

भारत सरकार /Government of India

स्वास्थ्य और परिवार कल्याण मंत्रालय /Ministry of Health and Family Welfare

प्रधान मंत्री स्वास्थ्य सुरक्षा योजना /PMSSY

अखिल भारतीय आयुर्विज्ञान संस्थान/ All India Institute of Medical Sciences

मंगलगिरि, आंध्र प्रदेश/ Mangalagiri, Andhra Pradesh

www.aiimsmangalagiri.edu.in

F No/AIIMS-MG/Admin/TenderBid/06/2018-19/ F & A Con

05/03/2019

Walk-in Interview for engagement of Consultant (F & A) in AIIMS, Mangalagiri, AP

15/03/2019

10 a.m.

Sr No	Items	Remarks
1.	Position (Temporary)	Engagement of 1 No. of retired government servant as Consultant (Finance & Accounts)
2.	Duration	12 months, extendable by further 12 months
3.	Age of the candidate	Below 63 years, as on 01/04/2019 (Age Limit 65 years)
4.	Date of Interview	15/03/2019
5.	Time	10 a.m. to 12:30 p.m. (all candidates who arrive will be accommodated)
6.	Emoluments	Rs. 50,000 per month (fixed during entire tenure) or Last pay less pension, whichever is less
7	Date of commencement	17/03/2019
8	Task	'support to AIIMS administration in setting up of finance & accounts office of AIIMS, Mangalagiri as per Civil Accounts Manual and relevant orders of GoI'
9	Venue	AIIMS Temporary Campus, First Floor, Government Siddhartha Medical College, NH 16 service road, Gunadala, Vijayawada 520008; Phone 0866 2454500; 9422145255. email: dda.mangalagiri@aiims.gov.in
10	Evaluation	By a Committee constituted by AIIMS, Administration.

A. AIIMS, Mangalagiri invites retired Central Government officers from organized Accounts Service, Grp. A, GoI (C & AG; ICAS; IRAS; IDAS, and similar) to work as Consultant (Finance & Accounts) in the following broad areas:

- (1) Assisting the Deputy Director (Admin.) of AIIMS, Mangalagiri (hereinafter mentioned as DDA) and any other designated officer of AIIMS, Mangalagiri in setting up of finance and accounts office of AIIMS, Mangalagiri as prescribed in the CAM and relevant orders of GoI with adequate record management; registration with NPS depository; PF depository; PFMS registration; GeM registration, etc.
- (2) Assisting the DDA in processing of salary payment, pay fixation, deductions from salaries and deposit in NSDL, etc; all DDO functions, including generation of Form 16, filing of TDS challans and coordination with the Chartered Accountant on TDS returns and GST returns, etc.
- (3) Assisting the DDA in processing of bills for GIA salary (TA/DA and related), GIA general expenses and GIA capital expenses with adequate fund control.
- (4) Assisting DDA in General financial administration and miscellaneous matters till such matters are taken over by the respective officer of AIIMS, Mangalagiri, who are expected to be recruited in due course.
- (5) Assisting the DDA in any other task assigned by him for the financial advise to the Director, AIIMS, Mangalagiri.

B. Essential qualifications of the prospective Consultant:

- (1) Superannuated as Group A, Central government officer with age not exceeding 63 years as on 01/04/2019.
- (2) Superannuated as Accounts Officer/Auditor preferably from organized accounts services of Government of India.
- (3) Having experience of at least 5 years in finance and accounts and familiarity with GFR and Civil Accounts Manual.
- (4) Having experience of bill processing and payment of at least 2 years with knowledge of Statutory deduction and income tax compliances.
- (5) Having experience of preparation of pay and accounts for submission to PAO.
- (6) Willing to work at consolidated monthly emoluments of Rs. 50,000 per month Ordinarily, office will be open on all days except Sundays and government holidays. However, the officer may be willing to devote additional hours to assist the DDA in administrative work. No other allowances shall be permissible.

Application Process: The notice along with application proforma is being placed on AIIMS, Mangalagiri notice board; AIIMS Mangalagiri website www.aiimsmangalagiri.edu.in. Request may also be made to PMSSY web administrator for uploading [on www.pmssy.gov.in](http://www.pmssy.gov.in) website.

The duly filled application form along with the originals and self - attested photocopies of all relevant

certificates relating to age and experience(s) with a self-attested coloured passport size photograph should be brought at the time of Interview. No fee is prescribed for the walk in Interview. No TA/DA will be paid for appearing in the interview.

