



अखिल भारतीय आयुर्विज्ञान संस्थान(छत्तीसगढ़) रायपुर ,
All India Institute of Medical Sciences, Raipur (Chhattisgarh)
G. E. Road, Tatibandh,
Raipur-492 099 (CG)
www.aiimsraipur.edu.in

No. Admin/Rec./Deput./PS/ 2017/AIIMS.RPR

Dated: 22-04-2017

**Engagement of Private Secretary on Deputation Basis
in AIIMS, Raipur.**

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

Sr. No.	Name of Post	Group	Pay Band/Grade Pay/Pay Scale	No. of Post(s)
1.	Private Secretary	B	Pay Band-2: Rs.9300-34800 + GP Rs. 4600/-	04

Note:

- * The number of posts is tentative and is liable to change based on the Institute's requirements.
- ** Maximum age limit for applying for the aforesaid posts on deputation is **56 years** as on last date of receipt of application.
- *** The period of deputation shall be initially for a period of 03 years and it may be extended further as per extant rule.

S. No.	Name of the Post, Pay-band & Grade Pay and Essential Eligibility Conditions.	Number of posts
1.	<p>Name of the Post: Private Secretary</p> <p>Group : 'B'</p> <p>Pay Band-2: Rs.9300-34800 + GP Rs. 4600/-</p> <p>Essential:</p> <p>Officers of the State/Central Government or Central Statutory/Autonomous Bodies holding analogous posts or with at least 5 years of regular service in the post with Grade Pay of Rs. 4200 or higher.</p>	04

The Officers who fulfill the above qualifications/eligibility may submit their application in the attached proforma **through proper channel** to the Sr. Administrative Officer, All India Institute of Medical Sciences, Tatibandh, Raipur- 492099, C.G. so as to reach by **05/06/2017 at 5:00 PM** by Speed Post/Registered Post only.

The envelope containing the application(s) should be super-scribed **“Application for the Post of Private Secretary 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.

Deputy Director (Admin)
AIIMS, Raipur

Application for the post of Private Secretary on deputation basis at AIIMS, Raipur

1.	Name and address in BLOCK letters		Affix here recent passport size photograph
2.	Father's Name		
3.	Date of Birth (in Christian era)		
4.	Date of retirement under Central/State Government Rules		
5.	Educational Qualification	i)	
		ii)	
		iii)	
		iv)	
6.	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).		
		Required	Possessed by the Applicant
	Essential		
	Desirable		

7.	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post				
8.	Details of employments (in chronological order) enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.				
	Office/Inst./Organization	Post Held.		Pay-band and Grade pay (Scale of Pay if in pre-revised scale of pay)	Nature of Duties
		From	To		
9.	Nature of present employment (i.e.ad-hoc or temporary or quasi-permanent or permanent)				
10.	In case the present employment is held on deputation/contract basis, Please state : (a) the date of initial appointment (b) period of appointment on deputation/contract (c) name of the parent office/organization to which you belong				
11.	Additional details about present employment please state whether working under: (a)Central Government (b)State Government (c)Autonomous Organization (d)Government undertaking (e)University				
12.	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.				
13.	Total emoluments per month now drawn.				
14.	Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is Insufficient.				
15.	Whether belongs to SC/ST/OBC (if yes, please specify)				

16.	Contact Nos.	1) Office	
		2) Residence	
		3) Mobile	
		4) E-mail address	
17.	If selected, specify the minimum required joining time		
<i>Signature of the Candidate</i>			Candidate's Address:
Date:			
Countersigned:			
<hr/> [Employer/Authorized Officer]			