



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. 2227/ E-12019/4/22-(CONSULTANT)

Date : 07.11.2022

Applications for engagement of Consultant (Legal), Consultant (Procurement) & Consultant (Security) on Direct Contractual Basis for AIIMS, Kalyani

AIIMS, Kalyani invites applications from Indian citizens/persons registered as Overseas Citizen of India (OCI) cardholder under Section 7A of the Citizenship Act, 1955 as permissible under the applicable Act/Rules for engagement the services of Consultant in various disciplining as detailed below on Direct Contractual basis for a period of one year or till the post is filled up (whichever is earlier), based on functional requirement and suitability for All India Institute of Medical Sciences (AIIMS), Kalyani, West Bengal under the following terms and conditions.

1. Consultant (Legal) - One Position
Terms of Reference

Eligibility	Retired Govt. Servant from Ministry of Law & Justice, Govt. of India who was holding a Group-A Officer post of his previous employment.
Duties/responsibilities	<ul style="list-style-type: none">• 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.• The candidate should be capable to prepare draft counter replies to be filed before CAT/Labour Tribunal/High Courts etc. and get it vetted from legal angle and render advices as and when required. To liaison with Advocate and discuss with advocates matters connected with various legal cases.• To carry out all works assigned by the Executive Director or his authorized representatives.
Remuneration	The consolidated remuneration per month is to be Rs. 60,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement. There will be no enhancement of remuneration during the contract period.
Age Limit	Up to 65 years of Age.
Period of Consultancy	The engagement is to be initially for one year or until the post is filled up, whichever is earlier.

2. Consultant (Procurement) - One Position

Terms of Reference

Eligibility	Retired Govt. Servant from Central/State/U.T./Central Statutory/ Central Autonomous Bodies who was holding a Group-A Officer post in the concerned field of his previous employment
Duties/responsibilities	<ul style="list-style-type: none">The candidate should be capable for analyzing the procurement and construction patterns and providing inputs to improve and streamline the procurement process, issuing purchase orders, conducting quarterly physical verification of items, checking the personal registers, movement registers, stock registers, indent books and other registers maintained by the staff under his / her charge, interfacing with external stakeholders such as Banks for Letters of credit and Bank Guarantees etc.To carry out work as may be assigned by the Executive Director, AIIMS, Kalyani or his representatives.
Remuneration	The consolidated remuneration per month is to be Rs. 60,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement. There will be no enhancement of remuneration during the contract period.
Age Limit	Up to 65 years of Age.
Period of Consultancy	The engagement is to be initially for one year or until the post is filled up, whichever is earlier.

3. Consultant (Security) - One Position

Terms of Reference

Eligibility	Retired Group – A Officers of the Police Departments of the Central/State/UT Govt. or Officers of the Armed forces including Para Military Forces having experience connected with Security, handling agitations strikes of employees. Degree from a recognized university/equivalent.
Duties/responsibilities	<ul style="list-style-type: none">The candidate should be capable to look after overall security functioning of the Institute. The role is involved in the development of the Institutes policies, standards and plans for fire and security; supervises the functioning of the security and fire staff; monitors and ensures that safety standards and fire prevention steps are being adhered to; maintains security systems; attends to breaches; tracks past incidents, analyzes them and take steps to prevent recurrence; ensures that fire handling procedures are followed and equipment is tested periodically; provides inputs in the design of emergency plans.To carry out work as may be assigned by the Executive Director, AIIMS, Kalyani or his representatives.
Remuneration	The consolidated remuneration per month is to be Rs. 60,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement. There will be no enhancement of remuneration during the contract period.
Age Limit	Up to 65 years of Age.
Period of Consultancy	The engagement is to be initially for one year or until the post is filled up, whichever is earlier.

