



# अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी All India Institute of Medical Sciences, Guwahati

स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक वैधानिक निकाय  
(A statutory body under the aegis of Ministry of Health and Family Welfare, GoI)

F.No- 1-74/2022-23/AIIMS/GHY/ADMN./CONT-APPOINT/1059

Dated:15/09/23

**All India Institute of Medical Sciences, Guwahati** an Autonomous Institute of National Importance under Ministry of Health & Family Welfare, Government of India invites applications from suitable candidates/retired employees to be engaged in various departments on contract basis as under:

Sl.	Name of the Post	Remuneration	No. of Position
01.	Senior Administrative Officer	Rs.96,000/- Per month	01
02.	System Analyst (IT)	Rs.96,000/- Per month	01
03.	Senior Procurement Officer	Rs.96,000/- Per month	01
04.	Medical Officer AYUSH	Rs 79,500/- Per month	01
05.	Dietician	RS 63,500/- Per month	01
06.	Pharmacist	Rs 41,500/- Per month	01

**Note:**

1. The above assignments are purely on contractual basis, initially for a period of 1 (one) year or till the joining of regular appointee whichever is earlier.
2. **The last date for submission of application is 30 days from publication of this advertisement in employment news i.e. 15 October 2023.**

For further details of advertisement including educational qualifications, other eligibility criteria and format of application, please visit Institute's website i.e., [www.aiimsguwahati.ac.in](http://www.aiimsguwahati.ac.in).

Sd/-  
Executive Director  
AIIMS, Guwahati

Changsari, Assam PIN - 781101



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## 1. Senior Administrative Officer - One Position (01)

### Terms of Reference/Detailed Eligibility Criteria.

Eligibility & Qualification	Retired/Present Govt. officers having Bachelor Degree in any discipline from Recognized Institution with minimum 5 years regular service in the Grade Pay of Rs. 5400/- in the relevant field as per Sixth CPC or equivalent in Central/State/Union Territories/Universities/Statutory/Autonomous Bodies or Research Organizations. Candidates having sound knowledge of Establishment rules and regulations viz. Implementation of Pay commissions, fixation of Pay, upgradation under MACP, disciplinary matters, medical claims, recruitment, retirement benefits and other related matters of establishment/administration with at least 8 years' experience in the relevant field only need to apply. Ability to use Internet/ Computer System is mandatory.
Remuneration	Rs. 96,000/- per month (in case of retired Govt. servants, consolidated remuneration per month is to be Rs. 96,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement). There will be no enhancement of remuneration during the contract period.
Age Limit	Present/Retired Govt. Servants subject to maximum 65 years of Age.
Period of Contract	The engagement is to be initially for one year or until the post is filled up on regular basis whichever is earlier.

## 2. System Analyst (Information Technology) - One Position (01)

### Terms of Reference/Detailed Eligibility Criteria

Qualification & Experience	<ul style="list-style-type: none"><li>BE/B Tech in IT/MCA B Sc. or equivalent having 10 years of experience in IT systems/Networking/Hardware configuration and software Programming in Ministries/Departments of Government of India/State Government/Union Territories/Statutory/Autonomous Bodies.</li><li>Candidates having experience of Hospital IT Management will be preferred.</li><li>A retired Government Employees of Central State Governments Autonomous Bodies / Statutory Bodies / PSUs /Research Organizations/Universities may apply.</li></ul>
Remuneration	Rs. 96,000/- per month . There will be no enhancement of remuneration during the contract period.
Age Limit	Not exceeding 50 years of Age.
Period of Contract	The engagement is to be initially for one year or until the post is filled up on regular basis whichever is earlier.

### 3.Senior Procurement Cum Stores Officer – One Position (1)

#### Terms of Reference/Eligibility Criteria

Qualification & Experience	<p>Present/Retired Officers with: -</p> <ol style="list-style-type: none"><li>1. Bachelor Degree in any discipline from recognized University.</li><li>2. Post-Graduate Degree/Diploma in Material Management</li><li>3. Rendered at-least 5 years regular service in the post with Grade Pay of Rs. 5400/- as per 6<sup>th</sup> CPC or equivalent.</li><li>4. Having sound knowledge of public procurement including e-procurement through GeM and CPP etc.</li><li>5. Ability to use Internet/ Computer System is mandatory.</li></ol> <p><b>Note:-</b> Officers with working experience in Procurement Section of Central Autonomous Bodies /Institutions/Government Medical colleges will be preferred.</p>
Remuneration	Rs. 96,000/- per month (in case of retired Govt. servants, consolidated remuneration per month is to be Rs. 96,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement). There will be no enhancement of remuneration during the contract period.
Age Limit	Present/Retired Govt. Servants subject to maximum 65 years of Age.
Period of Contract	The engagement is to be initially for one year or until the post is filled up on regular basis whichever is earlier.

