

**Government of India**  
**Ministry of Health & Family Welfare**  
**Nirman Bhavan, New Delhi -110011**

**Website: [www.mohfw.nic.in](http://www.mohfw.nic.in)**

**Fax : 011 – 23061867**

**Advertisement: Deputy Director (Administration) New AIIMS No.2 /2014/ dated 20<sup>th</sup> February 2014: For The Post of Deputy Director (Administration) In The New All India Institutes Of Medical Sciences (AIIMS) at Jodhpur And Rishikesh, (One Post In Each Of The New AIIMS), Under Pradhan Mantri Swasthya Suraksha Yojana**

The Ministry of Health & Family Welfare, Government of India has set up New AIIMS at Jodhpur and Rishikesh as Autonomous Institutions of National Importance. The last date for receipt of application will be two months from the date of publication of this advertisement in Employment News .

**II.** The detailed advertisement and the application format will be hosted in the MoHFW website at [www.mohfw.nic.in](http://www.mohfw.nic.in) and application format can be downloaded from here. The duly filled in application along with attested copy of all relevant certificates to be sent to Shri.Sundeep Kumar Nayak, Joint Secretary (PMSSY), Room No.144-A Wing, Nirman Bhavan, New Delhi, 110011 super scribing on the envelope “Application for the Deputy Director (Administration) Post in New AIIMS Institutions”. Those who have submitted their applications in response to the previous advertisement dated 26<sup>th</sup> September 2013 for this post, need not submit their applications once again in response to this advertisement. However any additional information, pending document(s) to be submitted, may be forwarded.

**III.** Those who are working in Central/State Govt/Autonomous body should send “No Objection Certificate” from their respective organization along with their application. While forwarding the application the following documents may also please be sent along with the application.

- Complete ACR dossier’s/attested copies of ACRs of the applicant (last five years).
- A certificate about the Integrity of the Officer recommended for appointment on Deputation.
- Vigilance Clearance in respect of applicant duly signed by an officer of the appropriate Status.
- Certificate, Major/Minor penalty imposed if any, on the officer during the last 10 years/service period whichever is less.

**IV.** Applicants willing to join the Institutions on deputation only to apply. The period of deputation shall ordinarily be three years. The pay will be protected as per Government of India Rules.

**V.** Upper age limit for candidates coming on deputation should not exceed 56 years as on 31<sup>st</sup> March 2014.

**VI.** The qualification/eligibility prescribed is minimum requirement and the same does not automatically make candidates eligible for interview. Based on bio-data, the Selection Committee will short-list candidates for interview. Candidates called for interview will have to produce all relevant original documents in proof of details furnished in their application at the time of interview.

**VII.** Interview will be held at New Delhi. No TA/DA will be paid for appearing in the interview by the Ministry of Health & Family Welfare.

**VIII.** The post carries usual allowances as admissible to Central Government Employees of similar status and other allowances sanctioned in AIIMS New Delhi.

**IX. Eligibility:** IAS/ AIS/ Service Officers/ Officers of the State Governments / Autonomous Organizations /Government Undertaking, equivalent to the Officers of the rank of Deputy Secretary/Director of Government of India, who have been involved in institution building at some stage of their career are eligible to apply.

**X. Pay Band-4:** Rs.37400-67000 with Grade Pay of Rs.8700.

**(Sundeep Kumar Nayak)**  
**Joint Secretary**

## APPLICATION FORMAT

Name and particulars of candidates for the post of Deputy Director (Administration) (Group A-Gazetted) each at the New AIIMS set up at Jodhpur and Rishikesh under the Pradhan Mantri Swasthya Suraksha Yojana.

1. Name (in BLOCK LETTERS) :
2. Father's Name :
3. Date of Birth and Age  
(as on 31.03.2014) :
4. Present address  
Including Email ID, Fax and Mobile number :

5. Whether citizen of India or  
Non-Resident India or Persons  
Of India Origin (Please specify) :

6. Academic Qualification :

Graduation	Year of Passing	No. of attempts	College/University from which graduated.
Post-Graduation	Year of Passing	No. of attempts	College/University from which graduated.

7. Details of Employment, in the chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held	From	To	Scale of Pay	Nature of duties (in detail)

8. Nature of present employment i.e., ad-hoc or temporary or Quasi-permanent or permanent.
9. 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

10. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)

- |                              |                            |
|------------------------------|----------------------------|
| (a) Central Government       | (b) State Government       |
| (c) Autonomous Organizations | (d) Government Undertaking |
| (e) Universities             | (f) Others                 |

11. Total emoluments per month now drawn with details.

12. Additional information, if any, which you would like to mention in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/ advertisement)

(Note: Enclose a separate sheet, if the space is insufficient).

13. Whether belongs to SC/ST/OBC

14. Position regarding award of penalty during last 10 years, if any

15. Kindly state your order of preference

For amongst the two Institutes

Jodhpur

Rishikesh

I have carefully gone through the vacancy circular / advertisement and I am well aware that the bio-data, duly supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post. I hereby declare that the information given by me in this application is true and correct to the best of my knowledge and belief.

Place:

Date:

(Signature of the Applicant)