



अखिल भारतीय आयुर्विज्ञान संस्थान, बिलासपुर  
हिमाचल प्रदेश - १७४०३७  
All India Institute of Medical Sciences, Bilaspur Himachal  
Pradesh-174037



<https://aiimsbilaspur.edu.in>

E-mail: - [helpdesk.rec@aiimsbilaspur.edu.in](mailto:helpdesk.rec@aiimsbilaspur.edu.in)

AIIMS-BLS(B)/(02)/(I)/2021- 3675

04 September, 2024

**ENGAGEMENT OF CONSULTANTS ON CONTRACTUAL BASIS**

Last date for receipt of Offline application Copy

30.09.2024

All India Institute of Medical Sciences (AIIMS), Bilaspur, Himachal Pradesh an autonomous Institute of National Importance under Ministry of Health & Family Welfare, Govt. of India intends to engage the services of retired government servants as consultants in various disciplines as detailed below on contract basis for a period of 1 year based on functional requirement and suitability.

The candidates willing to appear must fill the offline Form and bring their original certificate of age, qualification, experience on the date of Interview. The total number of posts along with Qualification, Experience and consolidated remuneration etc. is as follows:

**1. Consultant (Fire Safety) – 01**

<b>Eligibility Criteria</b>	Retired Fire Officer or Station Officer or Sub Officer or equivalent from Central/State/UT's Fire services /Central Industrial Security Force/PSU etc., with at least five years of experience in pay level-6 (7 <sup>th</sup> CPC) or GP-4200 (6 <sup>th</sup> CPC)  <b>Desirable Experience and Skills: -</b> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the state of Himachal Pradesh.
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Carry out risk assessments and development of the institutes policies, standards and plans for fire and disaster management; draw up fire and disaster management plans of Institute responsible for the design of emergency plans.</li> <li>2. Monitor and ensure that safety standards and fire prevention steps are being adhered to.</li> <li>3. Ensure that fire and disaster handling procedures are followed and the required equipment is tested periodically;</li> <li>4. Liaise with local fire services of State Govt. and District Disaster Management Authority.</li> <li>5. Train fire wardens i.e., security supervisors etc. in fire prevention, disaster preparedness planning, rescue and evacuation operations.</li> <li>6. Train staff in fire prevention, disaster preparedness planning, rescue and evacuation operations and evacuation drills.</li> <li>7. Organize spot checks to assess for fire and other hazards around the campus including indoor areas.</li> <li>8. Arrange for regular fire alarm tests and fire drills.</li> <li>9. To carry out all works assigned by the Executive Director (or his nominee) connected with the fire and disaster prevention and other risk hazards.</li> </ol> <p>The role is responsible for the supervises the functioning of the</p>

	security and fire staff; This role also ensures that requisite training is provided to employees and staff on security and fire handling procedures; initiates awareness programmes for the institute.
<b>Remuneration</b>	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / Percentage increase during the contract period.
<b>Age Limit</b>	Up to 65 years of Age.
<b>Period of Consultancy</b>	Initially for one year and further extendable for another year up to the age of 65 years.

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

<b>Qualification</b>	Retired Officers with: - Bachelor Degree in law from recognized University.
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Rendered at-least Eight (08) years' service in level 9 or above (As per 7th CPC Pay Matrix or equivalent levels in 6th CPC) after acquiring LLB Qualification.</li> <li>2. Having sound knowledge of legal matters; preferably in Central/State Government Hospital and Medical College.</li> <li>3. Ability to use Internet/Computer system is mandatory.</li> </ol>
<b>Duties</b>	<p>To deal with all legal matters including documentation, drafting legal opinions, articles, empanelment of advocates, briefing to advocates, verification and vetting of legal opinions and giving legal opinion on various issues as per requirement including preparation of draft counter replies to be filed before CAT/Labour Tribunal/Courts etc. and get it vetted from legal angle and render advices as and when required. To attend hearing/arbitration cases as and when directed by the competent authority on behalf of AIIMS Bilaspur (H.P.).</p> <p>To carry out all works assigned by the Executive Director (or his nominee) connected with legal related issues.</p>
<b>Remuneration</b>	A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment / Percentage increase during the contract period.
<b>Age Limit</b>	Up to 65 years of Age.
<b>Period of Consultancy</b>	Initially for one year and further extendable for another year up to the age of 65 years.

**Maximum Age Limit:** - The applicant's age as on 30.09.2024 must be below 64 (Sixty-Four) years.

**Selection Procedure:** - The engagement will be purely on contract basis. Applications received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. The consultants will be selected from shortlisted candidates for which selection committee will devise a method on the basis of number of applications received for a particular post and candidates will be informed accordingly. The competent authority reserves the right to select or reject a candidate or decide not to proceed with the selection process without assigning any reason.

