

No. Z-28016/12/2009-SSH
Government of India
Ministry of Health & Family Welfare
PMSSY Division

Website: www.mohfw.nic.in

Nirman Bhawan, New Delhi- 110108

Advertisement No. 4/2015

ADVERTISEMENT FOR THE POST OF ADMINISTRATIVE OFFICER IN THE NEW ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS) AT BHOPAL, PATNA AND RISHIKESH UNDER PRADHAN MANTRI SWASTHYA SURAKSHA YOJANA.

I. Applications are invited in the prescribed format from suitable officers for the post of Administrative Officer (on deputation basis) in the PB-3 Rs. 15600-39100 with Grade Pay of Rs. 5400 in the Autonomous Institutes of National Importance, New AIIMS Bhopal, Patna and Rishikesh.

II. The closing date for receipt of application will be **45 days** from the date of publication of this advertisement in **Employment News**.

III. The detailed advertisement and the application format will be hosted in the MoHFW Website at www.mohfw.nic.in and pmssy-mohfw.nic.in Application format can be downloaded from here. The duly filled in application along with attested copy of all relevant certificates to be sent to Sh. Vinod Kumar, Under Secretary, PMSSY Room No. 103-D Wing, Nirman Bhawan, New Delhi- 110108 super scribing on the envelope "Application for the Post of Administrative Officer in new AIIMS Bhopal, Patna and Rishikesh."

IV. 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 Dossiers / Attested copies of ACRs of the Applicant (last 5 Years).
- A certificate about the integrity of the Officer recommended for appointment on deputation.
- Vigilance clearance in respect of applicants 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.

V. 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.

VI. Upper age limit for candidates coming on deputation should not exceed 56 years as on the closing date of receipt of applications.

VII. The qualifications/eligibility prescribed is minimum requirement and the same does not automatically make candidates eligible for interview. Based on Bio- Data, the Selection Committee will shortlist 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.

VIII. 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.

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

X. **Eligibility:** Officers of Central Government Ministry/ Department holding analogous posts on regular basis, or with 5 years of regular service with the Grade Pay of Rs. 4600 , possessing degree from recognized University or equivalent , 5 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.



(Vinod Kumar)

Under Secretary to the Govt. of India.

MINISTRY OF HEALTH & FAMILY WELFARE

(PMSSY DIVISION)

APPLICATION FORMAT

Name and particulars of applicant for the post of ADMINISTRATIVE OFFICER at AIIMS Bhopal/ Patna/ Rishikesh, under the Pradhan Mantri Swasthya Suraksha Yojana (PMSSY).

1. Post applied for :
2. Name (BLOCK LETTERS) :
3. Father's Name :
4. Date of Birth and Age :
5. Present Address :
(Including E-mail ID, Fax and Mobile)
6. Academic Qualifications :

Graduation	Year of Passing	College /University from which graduated
Post Graduation	Year of Passing	College /University from which graduated

7. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated under 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 Regular/Temporary:

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/organisation 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) Others (state details) :

11. Total emoluments per month, now drawn with details of break up.

12. Additional information, if any, which you would like to mention in support of your suitability for the post. (Among other things, please provide information on (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement. Enclose a separate sheet, if space is insufficient.)

13. Whether belonging to SC/ST/OBC Category? : If yes, state category.

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

15. Kindly state your order of preferences for amongst the following Institutes:

Bhopal

Patna

Rishikesh

DECLARATION

I solemnly declare that all the 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 incorrect/incomplete OR ineligibility being detected at any time before OR after election/interview, my candidature is liable to be rejected and I shall be bound by the decision of the MoHFW.

Place:

Date:

(Signature of Applicant)