



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स) कल्याणी
All India Institute of Medical Sciences (AIIMS) Kalyani
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिकनिकाय)
(A Statutory Body under the Aegis of Ministry of Health and Family Welfare, GOI)
राष्ट्रीय राजमार्ग - 34, बसन्तपुर, सागूना, कल्याणी, ज़िला - नदिया, पश्चिम बंगाल - 741245
NH - 34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal - 741245

No. ADMIN/RECT/DEPT/1/2024-ADMIN/1924

Date: 01.01.2025

VACANCY NOTICE ON DEPUTATION

1. Applications invited in prescribed pro-forma from eligible Officials of Central/State Government/U.T./Autonomous Bodies/Universities/Public Sector Undertaking/R&D Organization/Police Departments of Central/State/U.T. etc. as applicable to fill the below mentioned various Group 'A' & 'B' and 'C' posts on Deputation Basis at All India Institute of Medical Sciences, Kalyani, an autonomous body established by an Act of Parliament.

2. The details of posts are as follows-

SL.	Name of the Post	Group	Pay Level (7 th CPC)	No. of Vacancy
1	Medical Superintendent	A	Level-14	1
2	Chief Nursing Officer	A	Level-12	1
3	Assistant Controller of Examination	A	Level-11	1
4	Executive Engineer (Civil)	A	Level-11	1
5	Executive Engineer (Electrical)	A	Level-11	1
6	Nursing Superintendent	A	Level-11	2
7	Principal Private Secretary	A	Level-11	1
8	Senior Accounts Officer	A	Level-11	2*
9	Senior Stores Officer	A	Level-11	1
10	Assistant Nursing Superintendent	A	Level-10	26
11	Stores Officer	A	Level-10	1
12	Assistant Accounts Officer	B	Level-7	2
13	Assistant Engineer (A/C&R)	B	Level-7	1
14	Assistant Engineer (Civil)	B	Level-7	1
15	Assistant Engineer (Electrical)	B	Level-7	1
16	Assistant Stores Officer	B	Level-7	2
17	Chief Pharmacist	B	Level-7	1
18	Librarian Grade-I	B	Level-7	1
19	Private Secretary	B	Level-7	1
20	Senior Sanitation Officer	B	Level-7	1
21	Assistant Security Officer	B	Level-6	1
22	Junior Administrative Officer	B	Level-6	6
23	Personal Assistant/PA to Principal (S)	B	Level-6	2
24	Sanitation Officer	B	Level-6	1
25	Sr. Pharmacist	B	Level-6	1
26	Technicians (Laboratory)(OT)	B	Level-6	8
27	Senior Administrative Assistant	C	Level-4	3

***Note: The number of vacancies are provisional and subject to variation. The Competent Authority reserves the right to vary the vacancies as per institute's requirement.**

3. The details of the Eligibility Criteria are mentioned below: -

Sl.	Name of the Post	Eligibility Criteria
1	Medical Superintendent	<p>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 qualifications included in part II or third schedule should also fulfil the conditions specified in Section 13(3) of the Act.</p> <p>2. A Postgraduate qualification, e.g. MD or MS or a recognized qualification equivalent thereto</p> <p style="text-align: center;">OR</p> <p>M.H.A. (Masters in Hospital Administration) or a Post Graduate Degree recognized as equivalent to M.H.A. by the Medical Council of India.</p> <p>Experience: Ten years' experience in Hospital Administration in Hospitals after obtaining the P.G. Degree in a senior position, preferably in hospitals with 300 beds</p>
2	Chief Nursing Officer	<p>Officials of the State/Central Government or Statutory/Autonomous Bodies:</p> <p>i. holding analogous posts</p> <p style="text-align: center;">OR</p> <p>ii. With 5 years of regular service in the post in the relevant field in the PB 3 with Grade Pay of Rs.6600/-</p> <p style="text-align: center;">OR</p> <p>iii. With 10 years of regular service in the post in the relevant field in the PB 3 with Grade Pay of Rs. 5400/-.</p>
3	Assistant Controller of Examination	<p>Officials under the Central/State/U.T. Governments /Universities/Statutory, Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis, or at least 5 years of regular service in the post in the PB 3, with Grade Pay of Rs. 5400 or higher.</p>
4	Executive Engineer (Civil)	<p>Officials under the Central/State/U.T Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations</p> <p>I. Holding analogous posts on regular basis,</p> <p style="text-align: center;">OR</p> <p>II. Assistant Engineer (Civil) with 5 years' regular service in the grade pay of Rs. 5400/-</p> <p style="text-align: center;">OR</p> <p>Junior Engineer (Civil) with 7 years of regular service in the grade pay of Rs. 4600/-.</p>
5	Executive Engineer (Electrical)	<p>Officials under the Central/State/U.T Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations</p> <p>I. Holding analogous posts on regular basis,</p> <p style="text-align: center;">OR</p> <p>II. Assistant Engineer (Electric) with 5 years' regular service in the grade pay of Rs. 5400/-</p> <p style="text-align: center;">OR</p> <p>Junior Engineer (Electric) with 7 years of regular service in the grade pay of Rs. 4600/-</p>
6	Nursing Superintendent	<p>Officials of the State/Central Government or Statutory/Autonomous Bodies holding analogous posts.</p> <p style="text-align: center;">OR</p>

