



अखिल भारतीय आयुर्विज्ञान संस्थान, मदुरै

All India Institute of Medical Sciences, Madurai (Tamil Nadu)

Under PMSSY Division, Ministry of Health & Family Welfare, Government of India
JIPMER, Puducherry - Mentor Institute Email: aiimsmaduraiadmn@gmail.com

F. No. AIIMS/Madurai/Aca/2-27

December 17, 2024

Advertisement Notice

AIIMS Madurai is an apex health care Institute, established by the Ministry of Health and Family Welfare, Government of India under the “Pradhan Mantri Swasthya Suraksha Yojana (PMSSY)” with the aim of correcting regional imbalances in quality tertiary level health care in the country and attaining self-sufficiency in graduate and postgraduate medical education and training.

The Executive Director, AIIMS-Madurai invites applications in the prescribed proforma (**Annexure-A**) from the Indian nationals for the posts of **Medical Superintendent, Senior Accounts Officer, Assistant Controller of Examinations, Personal Assistant and Executive Assistant(NS)** on **Deputation Basis** in AIIMS Madurai with the following prescribed criteria:

Sl No	Post	Group	Pay scale	No. of Post & Mode of Recruitment	Upper Age Limit	Essential Eligibility Criteria for deputation
1	Medical Superintendent	Group 'A'	Pay Level 14 as per 7 th CPC (Rs.144200 - 218200) + NPA	One (1) & Deputation basis	58 years	Essential: 1. A Medical Qualification included in the I or II schedule or Part-II of the third schedule to the Indian Medical Council Act of 1956 (persons possessing qualification included in Part-II or third schedule should also fulfill the conditions specified in Section 13 (3) of the Act. 2. A post-graduate qualification, eg: MD or MS or a recognized qualification equivalent thereto Or MHA (Masters in Hospital Administration) or a post graduate degree recognized as equivalent to MHA by the Medical Council of India. Experience: Ten (10) Years experience in Hospital Administration in Hospitals after obtaining the PG Degree in a senior position, preferably in Hospitals with 300 beds or more.

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Sl No	Post	Group	Pay scale	No. of Post & Mode of Recruitment	Upper Age Limit	Essential Eligibility Criteria for deputation
2	Senior Accounts Officer	Group 'A'	Pay Level 11 as per 7 th CPC (Rs.67700 -208700)	One (1) & Deputation basis	56 Years	Officers under the Central / State / U.T. Governments / Universities / Statutory / Autonomous Bodies or Research and Development Organisations I. holding analogous posts on regular basis, Or II. With 5 years regular service in the relevant field in the Level-10.
3	Asst. Controller of Examinations	Group 'A'	Pay Level 11 as per 7 th CPC (Rs.67700 -208700)	One (1) & Deputation basis	56 Years	Officers under the Central / State / U.T. Governments / Universities / Statutory / Autonomous Bodies or Research and Development Organisations holding analogous posts on regular basis or at least 5 years of regular service in the post in the Level-10 or higher.
4	Personal Assistant	Group 'B'	Pay Level 6 as per 7 th CPC (Rs.35400 -112400)	Two (2) & Deputation basis	56 Years	Officers under the Central / State / U.T. Governments / Universities / Statutory, Autonomous Bodies or Research and Development Organizations: i) Holding analogous posts on regular basis, Or ii) With 10 years regular service in the Level-4
5	Executive Assistant (NS)	Group 'B'	Pay Level 6 as per 7 th CPC (Rs.35400 -112400)	One (1) & Deputation basis	56 Years	Officers under the Central / State / U.T. Governments / Universities / Statutory, Autonomous Bodies or Research and Development Organizations: a) i) Holding analogous posts on regular basis, or ii) With 10 years regular service in Level-4 AND b) possessing the following educational qualification: i) Degree of recognised university or equivalent ii) Proficiency in computers.

Other Terms and Conditions: -

1. The number of posts is tentative and is liable to change based on the Institute's requirements.
2. The maximum age limit will be regulated as per DoPT OM No. AB-14017/11/2017-Estt(RR) dated 5th February, 2018

