



## ALL INDIA INSTITUTE OF MEDICAL SCIENCES, JODHPUR

Basni Phase-II, Jodhpur-342005 (Raj)

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

Website: <http://www.aiimsjodhpur.edu.in>

Advertisement No: Admn/Estt/06/13/2016-AIIMS.JDH

Dated: 23<sup>rd</sup> July, 2016

### **Subject: Recruitment for the post of Assistant Administrative Officer on DEPUTATION BASIS.**

Applications are invited in the prescribed proforma from suitable candidate for filling up the Post of Assistant Administrative Officer on **DEPUTATION BASIS** in All India Institute of Medical Sciences, Jodhpur. The essential qualification experiences etc. required for applying for these posts are as under:-

S. No.	Name of the Post	Group	Pay	Qualification/ Experience	No. of Post
1.	Assistant Administrative Officer	Group 'B'	Rs.9300-34800 With Grade Pay of Rs. 4600/-	<b><u>Essential Eligibility Criteria:-</u></b> Officer under the Central/State/UT. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations. <b>I.</b> Holding analogous posts on regular basis <b>OR</b> <b>II.</b> With 5 Years regular service in the grade pay of Rs.4200/- in the relevant field and possessing educational qualification as follows:- <b><u>Essential:-</u></b> Degree from recognized University or its equivalent. <b><u>Desirable:-</u></b> <ul style="list-style-type: none"><li>• MBA/PG Diploma in management form recognized Institutes.</li><li>• Knowledge of Government Rules and Regulations.</li><li>• Proficiency in Computers.</li></ul>	02

### **GENERAL CONDITIONS INFORMATION FOR THE CANDIDATES**

1. The number of posts is tentative and is liable to change based on the Institute's requirements.
2. Maximum age limit for applying for the aforesaid posts on deputation is 56 years as on last date of receipt of application.
3. The initial period of deputation shall be 3 years.
4. The posts carry usual allowances as admissible to Central Government Employees of similar status stationed at Jodhpur, Rajasthan.

5. The Officers who fulfill the above qualifications/eligibility may submit their application in the attached proforma through proper channel to the Deputy Director (Admin). All India Institute of Medical Sciences, Jodhpur- 342005, Rajasthan by Speed post/ Registered AD. The last date of receipt of application in AIIMS, Jodhpur will be 45 days from the date of publication of this advertisement in the Employment News i.e. on 05<sup>th</sup> September, 2016 at 5.00 PM.

The envelope containing the application(s) should be superscripted **“Application for the Post of Assistant Administrative Officer on Deputation basis.”** While forwarding their applications, it may be ensured that the particulars of the candidates are verified and that they fulfill 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. Link as follows for DoPT OM:-

**For English Version:-** [http://ccis.nic.in/WriteReadData/CircularPortal/D2/D02est/6\\_8\\_2009-Estt.Pay-II-B-17062010.pdf](http://ccis.nic.in/WriteReadData/CircularPortal/D2/D02est/6_8_2009-Estt.Pay-II-B-17062010.pdf)

**For Hindi Version:-** [http://ccis.nic.in/WriteReadData/CircularPortal/D2/D02est/6\\_8\\_2009-Estt%28Pay-II%29%28H%29.pdf](http://ccis.nic.in/WriteReadData/CircularPortal/D2/D02est/6_8_2009-Estt%28Pay-II%29%28H%29.pdf)

**Clarification & Enquiries:**

**Mailto:** [recruitment2@aiimsjodhpur.edu.in](mailto:recruitment2@aiimsjodhpur.edu.in)

**Contact No.:** 0291 – 2740741 (Only For Online Application Form Related Query)

**Administrative Officer  
AIIMS, Jodhpur**