



# All India Institute of Medical Sciences, Rishikesh

## VACANCY NOTICE

Applications are invited in the prescribed proforma from suitable officers for filling up 01 post of Senior Administrative Officer in the Pay Band-3 of Rs.15600-39100 + Grade Pay of Rs.6600 and 01 posts of Finance and Chief Accounts Officer (Senior Accounts Officer) in the Pay Band-3 of Rs.15600-39100 + Grade Pay of Rs.6600 on **Deputation Basis** in All India Institute of Medical Sciences, Virbhadr Marg, Rishikesh, Uttarakhand-249201.

The qualification and experiences etc. attached to the post of Senior Administrative Officer and Finance and Chief Accounts Officer (Senior Accounts Officer) are as under:-

Sl. No.	Name of Post, Pay Band & Grade Pay and Essential Eligibility Criteria	Upper Age Limit	Number of Post
01.	<b>Senior Administrative Officer</b> : (Pay Band – 3 of Rs 15600-39100 + Grade Pay of Rs.6600)  <i>Essential Eligibility Criteria:-</i> Officers under the Central/State Government/U.T. Administration or the Central Statutory/Autonomous Bodies holding analogous posts on regular basis <b>or</b> with at least 5/8 years of regular service in a post in the Pay Band-3 of Rs.15600-39100 + Grade Pay of Rs.5400/Pay Band-2 of Rs.9300-34800 + Grade Pay of Rs.4600 respectively or equivalent and having a Degree and experience in Administrative & Establishment matter and also preferably in Accounts matters. Officers having MBA or Post Graduate. Diploma in Personnel Management shall be given preference.	56 Years	01 (UR) (Deputation Basis)
02.	<b>Finance and Chief Accounts Officer (Sr. Accounts Officer)</b> : (Pay Band – 3 of Rs 15600-39100 + Grade Pay of Rs.6600)  <i>Essential Eligibility Criteria:</i> - Officers from any of the Central Organised Accounts Services holding an analogous post <b>or</b> a post in the pay scale of Rs.15600-39100+ Grade Pay of Rs.5400/- with 5 years of regular service in the grade <b>or</b> Audit/Accounts Officers from any of the Central Organised Accounts Departments with 7 years regular service in the scale of Rs.2375-3500 or equivalent (Pre-revised scale). In the event of suitable Officers from the Central Government being not available, similar officers in Finance/Accounts Departments of the Central Statutory/Autonomous Bodies or Public Sector Undertakings shall be considered.	56 Years	01 (UR) (Deputation Basis)

The period of deputation shall not ordinarily exceed 3 years.

The Officers who fulfil the above qualifications/eligibility may submit their application in the prescribed proforma at **Annexure-I through proper channel** to the Deputy Director (Admin), All India Institute of Medical Sciences, Virbhadr Marg, Rishikesh-249201, Uttarakhand so as to reach by 21.02.2014 at 5:00 PM..

The envelope containing the application(s) should be superscribed “*Application for the Post of Senior Administrative Officer or Finance and Chief Accounts Officer (Senior Accounts Officer) on Deputation basis.*” While forwarding their applications, it may be ensured that the particulars of the candidates are verified and that they fulfil the eligibility conditions. Duly attested photocopies of their up to date Confidential Reports (at least for the latest 05 years) may also be enclosed with the applications. It may also be clearly stated that no vigilance/disciplinary proceedings is pending or contemplated against the candidates concerned. Applications without vigilance clearance and CR Dossiers will not be considered.

The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel & Training’s O.M.No.6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.

**Director**