

Government of India
Ministry of Health & Family Welfare
Nirman Bhavan, New Delhi -110011

Website: www.mohfw.nic.in

Fax : 011 – 23061867

Advertisement: Administrative Officer New AIIMS No.6 /2013/ dated 20th Oct 2013

**ADVERTISEMENT FOR THE POST OF ADMINISTRATIVE OFFICER IN THE
NEW ALL INDIA INSTITUTES OF MEDICAL SCIENCES (AIIMS) AT PATNA,
UNDER PRADHAN MANTRI SWASTHYA SURAKSHA YOJANA**

The Ministry of Health & Family Welfare, Government of India has set up New AIIMS at Patna as Autonomous Institutions of National Importance. The last date for receipt of application is 30th November 2013.

II. The detailed advertisement and the application format will be hosted in the MoHFW website at www.mohfw.nic.in and application format can be downloaded from here. The duly filled in application along with attested copy of all relevant certificates to be sent to Shri.O.P. Sharma Under Secretary (PMSSY), Room No.526-A Wing, Nirman Bhavan, New Delhi, 110011 super scribing on the envelope “Application for the Administrative Officer Post in New AIIMS Patna”.

III. Those who are working in Central Government Ministries and Departments should send “No Objection Certificate” from their respective organization along with their application. While forwarding the application the following documents are to be sent along with the application.

- Complete ACR dossier’s/attested copies of ACRs of the applicant (last five years).
- A certificate about the Integrity of the Officer recommended for appointment on Deputation.
- Vigilance Clearance in respect of applicant duly signed by an officer of the appropriate Status.
- Certificate, Major/Minor penalty imposed if any, on the officer during the last 10 years/service period whichever is less.

IV. Applicants willing to join the Institutions on deputation to apply accordingly. The period of deputation shall ordinarily be three years. The pay will be protected as per Government of India Rules.

V. Upper age limit for candidates coming on deputation should not exceed 56 years as on 30th November 2013.

VI. The qualification/eligibility prescribed is minimum requirement and the same does not automatically make candidates eligible for interview. Based on bio-data, the Selection Committee will 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.

VII. Interview will be held at New Delhi No TA/DA will be paid for appearing in the interview by the Ministry of Health & Family Welfare.

VIII. The post carries usual allowances as admissible to Central Government Employees of similar status and other allowances sanctioned in AIIMS New Delhi.

IX. Eligibility: Officers of Central Government Ministry/ Departments holding analogous posts on regular basis or with 5 years of regular service in the pay of R. 6500-10500 (pre revised), possessing degree from recognized university or equivalent, five years experience of administration, budget, accounts and establishment work in a supervisory capacity in a Government Office or a Public Body are eligible to apply. Knowledge of Government Rules and Regulations is desirable.

X. Pay Scale: Rs.15600-39100 with Grade Pay of Rs.5400.

(Oma Nand)
Deputy Secretary

APPLICATION FORMAT

Name and particulars of candidates for the post of Administrative Officer at the New AIIMS set up at Patna under the Pradhan Mantri Swasthya Suraksha Yojana.

1. Name (in BLOCK LETTERS) :
2. Father's Name :
3. Date of Birth and Age
(as on 30.11.2013) :
4. Present address
Including Email ID, Fax and Mobile number :

5. Whether citizen of India or
Non-Resident India or Persons
Of India Origin (Please specify) :

6. Academic Qualification :

Graduation	Year of Passing	No. of attempts	College/University from which graduated.
Post-Graduation	Year of Passing	No. of attempts	College/University from which graduated.

7. Details of Employment, in the chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held	From	To	Scale of Pay	Nature of duties (in detail)

8. Nature of present employment i.e., ad-hoc or temporary or Quasi-permanent or permanent.
9. 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 you belong

10. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)

- | | |
|------------------------------|----------------------------|
| (a) Central Government | (b) State Government |
| (c) Autonomous Organizations | (d) Government Undertaking |
| (e) Universities | (f) Others |

11. Total emoluments per month now drawn with details.

12. Additional information, if any, which you would like to mention in support of your suitability for the post.

(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)

(Note: Enclose a separate sheet, if the space is insufficient).

13. Whether belongs to SC/ST/OBC

14. Position regarding award of penalty during last 10 years, if any

I have carefully gone through the vacancy circular / advertisement and I am well aware that the bio-data, duly supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post. I hereby declare that the information given by me in this application is true and correct to the best of my knowledge and belief.

Place:

Date:

(Signature of the Applicant)