APAR's 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)