### 4. Medical Officer AYUSH - ONE POSITION (1)

#### Terms of Reference/Eligibility Criteria

Essential Qualification	<p>I) A degree in relevant stream of AYUSH from recognized university / statutory state board/council/faculty of Indian medicine or equivalent recognized under the relevant council.</p> <p>II) Enrolment on the central register of the stream in central or state register of Indian medicine.</p> <p><b>Experience:</b> Three years clinical or teaching experience in a recognized hospital / teaching institution.</p> <p><b>Desirable:</b> A Postgraduate degree in any of the five streams of AYUSH from a recognized university / statutory state board council / faculty of Indian medicine or equivalent recognized under the relevant control.</p>
Remuneration	<b>Rs. 79,500/- per month</b> and no enhancement during the contract period.
Age Limit	Not exceeding 35 years of Age.
Period of Contract	The engagement is to be initially for one year or until the post is filled up on regular basis whichever is earlier.

## 5. Dietician – One Position (1)

### Terms of Reference/Eligibility Criteria

Essential Qualification	<b>Essential Qualification:</b> 1.M.Sc. (Home Science Food and Nutrition)/M.Sc. (Clinical Nutrition and Dietetics)/M.Sc. (Food Science & Nutrition)/ M.Sc. (Food and Nutrition Dietetics)/M.Sc. (Food Service Management and Dietetics) from a recognized University. 2. 3 (three) years' experience in the line preferably in 200 bedded Hospital.
Remuneration	<b>Rs. 63,500/-</b> Per Month and no enhancement during the contract period.
Age Limit	Not exceeding 35 years of Age.
Period of Contract	The engagement is to be initially for one year or until the post is filled up on regular basis whichever is earlier.

## 6. Pharmacist – One Position (1)

### Terms of Reference/Eligibility Criteria

Essential Qualification	<b>Essential Qualification:</b> 1.Diploma in Pharmacy from a recognized University/Institution 2.Should be a registered Pharmacist Under Pharmacist Under Pharmacy act 1948 <b>Desirable:</b> Experience in Manufacture/Testing of Transfusion fluids in a reputed hospital or Industry.
Remuneration	<b>Rs. 41,500 /-</b> Per Month and no enhancement during the contract period.
Age Limit	Not exceeding 27 years of age.
Period of Contract	The engagement is to be initially for one year or until the post is filled up on regular basis whichever is earlier

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निकाय

(A statutory body under the aegis of Ministry of Health and Family Welfare, GoI)

## **General Conditions:**

1. The above assignments are purely on contract basis, initially for a period of 01(one) year or until the post is filled up on regular basis whichever is earlier.
2. The incumbent selected shall have no claim whatsoever for regularization of their services in the AIIMS Guwahati.
3. The candidates applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.
4. Maximum age, qualification and experiences are to be taken as on the last date of the receipt of the application. **The last date of the receipt of application is 30 days from publication of this advertisement in the Employment news.**
5. The mere fulfilment of the required qualifications and experiences do not entitle a candidate to be called for interview. Applications as received will be screened by a duly constituted Screening Committee and a limited number of candidates will be called for the interview. The screening criteria will be decided by the AIIMS, Guwahati, which will be final and no representations in this regard will be entertained. However, if sufficient number of candidates with required experiences are not available, then the experiences may be relaxed at the discretion of the Competent Authority.
6. All other terms & conditions as applicable will be decided by the AIIMS, Guwahati which will be binding relating to the Selection Process of the Employees.