**Terms of Reference:** - **The terms of reference for the engagement of consultants will be as**

**per Annexure-I.**

Process to apply: The aspiring applicants satisfying the eligibility criteria in all respect can submit their duly filled application form attached with this advertisement along with the attested copies of certificates in support of date of birth, educational qualification, experience, caste certificate & other relevant documents.

**Step-1** Download the application form (provided on the Website) and fill it.

**Step-2** The application form filled offline should be sent to the below address through Speed Post/Registered Post by 30.09.2024 by 5.00 PM.

**Important Instructions:**

One photo copy of set of all documents to be sent as mentioned below:

Copy of PPO

Copy of retirement notification

Copy of Last Pay Certificate

Copy of PAN

Copy of Matriculation Certificate (Age Proof)


Copies in support of educational & professional qualifications.

Copies of experience certificates.

The candidate should send the duly filled application form and self- attested certificates in support of educational qualification(s), experience, age/date of birth certificate, copy of PPO and Copy of Last Pay Certificate through Registered post or Speed post only to the below mentioned address so as to reach before 30.09.2024 till 5 PM:

The Recruitment Cell,  
Third Floor, Administrative Block,  
AIIMS Bilaspur (H.P.) 174037

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

  
Deputy Director, (Administration)  
AIIMS Bilaspur (H.P.)

TERMS OF REFERENCE FOR CONSULTANTS

1. The Consultants shall execute and perform the tasks assigned to them with due diligence and according to the best of their intelligence, skill and ability on the direction of his controlling officer with whom he would be attached.
2. The consultants would follow working office hours from 09:15 AM to 05.15 P.M. from Monday to Friday and 09:15 A.M. to 1:15 P.M. on Saturdays including half an hour lunch break in between or as may be directed by the controlling officer, during normal working hours. The Consultant usually has to attend office on working days but he can be called for duty on any day such as Saturday, Sunday, holiday including Gazetted Holiday or beyond working hours without any extra remuneration.
3. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed. No leave of any other kind will be admissible. No remuneration for the period of absence in excess of the admissible leave will be paid to consultants. The leave for more than 5 days shall not, ordinarily, be allowed at a time.
4. The leave should be applied and got approved from the controlling officer in advance in writing or in electronic medium.
5. The remuneration will be paid on consolidated basis and no other allowances would be applicable.
6. The consultants shall not take up any other assignment of any nature during his period of engagement in AIIMS-Bilaspur (H.P.).
7. The Consultants shall be abided by the rules and provisions contained under the Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in their conduct during the period of engagement in AIIMS Bilaspur (H.P.). The applicants shouldn't have been retired as a matter of punishment and should not have any crime record. The Consultants should maintain confidentiality of the work carried out by them and will be subject to the provisions of Official Secret Act, 1923. The Consultants shall be bound to hand-over the entire set of records of assignment to the competent authority of the Institute before the expiry of the contract and before the final payment is released by AIIMS-Bilaspur.
8. The Income Tax or any other tax liable to be deducted, as per the prevailing provisions under relevant laws will be deducted at source before effecting the payment, for which the Institute may issue relevant certificates.
9. The engagement shall automatically stand terminate at the end of the period unless extended by AIIMS Bilaspur (H.P.) on mutual consensus by both the parties. The AIIMS may terminate the contract of consultancy under any of the conditions as mentioned below: -
  - a) The Consultant is unable to address the assigned works.
  - b) Quality of the assigned works is not to the satisfaction of the Executive Director, AIIMS Bilaspur (H.P.).
  - c) The Consultant fails in timely achievement of the target as finally decided by the competent authority.
  - d) The Consultant is found lacking in honesty and integrity or on suspicion of sharing confidential information unauthorizably.
10. The contract can be terminated by giving fifteen days' notice by either side. In the event of premature termination of contract without advance notice of 15 days, an amount of remuneration equivalent to 15 days of consultant's remuneration shall have to be given by the AIIMS-Bilaspur or to the AIIMS-Bilaspur by the consultant as the case may be. In the event of termination of the agreement, the remuneration will be paid on pro-rata basis as per attendance during the notice month.
11. The termination of contract will take affect only after the approval of the competent authority of AIIMS- Bilaspur (H.P.) including after obtaining proper "No Objection Certificate" and "No Dues" certificates from all officers concerned in AIIMS.

12. The termination will be without prejudice to either party's rights accrued before termination.
13. If any declaration/ information furnished by the consultant is found false or found to be willfully suppressed any material fact(s), he/she will be liable for termination of contract including any administrative and/or legal action as competent authority may deem fit.
14. The decisions of the Executive Director, AIIMS-Bilaspur shall be final and binding on the consultants. In the event of any dispute the jurisdiction of Courts in Bilaspur, Himachal Pradesh only shall be applicable.
15. The Consultant shall not be eligible for any claim or any other benefit/compensation under provisions of any Act/Rules applicable to regular government employees. The engagement does not grant the Consultant any right for future employment/ regularization in AIIMS-Bilaspur or any benefits admissible to the employees of AIIMS-Bilaspur.
16. The Consultant 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 AIIMS- Bilaspur employees on regular basis.
17. The consultant, if required to undertake journey on official tour by competent authority may be allowed TA/DA as per their entitlements in terms of their pay level/pay grade at the time of retirement and according to the extant rules.