Sl.	Name of the Post	Eligibility Criteria
		Deputy/Assistant Nursing Superintendent with 5 years' regular service in the Grade Pay of Rs. 5400/-.
7	Principal Private Secretary	Officials of Central/State Government or Central/State Statutory/Autonomous Bodies holding analogous posts or with at Least 7 years of regular service in the post with Grade Pay of Rs. 4600 or higher.
8	Senior Accounts Officer	<p>Officials under the Central/State/U.T Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations</p> <p>i. Holding analogous posts on regular basis. OR ii. With 5 years' regular service in the relevant field in the grade pay of Rs. 5400.</p>
9	Senior Stores Officer	Officials under the Central/State Govt., U.T. Administrations or of Central Statutory/ Autonomous Bodies holding analogous post or with at least 5 years of regular service in the post with Grade Pay of Rs. 5400/- and have 5 years' experience as a Stores officer on regular basis.
10	Assistant Nursing Superintendent	<p>Officials of the State/ Central Government or Statutory/ Autonomous Bodies holding analogous posts OR Staff Nurse Grade I (Nursing Sisters) with 3 years' regular service in the Grade Pay of Rs.4800/- and possessing educational qualifications and experience as under:</p> <p>Essential:</p> <p>i. B.Sc. Nursing (4-year course) from a recognised institute/university. OR B.Sc. (Post Certificate) or equivalent such as B.Sc. Nursing (Post-basic) (2-year course) from a recognised institute/university.</p> <p>ii. Should be registered with the Indian Nursing Council/State Nursing Council.</p> <p>Experience:</p> <p>Six years' experience in 200 bedded healthcare organization after obtaining Degree or equivalent from a recognized University/Institution.</p> <p>Desirable:</p> <p>i. MSc (Nursing) from a recognized institute/university. ii. Ability to use Computers-Hands on experience in office applications, spread sheets and presentations.</p>
11	Stores Officer	<p>Officials under the Central/State/U.T. Governments/Universities/ Statutory, Autonomous Bodies or Autonomous Bodies or Research and Development Organizations</p> <p>i. holding analogous posts on regular basis, or ii. with 2 years' regular service in the grade pay of Rs. 4800/- OR</p>