OTHER INFORMATION FOR THE CANDIDATES:

- The number of posts is tentative and is liable to change based on the Institute's requirement.
- **Maximum Age-limit** for applying for the aforesaid posts is 65 years as on last date of receipt of application.
- **The period of consultancy** will be for a period of initially for one year or until the post is filled up, whichever is earlier.
- The candidates who fulfill the above eligibility criteria may submit their application in the prescribed proforma at "**Annexure-I**" mentioned below through proper channel to "**The Executive Director, All India Institute of Medical Sciences (AIIMS), Kalyani, First 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 Position of _____ on Direct Contractual Basis at AIIMS, Kalyani".
- **Application Process:-** The aspiring applicants satisfying the eligibility criteria in all respects can submit their application through **OFF-LINE** mode in prescribed format as "ANNXURE – I" mentioned below.
- The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the closing date of applications failing which their application will be rejected.
- **The off-line application will be closed on the last date of the receipt of application i.e., 30 days from the date of publication of advertisement in Website.** In case, the last date of submission of application falls in Gazetted Holiday or Sunday and thus, the last date will be considered one day after the Gazetted Holiday or Sunday. The candidature of such applicants who fail to complete the application submission by the stipulated date and time will not be considered and no correspondence in this regard will be entertained.
- **Short Listing by Methods of the Selection:-** The prescribed qualification is minimum and mere possessing the same does not entitle any candidate to be called for interview or for selection. Based on bio-data, the Scrutiny Committee may short-list candidates for interview. Candidates called for interview will have to produce all relevant original documents in proof of details furnished in their application at the time of interview. They may also be asked to submit an affidavit/declaration as decided by the AIIMS, Kalyani at time of Interview. The methodology of Selection will be decided by the Selection Committee as deemed fit besides any other matter relating to the Selection process.
- **Site of Interview:-** Interviews will be held at AIIMS Kalyani or any other place as decided by the Executive Director, AIIMS, Kalyani. No TA/DA/Accommodation will be paid for appearing in the interview.
- **Application Fees:-**
 - I. General / OBC Category : Rs. 1000/-
 - II. SC/ST Category : Rs. 500/-.
 - III. OPH Category : No application Fees

I. Payment should be made through Demand Draft only in favour of "**AIIMS Kalyani Internal Resources Account**" payable at Kalyani.

** Fee once remitted will not be refunded.

- **AIIMS, Kalyani decision is final:** The decision of the Competent Authority of AIIMS, Kalyani in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, selection and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
- Provisional eligible list will be published in the Institute Website in due course of time and candidates are requested to check their email for further communication.
- Any corrigendum or revision of the advertisement or any other information regarding this engagement will be posted on the official website of AIIMS, Kalyani i.e. <https://aiimskalyani.edu.in> only in due course. Candidates are advised to visit the website regularly for updated information in this regard.

By order of the Executive Director

Sd/-

(सिद्धार्थ नन्दी/Siddhartha Nandy)

प्रशासनिकअधिकारी/Administrative Officer

एम्स, कल्याणी/AIIMS, Kalyani

Tel. No. 033 2999 1562

No. 2227/E-12019/4/22--(CONSULTANT)

Dated : 07.11.2022

**Application for the position of _____ on Direct
Contractual basis at AIIMS, Kalyani**

01	Name and address (in BLOCK Letters)	:		Affix here recent Passport size Photograph
02	Father's Name/ Husband's Name	:		
03	Date of Birth (in Christian era)	:		
04	(i) Date of entry into service	:		
	(ii) Date of Retirement under Central/State Government Rules	:		
05	Educational Qualification	(i)		
		(ii)		
		(iii)		
		(iv)		
		(v)		
06	Whether educational and other qualifications required for the position 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			
	Essential (Please enclose copy of certificate)	Required	Possessed by the candidate	
i.				
ii.				
iii.				
iv.				
Essential Experiences (Please enclose copies of experiences Certificate)				
07	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.			

08	Details of employments (in chronological order enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient (Please enclose copies of self attested experiences certificate)				
	Office/Inst./Organization	Post Held		Pay-Band and Grade Pay (Scale of Pay, if in Pre-revised scale of pay) or Gross Salary	Nature of Duties
		From	To		
09	Whether belongs to SC/ST/OBC (if yes, please specify)				
10	Contact Nos.:-				
	Office:				
	Residence:				
	Mobile:				
	E-mail address:				
11	If selected, specify the minimum time required for joining the consultancy assigned.				

I do hereby declare that the information furnished above is true to the best of my knowledge and belief and in case the same is found to be incorrect at any state of the selection, my candidature will be treated as cancelled.

Place:

Date:

(Signature of the Candidate)