



# अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर

प्लॉट नंबर - 2, सेक्टर - 20, मिहान, नागपुर - 441108

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR**

Plot No - 2, Sector - 20, MIHAN, Nagpur- 441108

Website: <http://aiimsnagpur.edu.in>

F. No. AIIMS/NGP/Consultant/2024/02

Date: 11/06/2024

## Engagement of Various Consultant on Contractual Basis at AIIMS Nagpur

All India Institute of Medical Sciences, Nagpur an autonomous Institute of Pradhan Mantri Swasthya Suraksha Yojana (PMSSY), Department of Health & Family Welfare, GoI intends to engage the services of Consultants in various discipline as detailed below on contract basis for an initial period not exceeding one year which is extendable by another one year.

Candidates are hereby requested to come with a Curriculum Vitae as per the attached prescribed Proforma "Annexure-I" along with self-attested copies of all their educational qualifications and experiences.

### 1. Consultant (Finance) - One (01) position

#### Terms of Reference:

<b>1. Eligibility</b>	Candidate should be a retired Government Servant from Central/State/U.T. Governments/Autonomous Bodies or Statutory Bodies/Government Universities/ Government Research Organizations/ Universities who was holding a Group-A Officer post in the relevant field of his previous employment.
<b>2. Qualification &amp; Experience</b>	<b>Essential Qualifications:</b> Bachelor Degree in any discipline from recognized University/Institution. <b>Experience:</b> In Level-10 (as per 7 <sup>th</sup> CPC) having sound knowledge of Financial rules, accounting and audit procedures as well as rich experience of handling matters related to Accounts and Audit.
<b>3. Duties</b>	Guiding for performing financial procedure, Audit, Budget & other accounts related works and any other duty assigned by the competent authority.
<b>4. Remuneration</b>	i) The consolidated remuneration per month is to be Rs.60,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement. There will be no enhancement of remuneration during the contract period. ii) Fixed amount of transport allowance for the purpose of

		commuting between the residence and the place of work shall be allowed not exceeding the rate applicable at the time of their retirement.
<b>5.</b>	<b>Age Limit</b>	Upto 64 years of Age.
<b>6.</b>	<b>Period of Consultancy</b>	The engagement is to be initially for a period not exceeding one year which is extendable by another one year

## **2. Consultant (Legal) - One (01) position**

### **Terms of Reference:**

<b>1.</b>	<b>Qualification &amp; Experience</b>	<p>Bachelor's Degree in law from a recognized institution/university and six years' experience in handling legal matters in government departments/autonomous bodies/statutory bodies/government universities, preferably in Hospital or Medical Institute set up (or) having 6 years of experience in handling legal matters with appearance before subordinate courts/Administrative Tribunals/High Court.</p> <p>The experience should be in drafting counters/petitions for filling before Tribunal &amp; Courts, contesting cases, liaising with advocates on various legal matters.</p> <p>The candidates should be well versed with service matters, labour laws and various laws related to Hospital Administration and Student affairs. Candidates with past experience in hospital administrative issues will be preferred.</p>
<b>3.</b>	<b>Duties</b>	<p>(a) To prepare draft counter replies to be filed before CAT/Labour Tribunal/High Courts/District Courts/other Courts, etc., and get it vetted from legal angle and to render advice as and when required.</p> <p>(b) To liaise with advocate and discuss with him matters connected with various legal cases.</p> <p>(c) To carry out any other work/duties assigned by the Director or his authorized representatives.</p>
<b>4.</b>	<b>Remuneration</b>	<p>i) The consolidated remuneration per month is to be Rs.60,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement. There will be no enhancement of remuneration during the contract period.</p> <p>ii) Fixed amount of transport allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable at the</p>

		time of their retirement.
5.	<b>Age Limit</b>	Upto 64 years of Age.
6.	<b>Period of Consultancy</b>	The engagement is to be initially for a period not exceeding one year which is extendable by another one year