Sl.	Name of the Post	Eligibility Criteria
		<p>iii. with 3 years' regular service in the grade pay of Rs. 4600/-and having educational qualifications and experience as under:</p> <p>(i) Degree from a recognised University/Institution; (ii) Post-graduate degree/Diploma in Material management from a recognised University/Institution; OR (iii) Bachelor's Degree in Material management from a recognised University/ Institution and 3 years' experience in store handling (preferably medical stores).</p>
12	Assistant Accounts Officer	<p>Officials under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis. OR Junior Accounts Officer with five years of regular service in the grade pay of Rs.4200/-.</p>
13	Assistant Engineer (A/C&R)	<p>Officials from Ministries/ Departments of Government of India, CPWD, MES, BRO, DoT, State Government /Union Territories Engineering Services, and other Engineering Departments of the Central/State Statutory/Autonomous Bodies holding analogous post or with 5 years of regular service as Junior Engineer.</p>
14	Assistant Engineer (Civil)	<p>Officials under the Central/State/U.T. Governments/Universities/ Statutory/Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis. OR Jr. Engineer (Civil) with 5 years of regular service in the grade</p>
15	Assistant Engineer (Electrical)	<p>Officials under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations Holding analogous posts on regular basis. OR Jr. Engineer (Electric) with 5 years of regular service in the grade.</p>
16	Assistant Stores Officer	<p>Officials under the Central/State/U.T. Governments/Universities/Statutory, Autonomous Bodies or Autonomous Bodies or Research and Development Organizations. i. holding analogous posts on regular basis, or ii with 5 years' regular service in the grade pay of Rs.4200/-.</p>
17	Chief Pharmacist	<p>Officials under the Central/State/U.T. Governments/Universities/ Statutory Bodies or Autonomous Bodies or Research and Development Organizations. i. holding analogous posts on regular basis, or ii. with 5 years' regular service in the grade of Pharmacist Grade II in the Grade Pay of Rs. 4200/-.</p>
18	Librarian Grade-I	<p>Officials 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 3 years' regular service in the grade pay of Rs. 4200/- in the relevant field and possessing educational qualifications as under:</p>

Sl.	Name of the Post	Eligibility Criteria
		<p>Essential:</p> <p>i. Bachelor Degree in library Science or Library and Information Service from a recognized University/Institute.</p> <p style="text-align: center;">OR</p> <p>B.Sc. Degree or equivalent from a recognized University and Bachelor Degree or Post Graduate Diploma or equivalent in Library Science from a recognized University or Institute.</p> <p style="text-align: center;">And</p> <p>ii. 5 years' experience in a library of repute. iii. Ability to use computers- Hands on experience in office applications, spread sheets and presentations.</p> <p>Desirable: Diploma in Computer Application from a recognized University or Institute.</p>
19	Private Secretary	Officials of the State/Central Governments or Central Statutory/Autonomous Bodies holding analogous posts or with at least 5 years of regular service in the post with Grade Pay of Rs. 4200 or higher.
20	Senior Sanitation Officer	<p>Officials working in 200 bedded Hospital of Central/ State/ U.T. Governments or Central Autonomous/Statutory/ Local Self Government Bodies or Public Sector undertakings:</p> <p>(i) Holding analogous posts on regular basis;</p> <p style="text-align: center;">OR</p> <p>(ii) Holding a post in the grade pay of Rs.4200/-with 5 years of regular service in the grade.</p>
21	Assistant Security Officer	Officials of the Police Departments of the Central/State/UT Governments or Officials of the Armed Forces including Para Military Forces, holding analogous posts or with 6/10 years' regular service in the grade pay of Rs.2800/-or Rs. 2400/- respectively.
22	Junior Administrative Officer	<p>Officials under the Central/State/U.T Governments/Universities/Statutory, Autonomous Bodies or Research and Development Organizations</p> <p>i. Holding analogous posts on regular basis</p> <p style="text-align: center;">OR</p> <p>ii. With 10 years' regular service in the grade pay of Rs. 2400/- in the relevant field and possessing educational qualifications as under:</p> <ol style="list-style-type: none"> 1. Degree of recognized University or equivalent. 2. Proficiency in Computers.
23	Personal Assistant/PA to Principal (S)	<p>Officials under the Central/State/UT Governments/Universities/Statutory, Autonomous Bodies Research and Development Organizations:</p> <p>i. Holding analogous posts on regular basis</p> <p style="text-align: center;">OR</p> <p>ii. With 10 years' regular service in the grade pay of Rs.2400/-.</p>
24	Sanitation Officer	<p>Officials of the 200 bedded Hospital of Central/ State/ U.T, Governments or Central Autonomous/ Statutory/ Local Self Government Bodies or Public Sector undertakings:</p> <p>(i) Holding analogous posts on regular basis;</p> <p style="text-align: center;">OR</p>