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3. The period of deputation shall not ordinarily exceed 3 years.
4. Applications from Non-Government employee will not be entertained.
5. Mere eligibility will not vest any right on any candidate for being called for Interview.
6. **The applications received after the last date, without signature of the candidate or incomplete or not forwarded through proper channel or Incomplete applications received without the requisite documents will be summarily rejected.**
7. Supporting documents related to qualification, experiences etc. have to be self-attested.
8. Experience specified for the above posts shall be the experience acquired after obtaining the prescribed educational qualifications.
9. AIIMS Madurai strictly adheres to the Recruitment Rules as notified in this Notification. So, this notification shall not apply to the candidates belongs to Organizations other than the specified ones, for submission of applications with reference to the posts notified.
10. The Institute will not be responsible for any postal delay.
11. The Institute will not be responsible for collection of any of the above-mentioned documents.
12. In case, the application along with the requisite documents is not received within the stipulated time, it would be presumed that the parent organization is not in favour of appointment of the applicant on deputation.
13. The Officers who fulfil the above qualifications/eligibility may submit their application in the attached proforma through proper channel to the **“Executive Director & CEO, All India Institute of Medical Sciences, Madurai, Project Cell Office, AIIMS Madurai, Govt. TB Hospital Campus, Austinpatti (Post), Thoppur, Madurai - 625 008, Tamil Nadu”**, by Speed Post/ Registered Post only.
14. The envelope containing the application(s) should be super-scribed **“Application for the Post of on deputation basis”**.
15. While forwarding their applications, Employer/Cadre Controlling Authority may ensure that the particulars of the candidates are verified and that they fulfil the eligibility conditions. Duly attested photocopies by competent authority of the applicant’s up-to-date Confidential Reports / APAR (at least for the latest 05 years) may also be enclosed with the application. It may also be clearly stated that no vigilance/ disciplinary proceedings are pending or contemplated against the candidates concerned. Statement showing major or minor penalties, if any, imposed during the last ten years should be enclosed. Application without vigilance clearance and ACRs/APARs Dossiers will not be considered. Supporting documents related to qualification, experience etc. may also be self- attested.

16. Closing Date of receipt of applications in AIIMS-Madurai will be 30 days from the date of publication of advertisement in the Employment Newspaper.
17. Candidates are advised to send an advance copy of the application with relevant enclosures, for intimation purposes only, on or before the closing date of receipt of applications. Candidates are required to send the advance copy in Speed Post/Registered Post prior 10 days to the last date of application.
18. While forwarding the application, the particulars furnished in the application by the candidate should be duly verified and certified by the Cadre Controlling Authority / Concerned Officer.
19. List of documents required to submit at the time of documents verification for attending Interviews:-
Originals with One set of Xerox copies (self attested) of
 - i. ID Proof - Candidates can submit their voter ID-Card/ passport/ Adhaar card etc. All these are accepted against ID proof.
 - ii. Official Identity – Official Identity proof
 - iii. Vigilance Clearance
 - iv. Copies of CR / APAR Dossiers to the extent of requirement published in notification
 - v. Any other document candidate might like to provide in support of eligibility & to the recruitment.
 - vi. Certificate showing date of birth [10th (High School) Marksheet/Certificate indicating date of birth is also accepted as proof of date of birth;
 - vii. Marksheets of all the years of Degree/Diploma and Degree/Diploma Certificate in support of their educational qualification;
 - viii. Marksheets and Certificate of any other higher educational qualification if any.
 - ix. NO OBJECTION from the Cadre Controlling Authority of present employer for your appearance for interview in respect of the post concerned and further indicating that in the event of your selection, you would be relieved in time for joining the post.
 - x. Experience Certificate
 - xi. 02 latest passport size photographs.
 - xii. Any other relevant documents.
20. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel & Training's O.M.No.6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time. All the posts carry usual allowance as admissible to Central Government Employees of similar status and other allowances sanctioned in AIIMS Madurai (Tamil Nadu). All India Institute of Medical Sciences, Madurai is an autonomous body established under an Act of Parliament. Service under the Institute is governed by the Act and the Rules & Regulations framed thereunder. Selected Candidates are expected to conform to the rules of conduct and discipline as applicable to the employees of AIIMS Madurai.

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21. In case of Provisionally Eligible candidates announced in the website of AIIMS-Madurai, balance documents to fulfil the eligibility criteria if requested by AIIMS-Madurai have to be submitted.
22. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdrawn any communication made to the candidate.
23. If at any stage, it is discovered that any attempt has been made by the applicant to wilfully conceal or misrepresent any fact, his/her candidature may be summarily be rejected or his/her appointment will be terminated.
24. The decision of the Competent Authority regarding selection of candidates will be final and no representation / communication will be entertained in this regard.
25. Candidate who applies for the above post will not be allowed to withdraw their candidature subsequently.
26. In case of need of any assistance or clarifications please contact ao.aiimsmadurai@gmail.com. All the communication to candidates regarding recruitment process will be made through email ID Provided by them in their application form
27. For any updates, please visit the Institute website i.e., www.aiimsmadurai.edu.in, regularly. Any corrigendum/addendum or revision of the advertisement or any other information regarding this recruitment will be posted on the Official website of AIIMS, Madurai.
28. No TA/DA will be paid for appearing in the interview/recruitment process which will be held at AIIMS Madurai or any other place as decided by the Executive Director, AIIMS Madurai.
29. The Executive Director, AIIMS Madurai reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason. The decision of the institute in all matters will be final. Canvassing in any form will lead to disqualification of candidature. All disputes will be subject to jurisdictions of Court of Law of Madurai.

Sd/-
Executive Director
AIIMS Madurai