



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. 387/E-32013/9/23-(DEPUTATION)

Date: 05.06.2024

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' post on Deputation Basis 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 th CPC)	No. of Vacancy
1	Administrative Officer	A	Level-10	01

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

Sl.	Name of the Post	Eligibility Criteria
1	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, OR 2. With 2/3 years' regular service in the grade pay of Rs. 4800/- or Rs. 4600/- respectively in the relevant field.

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 post will be for a period of 3 (three) years and extendable for maximum period of seven years as per 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 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**

- 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 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.6/8/2009-Estt. (Pay-II) dated 17.06.2010, 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

By order of the Executive Director

**Sd/-
Recruitment Cell
AIIMS Kalyani**



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)

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No. 387/ E-32013/9/23-(DEPUTATION)

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Application for the post _____ on deputation basis at AIIMS,
Kalyani, West Bengal.

1.	Name and address (in BLOCK Letters)		Affix here recent Passport size Photograph
2.	Father's Name		
3.	Date of Birth (in Christian era)		
4.	i) Date of entry into service ii) Date of Retirement under Central/State Government Rules		
5.	Educational Qualification	i) ii) iii) iv) v) vi) vii)	
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 as mentioned in the Advertisement/Vacancy circular	Qualifications/Experience possessed by the Officer				
7.	<p>Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.</p> <p>Note : Borrowing Department are to provide their specific comments/view confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicate in the Bio-data) with reference to the post applied.</p>					
8.	Details of employments, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Institution	Post held on regular basis	From	To	* Pay-Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for	
<p>* Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below :</p>						

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
9.	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent)		
10.	In case the present employment is held on deputation/contract basis, please state:		
(a) The date of initial appointment	(b) Period of appointment on deputation/contract	(c) Name of the parent office/organization to which the applicant belongs	(d) Name of the Post and Pay of the post held in substantive capacity in the parent organization
<p>Note-1: 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.</p> <p>Note-2 : Information under Column 9(c) & (d) above must be given in all cases where a person in holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>			
11.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
12.	<p>Additional details about present employment:</p> <p>Please state whether working under (Indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) University f) Others</p>		
13.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
14.	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.		
15.	Total emoluments per month now drawn		
Basic Pay (as per 7 th CPC)		Pay level (as per Pay Matrix)	Total Emoluments

16.	In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the organisation showing the following details may be enclosed.	
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other allowances etc. (with break-up details)
		Total Emoluments
17.	<p>A) Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note : Enclose a separate sheet, if the space is insufficient.)</p> <p>B) Achievements:</p> <p>The candidates are requested to indicate information with regard to:</p> <p>(i) Research publications and reports and special projects. (ii) Awards/Scholarships/Official Appreciation. (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Any research/innovative measure involving official recognition. (v) Any other information.</p> <p>(Note : Enclose a separate sheet, if the space is insufficient.)</p>	
15.	Whether belongs 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.	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the Candidate)

Address:

Date:

Advt. No. 387/E-32013/9/23-(DEPUTATION) dated: 05.06.2024

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Certification by the Employer / Cadre Controlling Authority

1. The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

(i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt.

.....

(ii) His / Her integrity is certified.

(iii) His / Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last 10 years OR a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned
(Employer/Cadre Controlling Authority with Seal)