Sl.	Name of the Post	Eligibility Criteria
		(ii) Holding a post in the grade pay of Rs.2800/-with 6 years of regular service in the grade.
25	Sr. Pharmacist	Officials under the Central/State/U.T. Governments/Universities/ Statutory Bodies or Autonomous Bodies or Research and Development Organizations i. holding analogous posts on regular basis, OR ii. with 6 years regular service in the grade of Pharmacist Grade II in the Grade Pay of Rs.2800/-
26	Technicians (Laboratory)(OT)	Officials under the Central/State/U.T Governments/Universities/Statutory, Autonomous Bodies or Research and Development Organizations i. Holding analogous posts or regular basis OR ii. With 10 years' regular service in the grade pay of Rs. 2400/- in the relevant field and possessing educational qualifications as under: For posts in Anesthesia/Operation Theatre, B.Sc. in OT techniques or equivalent with 5 years' experience in concerned field. 10+2 with science with Diploma in OT techniques or equivalent with 8 years' experience in concerned field
27	Senior Administrative Assistant	Officials under the Central/State/UT Governments/Universities/Statutory, Autonomous Bodies/Research and Development Organizations. i. Holding analogous posts on regular basis. OR ii. With 8 years' regular service in the grade pay of Rs.1900/- and possessing educational qualifications as under: 1. Degree of recognized University or equivalent 2. Proficiency in Computers. 3. Skill test norms on computer Typing speed @35 w.p.m. in English or 30 w.p.m. in Hindi (Time allowed 10 minutes) (35 w.p.m or 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

4. INFORMATION FOR THE CANDIDATES:

- 4.1. The number of posts are tentative and is liable to change based on the Institute's requirement.
- 4.2. The period of deputation shall ordinarily not exceed 3 (three) years. It may be extended or curtailed as per relevant Recruitment Rules and/or DoPT guidelines.
- 4.3. Maximum age limit for applying for the aforesaid posts on deputation is 56 years as on last date of receipt of application.
- 4.4. The other eligibility criteria will be regulated as per the relevant Recruitment Rules/DoPT instructions as applicable.

- 4.5. The officials who fulfill the above qualifications/eligibility criteria may submit their application in the prescribed proforma at Annexure-I through proper channel to **The Executive Director, All India Institute of Medical Sciences (AIIMS), Kalyani, 1st Floor, Administrative Building, NH-34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal 741245.**
- 4.6. The envelope containing the application(s) should be superscripted "Application for the Post of _____ on Deputation Basis".
- 4.7. While forwarding their applications, it may be ensured that the particulars of the candidates are verified and that they fulfill the eligibility conditions. The qualification/eligibility prescribed is minimum requirement and the same does not automatically make candidate eligible for selection. Based on bio-data, the candidates will be shortlisted and only shortlisted candidates will be called for interview/further selection process, as may be deemed fit. Application(s) without Vigilance Clearance and attested copies of CR Dossiers will not be considered. Application(s) of eligible officials who can be spared in the event of the selection may be forwarded through proper channel at the address given above within 30 days of publication of this advertisement in the employment News along with (a) attested copies of the up-to-date APARs/ACRs for last five (05) years; (b) Vigilance Clearance Certificate clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the official concerned; (c) Statement showing the minor/major penalties imposed, if any, and (d) Integrity Certificate. The candidates have to produce all relevant original documents as proof of details furnished in their application at the time of interview/further selection process.
- 4.8. The last date for receipt of completed application on the prescribed proforma along with required documents through proper channel is **30 days after publication of this advertisement in the Employment News.**
- 4.9. In case of officials already on deputation, the applicants of such officials should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.
- 4.10. Applications received otherwise than through proper channel or received after stipulated period will not be considered.
- 4.11. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel and Training O.M. No.2/6/2018-Estt. (Pay-II) dated 18.05.2018, as amended from time to time.
- 4.12. The Service under the Institute is governed by the Act and the Rules & Regulations framed thereunder.
- 4.13. Any corrigendum or revision and addendum, if so, of the advertisement or any other information regarding this recruitment will be posted on the Official website of AIIMS, Kalyani only. Candidates are advised to visit institute website i.e. <https://www.aiimskalyani.edu.in> regularly for updated information in this regard.