## **Terms and Conditions:**

- i) **Duties:** - All the duties and responsibilities of Employees are mentioned in the terms of reference of each Employees. To carry out all works assigned by the Executive Director or his authorized representatives.
- ii) **Age-** The upper age limit may kindly be referred in the terms of reference for each Position and should meet the age criteria. **The cut-off date to determine the eligibility criteria i.e. upper age limit, essential qualifications & experiences will be the last date of submission of application i.e. 15/10/23.** Age relaxation may be given to highly suitable candidates for position of Senior Administrative Officer, Senior Procurement Officer.
7. **Tenure:** - The engagement is purely on contract basis initially for a 1(one) year or until the post is filled up on regular basis whichever is earlier. This engagement will not vest any right to claim by the candidate for continued contractual engagement which may be renewed or terminated on the basis of satisfactory performance and conduct.
- iii) **Remuneration:** - The contract will entitle the contractual engagement to a monthly consolidated remuneration as per the terms of the references as mentioned in each employee. The contractual appointee will not be entitled to any other allowances, financial benefits or concessions as admissible to Institute employees.
- iv) **Expiry of Contract:** - The engagement will automatically expire on completion of 1(one) year until it is renewed with mutual consent for the decided period. The contractual engagement can be terminated at any time, by either side, by giving 30 days' notice or salary in lieu thereof.
- v) **Leave:** - The leave entitlement of the appointee shall be as per institute policy as amended from

- time to time.
- vi) **Accommodation:** - No Quarter/hostel or any other accommodation will be provided by the Institute.
  - vii) The Competent Authority reserves the right to change the number of vacancies, withdraws the process in full or in part and also the right to reject any or all application received without assigning any reasons or giving notice etc.
  - viii) The prescribed qualification and experience is minimum and mere possessing the same does not entitle any candidate for selection.
  - ix) This contractual appointment is whole time and private practice of any kind is prohibited.
  - x) He/she should also note that he/she will have to confirm to the Rules of discipline and conduct as applicable to the Institute employees.
  - xi) No travelling or other allowances will be paid to the candidate for interview or for joining the post.
  - xii) The candidate should not have been convicted by any Court of Law.
  - xiii) Canvassing in any form will render the candidate disqualified for the post.
  - xiv) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have wilfully suppressed any material information, he/she will be liable to be removed from the engagement and such action as the Appointing Authority may deem fit.
  - xv) The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.

**How to apply:**

Persons desirous of being considered in the above assignments are required to submit their applications as per the prescribed proforma along with self-attested copies of all their educational qualifications and experiences addressed to the **Administrative Officer, All India Institute of Medical Sciences, Guwahati, Assam Changsari, Kamrup, PIN - 781101, India**, latest by **15.10 2023**. The envelope containing the application should be super scribed with the “Application for the post of .....”. Incomplete applications will be summarily rejected.

**Clarification & Enquiries:**

**Mail to: [adminofficer@aiimsguwahati.ac.in](mailto:adminofficer@aiimsguwahati.ac.in)**

Sd/-  
**Executive Director**  
**AIIMS, Guwahati**



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**Application Form**

1. Name : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Male/Female : \_\_\_\_\_
5. Marital Status : \_\_\_\_\_
6. Nationality : \_\_\_\_\_
7. Educational Qualifications :

Photo  
Self-Attested

(Secondary/Matriculation onwards. Self-attested copies of certificates and mark sheets should be attached).

Degree/Exam.	Board/University	Date of Commencement	Date of Passing	% Marks	Course Duration (years)

8. **Work Experience** (Post-qualification): (Starting from the most recent)  
(Attach self-attested copies of certificates)

Organization	Name of the Post held	Date of Joining	Date of Leaving	Pay Scale	Reasons for Leaving

9. Last Pay drawn: - .....

**10. References:**

Details	Reference-1* (Present Employer)	Reference-2* (Previous Employer)
Name		
Designation		
Organization		
Contact Landline		
Mobile No.		
E-mail ID		

\* In case not employed, then furnish the names of two referees who are well acquainted with his work.

**11. Address:**

Details	Permanent	Communication
House Name/No.		
Street/Locality		
Town/City		
District & State		
Residence Phone		
Mobile No.		
E-mail ID		

**12. Details of enclosures attached with the application:**

1. .... 2. ....
3. .... 4. ....
5. .... 6. ....

**13. Declaration:**

I do hereby declare that the information furnished above is true to the best of my knowledge and belief and in case the same is found to be incorrect at any stage of the selection, my candidature will be treated as cancelled.

**(Signature of the Candidate)**

Place:

Name: .....

Date:

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