



सत्यमेव जयते

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

<https://aiimsbilaspur.edu.in>

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AIIMS-BLS(B)/(02)/(I)/2021-3676

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 consultant 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 (Bio Medical Engineer)- 01

| | |
|----------------------|---|
| Qualification | B.E. /B. Tech. in Bio Medical Engineering from a recognized Institution/University. Or Diploma Bio Medical Engineering from a recognized Institution with 2 years' experience in relevant field. |
| Experience | Note: - Professional's meeting qualification and experience criteria are also eligible to apply but their candidature will only be considered in case retired officers are not adjudged suitable for the assignment or do not apply. |
| Desirable | Retired Govt. servant who has rendered at least three years' service in pay level 10 or above (As per 7th CPC pay Matrix or equivalent levels in 6th CPC) |
| Duties | <ol style="list-style-type: none">1. To help the administration in the approval of new equipment for purchase by providing technical help in the preparation of specifications.2. To install new equipment by establishing, adjusting, calibrating and testing performance in association with the service engineer.3. To provide technical assistance to personnel from the facility in maintenance and use of medical equipment.4. To provide training to related facility and staff on maintenance and utilization of equipment.5. To coordinate and evaluate the work performed by service engineers including maintenance, calibration, installation and verification of service documentation.6. To plan & schedule preventive maintenance of equipment to help in the execution of regular schedule of preventive maintenance.7. To repair, maintain & service common equipment not requiring specialist service engineers.8. To ensure maintaining of optimum stock of spares to |

| | | |
|------------------------------|---|---|
| | | <p>reduce breakdown of important lifesaving and other critical equipment.</p> <p>9. To help the faculty in the development of new biomedical technology, retrofitting of the equipment for patient care, teaching training and research.</p> <p>10. To prepare biomedical reports by collecting, analyzing, and summarizing information and trends.</p> |
| Remuneration | In case of retired government servant | 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. |
| | For others | A monthly consolidated remuneration of INR 60,000 shall be applicable |
| Age Limit | Up to 65 years of Age. | |
| Period of Consultancy | 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)

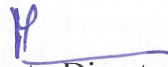
Copies in support of educational & professional qualifications.

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 unauthorizedly.
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