5. Instructions to The Candidates:

- 5.1. All the posts carry usual allowances as admissible to Central Government Employees of similar status at Kalyani, West Bengal.
- 5.2. The post(s) is/are whole time and private practice of any kind is prohibited.
- 5.3. The candidates are likely to be posted at rural health and urban health centers or other centers attached with the Institute for the period to be decided by the Institute as applicable.
- 5.4. Canvassing of any kind will be a disqualification.

- 5.5. The candidate should not have been convicted by any Court of Law.
- 5.6. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to this appointment, he/she will be liable to be repatriated and any action taken as deemed fit by the Appointing Authority.
- 5.7. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- 5.8. The decision of the Competent Authority regarding interview, verification of documents and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.
- 5.9. All disputes will be subject to jurisdiction of Court of Law at Kalyani/Kolkata.

Clarification & Enquiries:

Email to: recruitment@aiimskalyani.edu.in

By order of Executive Director

**Ramesh Chandra Sahoo
Sr. Administrative Officer
AIIMS, Kalyani**



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No. ADMIN/RECT/DEPT/1/2024-ADMIN/

Date: 01.01.2025

Application for the post _____ on deputation basis at AIIMS, Kalyani, West Bengal.

1.	Name and address (in BLOCK Letters)		Affix here recent Passport size Photograph
2.	Father's Name		
3.	Date of Birth (in Christian era)		
4.	i) Date of entry into service ii) Date of Retirement under Central/State Government Rules		
5.	Educational Qualification	i)	
		ii)	
		iii)	
		iv)	
		v)	
		vi)	
		vii)	
6.	Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same).		

	Qualifications/Experience required as mentioned in the Advertisement/Vacancy circular	Qualifications/Experience possessed by the Official				
7.	<p>Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.</p> <p>Note : Borrowing Department are to provide their specific comments/view confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicate in the Bio-data) with reference to the post applied.</p>					
8.	<p>Details of employments, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</p>					
Office/Institution	Post held on regular basis	From	To	* Pay-Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for	
<p>* Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the official and therefore, should not mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below :</p>						

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
9.	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent)		
10.	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 the applicant belongs	(d) Name of the Post and Pay of the post held in substantive capacity in the parent organization
<p>Note-1: In case of Officials already on deputation, the applicants of such Officials should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.</p> <p>Note-2 : Information under Column 10(c) & (d) above must be given in all cases where a person in holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.</p>			
11.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
12.	<p>Additional details about present employment:</p> <p>Please state whether working under (Indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) University f) Others</p>		
13.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
14.	Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
15.	Total emoluments per month now drawn		
	Basic Pay (as per 7 th CPC)	Pay level (as per Pay Matrix)	Total Emoluments

16.	In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the organisation showing the following details may be enclosed.	
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other allowances etc. (with break-up details)
		Total Emoluments
17.	<p>A) Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>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)</p> <p>(Note : Enclose a separate sheet, if the space is insufficient.)</p>	
	<p>B) Achievements:</p> <p>The candidates are requested to indicate information with regard to:</p> <p>(i) Research publications and reports and special projects. (ii) Awards/Scholarships/Official Appreciation. (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Any research/innovative measure involving official recognition. (v) Any other information.</p> <p>(Note : Enclose a separate sheet, if the space is insufficient.)</p>	
18.	Whether belongs to SC/ST/OBC (if yes, please specify)	
19.	Contact Nos.	1. Office: 2. Residence: 3. Mobile: 4. E-mail address:
20.	If selected, specify the minimum required joining time.	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the Candidate)

Address:

Date:

Certification by the Employer / Cadre Controlling Authority

1. The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:

(i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt.

.....

(ii) His / Her integrity is certified.

(iii) His / Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

(iv) No major/minor penalty has been imposed on him/her during the last 10 years OR a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

**Countersigned
(Employer/Cadre Controlling Authority with Seal)**