### 3. Consultant (Procurement) - One (01) position

#### Terms of Reference:

1.	<b>Eligibility</b>	Candidate should be a retired Government Servant from Central/State/U.T. Governments/Autonomous Bodies or Statutory Bodies/Government Universities/ Government Research Organizations/ Universities who was holding a Group-A Officer post in the relevant field of his previous employment.
2.	<b>Qualification &amp; Experience</b>	<b>Essential Qualifications:</b> Bachelor Degree in any discipline from recognized University/Institution. <b>Experience:</b> In Level-8 or above (as per 7 <sup>th</sup> CPC) having sound knowledge of public procurement especially through GeM and CPP etc.,
3.	<b>Duties</b>	To deal with matters related to procurement & inventory management as per Government of India rules like preparation of tender document and publication, stock verification, replies to audit queries etc., and any other duty assigned by the competent authority.
4.	<b>Remuneration</b>	i) The consolidated remuneration per month is to be Rs.60,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement. There will be no enhancement of remuneration during the contract period. ii) Fixed amount of transport allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable at the time of their retirement.
5.	<b>Age Limit</b>	Upto 64 years of Age.
6.	<b>Period of Consultancy</b>	The engagement is to be initially for a period not exceeding one year which is extendable by another one year

Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "Application for engagement as Consultant on contract basis at AIIMS Nagpur" which should reach this office at the following address **within 30 days from the publication of the advertisement on the website.**

**Administrative Officer,  
Administrative Building,  
Plot No: 02, Sector: 20, MIHAN,  
Nagpur - 441108**

**NOTE:**

**Period of Consultancy:** The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 5 years after superannuation.

**Venue:** Administrative Block, AIIMS Nagpur

**Interview:** Only shortlisted candidates will be informed and called for the interview. The date of interview, time and venue will be conveyed through email only.

**Other Terms and Conditions:**

- The prescribed qualification is minimum and mere possessing the same, does not entitle any candidate for the selection.
- The appointment is purely on contract basis for a period not exceeding one year which is extendable by another one year. The appointment can also be terminated at any time, on either side, by giving one month's notice or by paying one month salary, without assigning any reason or failure to complete the period of three months to the satisfaction of competent authority.
- The appointee shall be on the whole time appointment of the AIIMS Nagpur and shall not accept any other assignment, paid or otherwise and shall not engage himself/herself in a private practice of any kind during the period of contract.
- He/she is expected to confirm to the rules of conduct and discipline as applicable to the institute employees.
- The appointee shall perform the duties assigned to him/her. The competent authority reserves the right to assign any duty as and when required. No extra/additional allowances will be admissible in case of such assignment. 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.

- If an appointee wishes to apply somewhere else or resign within the first 03 (three) months of joining, then neither he/she will be issued a No Objection Certificate (NOC) nor he/she will receive any relieving letter or Experience certificate.
- **Leave:** The appointee will be entitled for 1.5 days of paid leave for each completed month of service. 'No work no pay' will be applicable during the period of contract, if more than prescribed leave will be taken. Accumulation of leave beyond a calendar year is not allowed. The said leaves will be non-encashable and non-accruable.
- No hostel or any other accommodation will be provided by the Institute.
- The candidate should bring along original certificates in support of his/her age, education/professional qualification, experience etc., two recent passport size colour photographs and two sets of self-attested photocopies of the relevant documents failing which he/she will not be allowed to participate in the Interview.
- The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.
- No travelling or other allowances will be paid to the candidate for appearing in written examination/interview or for joining the post.
- The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion, Leave encashment etc., or any other benefits available to the Government servants, appointed on regular basis.
- The candidate should not have been convicted by any Court of Law.
- In case of any information given or declaration by the candidate is found to be false or if the candidate has will-fully suppressed any material information relevant to this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
- Incomplete and unsigned applications in any aspect will be summarily rejected.
- The competent authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- The appointee shall not be entitled to avail any allowances/ facilities being extended to the regular/permanent members of the AIIMS Nagpur.
- The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.
- Ordinarily, office will be open on all days except Sundays and government holidays. However, the consultant shall be willing to devote additional hours to assist the Institute in urgent assignments.
- The Institute works from Monday to Saturday between 09:00 am to 05:00 pm with half-an-hour lunch break from 01:30 pm. However, the timing on Saturdays will be from 09:00 am to 01:00 pm.

- The consultant shall not be entitled to any kind of allowances such as DA, HRA, LTC, Medical reimbursement and residential accommodation. They will not be entitled to telephone facilities from the institute etc. However, TA may be allowed, as per institute rules, for travel inside the country in connection with the official tour, if any, as per their entitlement at the time of their retirement.
- During the course of contractual employment candidate shall be maintain strict discipline, punctuality at work place and not indulge in any activities detrimental to the interest of the institution. The employment may be terminated by the Competent Authority at any time if the candidate is found indulging in unprofessional/illegal activities like strike, protest, dharna/pradarshan, etc.
- All disputes will be subject to jurisdictions of Court of Law at Nagpur.
- Canvassing of any kind will lead to disqualification.

**Sd/-**  
**Deputy Director (Admin.)**