



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](http://www.aiimsrajkot.edu.in)



Advt.No: AIIMS/RAJKOT/Admin/06/Consultant/2022-23/1544

Date: 25<sup>th</sup> Oct 2022

**ROLLNG ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANTS ON CONTRACTUAL BASIS IN AIIMS, RAJKOT**

Rolling interview will be organized every month in case the posts remain unfilled. AIIMS Rajkot reserves all right to combine one or more than one cycle of interviews. Interested candidates are advised to periodically refer to AIIMS Rajkot website: [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)

**Candidate reporting till 10 am shall be considered for screening and Interviews of only eligible candidates will be held.**

**Venue: 1<sup>st</sup> floor, AIIMS Rajkot temporary campus, opp. PMSSY block, PDU Medical college and Civil hospital campus, Rajkot, Gujarat 360001**

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 servants as consultants in various discipline as detailed below on contract basis for a period of **1 year** based on functional requirement and suitability; extendable as per rules.

**1. Consultant (Administration, Establishment)- 02 (Two)**

**Posts terms of Reference:**

<b>Duties</b>	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, RAJKOT 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, RAJKOT 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>Qualification</b>	Retired Officers with Bachelor Degree in any discipline from

<b>&amp; Experience</b>	recognized institution, and in Grade Pay of Rs.5400/- in PB-3, as per Sixth CPC/Level-10 (as per 7th CPC) having sound knowledge of Establishment rules and regulations viz. Implementation of recommendations 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.
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## 2. Consultant (Finance)- 01 Post

### Terms of Reference:

<b>Duties</b>	To help the management in financial matters as per Government of India/ AIIMS, Rajkot 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>Qualification &amp; Experience</b>	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

### 3. Consultant\_(Stores/Procurement)- 01 (One) Post

#### Terms of Reference:

<b>Duties</b>	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>Qualification &amp; Experience</b>	Retired Officers from Central Government/ State Government/ Government Autonomous Body/ PSU with bachelor's 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.

### 4. Consultant (Legal)- 01(One) Post

#### Terms of Reference

<b>Duties</b>	To prepare draft counter replies to be filed before CAT/Labour Tribunal/High Courts etc. and get it vetted from legal angle and render advice as and when required. To liaison with Advocate and discuss with him matters connected with various legal cases. To carry out all works assigned by the Executive Director or his authorized representatives.
<b>Qualification &amp; Experience</b>	Bachelor's Degree in law from recognized institution/ university and 6 years of experience in handling legal matters of any Government agencies, preferably in Hospital or Medical College or Government agencies. The experience should be in drafting counters/petitions for filing before Tribunal & Courts, contesting cases, liaisoning 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. Candidates with past experience in hospital administrative issues will be preferred.

Remuneration	Last Basic Pay drawn minus Basic Pension or Rs. 40,000 whichever is less.
Age Limit	Maximum up to the Age of 64 years for applicants as on 1 <sup>st</sup> day of the month of the interview.
Period of Consultancy	Initially for 01 year and further extendable for another 01 year, as per requirement of the Institute.
Termination of contract	The engagement can be terminated at any time without assigning any reason. However, Consultants will have to give 30 day's advance notice before resigning from the engagement.
Time of walk-in-interview	Shall be notified on the website shortly
Venue	AIIMS Rajkot Temporary Campus, opp. PMSSY Block, PDU Medical College, Civil Hospital, Rajkot-360001

**AIIMS Rajkot reserves all right to combine one or more than one cycle of interviews.**

**NOTE:**

**Application Process:** Advertisement and application forms are hosted at [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in) Duly filled in application form along with self-attested photocopies of all relevant certificates relating to age, qualifications and experiences and self-attested color passport size photographs should be sent to:

**Application for the Post of \_\_\_\_\_**

**To,  
Deputy Director (Admin)  
AIIMS, Rajkot Temporary Campus,  
PDU Medical College & Civil Hospital,  
Rajkot 360001**

- The original documents should be brought at the time of walk-in-interview. No TA/DA will be paid for appearing in the interview.
- The above vacancies are provisional and subject to variation. The Director, AIIMS, Rajkot reserves the right to increase/ vary the vacancies.
- **The cut-off date to determine the minimum and maximum age limit, essential qualifications & experience will be 1<sup>st</sup> day of the month when interviews are held.**

- The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.

## 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 whole-time 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 1.5 days of leave for each completed calendar month 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, 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.
19. 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 01:00 P.M.
20. The consultant shall not be entitled to any kind of allowances such as, HRA, 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 workplace 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 RAJKOT.
24. The reservation will be followed as per Government of India Rules.
25. Canvassing of any kind will lead to disqualification.

Enclosure: As above.

**SD/-**  
**Executive Director**  
**AIIMS Rajkot**



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**Application form for the post of consultant (.....) on contractual basis 2022-23 at AIIMS, RAJKOT**

Advertisement No.

Affix passport size self-attested colour photograph

**1 Name in the block letters: -**

**2 Father/Husband's Name in block letters: -**

**3 (a) Permanent Address: -**

**State**

**Pin**

**(b) Postal Address: -**

**State**

**Pin**



**Contact Details: -**

**Phone No. with STD Code:**

**Mobile No.**

**E-Mail**

**Date of Birth as per the certificate**

**Age as on last date of submission**

**Gender Tick the relevant**

**Male**

**Female**

**Are you a SC/ST/OBC Candidate? (Yes/No)**

**By Birth**

**By Domicile**

**A citizen of India by birth or by domicile?**

**(Yes/No)**

**Person with disability (PWD)**

**If yes, then mention the %**

**Are you Government Servants**

**If yes**

**Name of Organizations .....**

**Date of Joining .....**

**Duration of Service as on last date .....**

**11 Educational Qualification: -**

Name of the Examination	Subject/ Discipline/ Speciality	University/ Institute/ College	Date of completion of course	Month & Year of Passing final examination	Marks Obtained	Duration of Course
Graduation						
Post-Graduation						
Any Other						

(Please tick the relevant Degrees)

**12 Experience: -**

Name of the Organization	Date of Joining	Date of leaving	Name of the post	Whether on Ad hoc/ Contract/ Regular	Nature of work	Pay Bend/ Level and basic pay

**13 In your understanding, top 5 strength/core areas in which you can deliver-**

**14 Attach self-attested photocopies of the following certificates/ documents in the order as mentioned below.**

- 1 Certificate in respect of date of birth.**
- 2 Degree certificates of the Qualifications as mentioned in SI. No. 11 of this application form.**
- 3 Experience Certificate as mentioned SI. No. 12 of this application form.**

**UNDERTAKING**

**I solemnly affirm that the information furnished above is true and correct in all respects to the best of my knowledge. I have not concealed any information. I undertake that any information furnished herein is found to be incorrect or false, I shall be liable for action as per rules in force.**

Place		
		Signature of the Candidate
Date		

(Name of Candidate in block letters)

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