



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
VirbhadrMarg,Rishikesh-249201, Uttarakhand.

(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)

Date: - 5th April, 2016

**TERMS & CONDITIONS FOR THE POST OF LAW OFFICER &
LEGAL ASSISTANT ON CONTRACTUAL BASIS**

1. **Application Fee (Non-Refundable):**

- (i) General & OBC Candidates : Rs.500/-
- (ii) SC/ST Candidate : Rs.100/-
- (iii) Physical handicapped Candidates : NIL

The fee shall be paid in the form of a Demand Draft only in favour of **AIIMS, Rishikesh**, payable at **Rishikesh**.

Note: All candidates, who want to get benefit of reservation /age relaxation/exemption of fee, should enclose a copy of certificate issued by competent authority in support of their claim for reservation, exemption of fee and relaxation of age.

2. **Last date for submission of Application (04/05/2016):**

The duly filled-in application along with necessary documents and applicable fee in form of Demand Draft should reach “**The Recruitment Cell, All India Institute of Medical Sciences, Rishikesh (Uttarakhand)-249203**” on or **before 04.05.2016 at 5:00PM** through **Registered Post / Speed Post Only**. Application form sent through courier or by hand will not be entertained.

Application received after the last date or incomplete in any respect or those not accompanied by the documents/information will not be considered.

The envelope should be super-scribed “**APPLICATION FOR THE POST OF
..... ON CONTRACTUAL BASIS**”.

3. **Age Limit:** 62 years as on last date of receipt of application i.e. 04.05.2016.

4. **Selection procedure:**

Date of Written Test / Interview / Skill Test will be notified on website www.aiimsrishikesh.edu.in.

5. **Document to be produced in original at the time of Interview/joining.**

- (i) Age proof
- (ii) Residence Proof
- (iii) Qualification proof.
- (iv) NOC document (if applicable)
- (v) Age Relaxation Document.
- (vi) Experience certificate (if any)
- (vii) Application fee in form of demand draft.
- (viii) Any other relevant document to support your candidature.

Note: *Self attested copy of the above-said documents is required to be attached with the application form.*

6. In case of large number of candidate a screening examination may be conducted alongwith Interview.
7. **Tenure:** The appointment is purely on contract basis initially for a period of 11 months or till regular appointment is made against these posts, whichever is earlier. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the Institute OR for continued contractual appointment which may be renewed or terminated as per policy/rule/need of the Institute.
8. **Remuneration:** Consolidated remuneration shown against each post will be given to contractual appointee after statutory deduction.
9. **Expiry of Contract:** The contract will automatically expire on completion of 11 month. However, it may be renewed further on the basis of satisfactory performance report. The contractual appointment can be terminated at any time by the Institute. The appointee can also leave the Institute by giving ONE MONTH notice or salary in lieu of this notice period or for the period of which notice falls short of one month.
10. **Leave:** Two and half days per month.
11. The competent Authority reserves the right to change the number of vacancies, withdraw the process in full or in part and also the right to reject any or all applications received without assigning any reasons or giving notice etc.
12. The prescribed qualification is minimum requirement and mere possessing the same does not entitle any candidate for selection. The selection will be done by interview only or by written exam followed by interview, as deemed appropriate by the competent authority.
13. Canvassing of any kind will leads to disqualifications.
14. Eligible candidates can apply for the more than one post. In such case separate application and prescribed fee should be deposited for each post.
15. The candidate may be posted at any Place in India / Department of the Institute.
16. No travelling or other allowances will be paid to the candidate for Written Exam/Interview/Joining for the post.
17. The candidate should not have been convicted by any Court of Law.
18. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable to be removed from services and such action will be taken as the appointing authority may deem fit.

19. The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.
20. All information pertaining to this advertisement including date of interview, notices, results, etc. will be displayed on the AIIMS Rishikesh website (www.aiimsrishikesh.edu.in). No individual intimation may be sent by AIIMS Rishikesh to applicants. It will be the responsibility of applicants to keep in-touch of institutional website for development by visiting website regularly.
21. All disputes will be subject to jurisdictions of Court of Law at Rishikesh/Dehradun.

**Director,
AIIMS Rishikesh**