

No. Z-28016/246/2015-SSH
Government of India
Ministry of Health & Family Welfare
PMSSY Division
Nirman Bhawan, New Delhi-110011

Website: www.mohfw.nic.in

ADVERTISEMENT FOR THE POST OF DEPUTY DIRECTOR (ADMINISTRATION) IN ALL INDIA INSTITUTE OF MEDICAL SCIENCES PATNA, BIHAR

Applications from eligible candidates are invited for appointment on deputation basis to the post of Deputy Director (Administration) at AIIMS Patna. The last date for receipt of application is within 45 days from the date of publication of the advertisement in the Employment News.

II. Detailed advertisement and application format have been hosted on the Ministry's website at <http://pmssy-mohfw.nic.in/> and application format can be downloaded from there. Duly filled in application along with self-attested copy each of all relevant certificates is to be sent by the applicant to Shri Itbari Lal, Under Secretary (PMSSY-IV), Room No. 757-A, MoHFW, Nirman Bhawan, New Delhi-110011, super-scribing on the envelope. "Application for the Post of Deputy Director (Administration) AIIMS Patna.

III. The initial period of deputation shall ordinarily be three years from the date of appointment, further extendable as per Govt. of India rules. Pay will be protected as per Government of India rules.

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

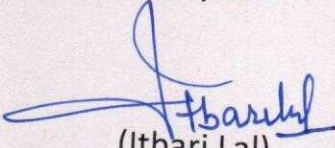
V. Eligibility: Officers under the Central / State /U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations

(a) holding analogous posts on regular basis

Or

(b) Officers at the level of Deputy Secretary of Central Government or equivalent with 5 year regular service in the grade pay of Rs. 7600/- (Pre - revised)

- VI.** Pay Band – 4: Rs. 37400-67000 with Grade Pay of Rs. 8700/- (Pre- Revised).
- VII.** The post carries usual allowances as admissible to Central Government Employees of similar status and other allowances sanctioned in AIIMS New Delhi.
- VIII.** The qualification/eligibility prescribed is minimum requirement and the same does not automatically make candidate eligible for selection. Based on bio-data, the Selection Committee will short-list candidates. Candidates may be called for interview. The candidates have to produce all relevant original documents in proof of details furnished in their application at the time of selection.
- IX.** No TA/DA will be paid to candidates called for appearing in interview by the Ministry of Health & Family Welfare.


(Itbari Lal)

Under Secretary to the Govt. of India

BIO-DATA / CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into service	
(ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. 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
Essential	Essential
(a) Qualification	(a) Qualification
(b) Experience	(b) Experience
Desirable	Desirable
(a) Qualification	(a) Qualification
(b) Experience	(b) Experience
5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be indicated by the candidate.	
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

6.1 Note: Borrowing Departments are to provide their specific comments/ view confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.

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

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay Scale of the post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for

*Important: Pay Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should be 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:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP scheme	From	To

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	b) Period of appointment	of on	c) Name of the parent office/
			d) Name of the post and Pay of the

initial appointment	deputation/contract	organization to which the applicant	post held in substantive capacity in the parent organization

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.

9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintain a lien in his parent cadre/organization.

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. 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 Organization
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. 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.

14. Total emoluments per month now drawn.

Basic Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization

showing in 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
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16. A Additional information, if any relevant to the post you applied for 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)

16.B Achievements:

The candidates are requested to indicate information with regard to;

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarships/Official Appreciation
- (iii) Affiliation with the professional bodies/institutions/societies and;
- (iv) Patents registered in own name or achieved for the organization
- (v) Any research/ innovative measure involving official recognition, vi) any other information.

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

17. Please state whether you are applying for deputation (ISTC)/ Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract

# (The option of 'STC' / 'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by 'STC' or 'Absorption' or 'Re-employment').	
18. Whether belongs to SC/ST	

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.....

Certificate by the Employer/ Cadre Controlling Authority

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. It is 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 five 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 05 years Or A list of major/minor penalties imposed on him /her during the last 05 years is enclosed. (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)