C. Terms and Conditions:

1. Canvassing of any kind will lead to disqualification.
2. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
3. The appointment is purely on contract basis for a period of 01 (One) year or till such time the regular appointments against these vacant posts are made, whichever is earlier, with effect from the date of joining. The appointment can also be terminated at any time, on either side, by giving one month's notice or by paying one month's 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 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 conform 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.
4. 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 .
5. The appointee shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the Government Servants, appointed on regular basis.
6. The candidate should not have been convicted by any Court of Law.
7. 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.
8. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
9. Incomplete applications in any aspect will be summarily rejected.
10. 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.
11. The appointee shall not be entitled to avail any allowances/facilities being extended to the regular/permanent faculty members of the AIIMS except for travel and stay permitted with the approval of competent authority at the rates specified in such order.
12. All disputes will be subject to jurisdictions of Court of Law at Mangalagiri/Vijayawada.

Sd/-

Deputy Director (Admin.), AIIMS

Annexure: Application Form (PTO)

Application Form for the post of Consultant (F & A) in AIIMS, Mangalagiri

Notice No.

आवेदित पद /
Post applied for

Affix Passport
Size self-
attested
colour
photograph
here.

1. नाम स्पष्ट अक्षरोंमें / Name in block letters :-

2. पिता / पति का नाम स्पष्ट अक्षरोंमें / Father / Husband's Name in block letters:-

3. (अ) स्थायी पता / (a) Permanent Address:-

राज्य / State

पिन / Pin

(ब) डाक का पता / (b) Postal Address:-

राज्य / State

पिन / Pin

4. लिंग / Gender:

(संबंधितपरचिन्हलगाएं / Tick the relevant)-

पुरुष / Male

महिला / Female

5. Person with disability (PWD) / विकलांगता- (Yes/No)

1. संपर्क विवरण / Contact Details:-

एस.टी.डी. कोड सहित फोन नं./

Phone No. With STD Code

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मोबाईल नं./ Mobile No.:

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PTO

ईमेल / E-mail

7. प्रमाणपत्र के अनुसार जन्मतिथि / DOB as per LPC

दिनांक / Date माह / Month वर्ष / Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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8. Essential Qualification:

Sr. No.	Essential Required	Possessed by the Applicant (YES/NO)
1	(1) Superannuated as Group A, Central government officer with age not exceeding 63 years as on 01/04/2019.	
2	(2) Superannuated as Accounts Officer/Auditor preferably from organized accounts services of Government of India.	
3	(1) Having experience of at least 5 years in finance and accounts and familiarity with GFR and Civil Accounts Manual.	
4	(2) Having experience of at least 2 years of bill processing and payment with knowledge of Statutory deduction and income tax compliances.	
5	(3) Having experience of preparation of pay and accounts for submission to PAO.	
6	(4) Willing to work at consolidated monthly emoluments of Rs. 50,000 per month Ordinarily, office will be open on all days except Sundays and government holidays. However, the officer may be willing to devote additional hours to assist the DDA or any other officer of AIIMS Mangalagiri in financial work. No other allowances shall be permissible.	

9. Experience

Details of employments (in chronological order) enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.

Sr. No.	Office/Inst./Organization	Post Held		Pay-band and Grade pay (Scale of Pay if in pre-revised scale of pay)	Nature of Duties in Brief
		From	To		
1					
2					
3					
4					
5					
6					
7					
8					

Please Note:

1. Incomplete application will be rejected straight way.
2. If it is found, that the applicant has suppressed any information or given wrong information he/she will be terminated forthwith without assigning any reason.
3. Please enclose copy of Last Pay Certificate/ Superannuation documents documenting the post from which the government servant has retired and the date of superannuation.

UNDERTAKING

I solemnly affirm that the information furnished above is true and correct in all respects to the best of my knowledge. I have not concealed any information. I undertake that any information furnished herein is found to be incorrect or false, I shall be liable for action as per rules in force.

स्थान/Place

उम्मीदवार के हस्ताक्षर / Signature of the Candidate

दिनांक / Date

उम्मीदवार का नाम / Name of the Candidate

AIIMS Temporary Campus, First Floor, Government Siddhartha Medical College, NH 16 service road, Gunadala, Vijayawada 520008; Phone 0866 2454500; 9422145255. email: dda.mangalagiri@aiims.gov.in