**APPLICATION-FORM- ENGAGEMENT OF CONSULTANTS ON CONTRACTUAL BASIS**

PASTE HERE  
SELF ATTESTED  
PHOTOGRAPH

NOTE: TO AVOID ANY MIS-REPRESENTATION OR INTERPRETATION OF FACTS, THE APPLICATION MUST BE SUPPORTED WITH ATTESTED COPIES OF TESTIMONIALS.

Post applied for: \_\_\_\_\_ on Contractual basis (for All India Institute of Medical Sciences, Bilaspur, Himachal Pradesh)

1. (a) Full Name (BLOCK LETTERS):

\_\_\_\_\_  
(First Name) (Middle Name) (Surname)

(b) Sex: Male / Female

(c) Marital Status: Married / Unmarried

2. Father's/Husband's Name: \_\_\_\_\_

3. (a) Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Mob. No. \_\_\_\_\_ PIN: \_\_\_\_\_

(b) Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Mob. No. \_\_\_\_\_ PIN: \_\_\_\_\_

4. (a) Date of Birth: ( ) ( ) ( )  
\_\_\_\_\_  
(Date) (Month) (Year)

(b) Age as on 15 Jul 2022: ( ) ( ) ( )  
\_\_\_\_\_  
(Yrs.) (Months) (Days)

5. State of Domicile: \_\_\_\_\_

6. Nationality: \_\_\_\_\_ Religion: \_\_\_\_\_

7. Date of entry into service: \_\_\_\_\_ Date of superannuation: \_\_\_\_\_

8. Date of Retirement under Central/State Government Rules & PPO No.: \_\_\_\_\_

9. **Educational Qualifications:**  
 (Please attach attested copies of certificates/degrees in support of your qualifications)

Examination Passed	Year of Passing	No. of attempts	Class/Division and Percentage	University/ Institution
Matric/S.S.C.				
Intermediate/ HSC				
Diploma in _____				
Bachelor Degree in _____				
Master's Degree in _____				
Any Other Qualification				

10. **Details of Work Experience:** (in chronological order enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. Please attach attested copies of experience certificates)

Name of Post & Indicate Temporary/ Permanent	Period (Date)		Duration			Name of the Organization	Last Basic Pay with Grade Pay	Nature of Duties
	From	To	Yrs.	Mths.	Days			
Total Experience	_____ Years _____ Months _____ Days							

11. Details of Prizes, Medals, Scholarships & National/ International Awards etc.:

12. Additional qualification such as membership of scientific society etc.:

13. (a) Last employment/ post held : \_\_\_\_\_

(b) Pay Scale with Grade Pay : \_\_\_\_\_

(c) Total emoluments drawn : \_\_\_\_\_

(d) Address of Last employer : \_\_\_\_\_

: \_\_\_\_\_

14. If selected, what notice period would you require before joining : \_\_\_\_\_

15. Self-evaluation of your work, particularly its strengths in different fields of activity including patient care, teaching, research and administrative, related to the job, which, in your view, entitles you to the post applied for may be given in Annexure- I.

16. I attach attested copies of certificates/ degrees in support of age, category, qualification and experience etc. as per list enclosed Annexure-II.

Date:

Place:

Signature of the candidate

**DECLARATION BY THE CANDIDATE**

Post applied \_\_\_\_\_ for at AIIMS, Bilaspur.

I hereby declare that the above information is true, complete and correct to the best of my knowledge and belief. I have not suppressed any material, fact or factual information. I understand that my candidature is liable to be rejected in the event of any mis- statement/discrepancy in the particulars being detected and after my appointment in such an event, my services are liable to be terminated without any notice to me or reasons thereof. I am not aware of any circumstance, which might impair my fitness for employment under the Government.

I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualification and experience etc. prescribed for the post.

I have read this circular and ready to accept the terms and conditions for engagement as consultant as mentioned in Annexure-I & detailed advertisement.

I am not employed in any other Government Institution/ Autonomous body.

Date:

Place:

Signature of the candidate

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BILASPUR,  
HIMACHAL PRADESH

Post applied for \_\_\_\_\_

SELF EVALUATION

(Require under Column 15 of the application)

Date:

Signature of candidate

ANNEXURE-II

LIST OF ENCLOSURES: (Required under column 16 of the application)

S. No	Certificates	Tick (✓) as applicable
1.	Date of Birth certificate & Matriculation certificate	
2.	Aadhar Card/ Identity Card	
3.	Bachelor Degree Certificates	
4.	Master's Degree Certificate	
5.	Any other degree certificates	
6.	Experience certificate(s)	
7.	Copy of PPO	
8.	Copy of retirement notification	
9.	Copy of Last Pay Certificate	

Signature of candidate