

F.No.1-53/2023- Estt(RCT)
ALL INDIA INSTITUTE OF MEDICAL SCIENCES,
ANSARI NAGAR, NEW DELHI - 110029

Date: 25 APR 2024

CIRCULAR

Subject: Engagement of retired government servants as Consultant on Contract Basis for AIIMS, New Delhi – reg.

AIIMS, New Delhi invites applications from Government servants from any Ministry/Department or Attached/Sub-ordinate Office or any Autonomous Body of the Govt. of India, who have retired or will retire by 30.04.2024, from the post in the pay scale of Level-07 to Level-11 in the Pay Matrix (Pre-revised GP Rs.4600/- to Rs.6600/- in PB-3) for engagement as Consultant on contract basis as per the following details:-

No. of positions	Age Limit	Eligibility	Remuneration Per Month
02	Should not have attained the age of 62 years as on closing date.	<u>Legal matters</u> a) Should have retired from the post in the pay scale of Level-07 to Level-11 in the pay matrix (Pre-revised GP Rs.4600 to Rs. 6600/-) from Central Government Ministry/Department Attached/Sub-ordinate Office /Autonomous Bodies. b) Degree in Law from a recognized University/ Institution. c) Should have minimum 5 years' experience of handling Legal Matters/Court/CAT cases d) Should have working knowledge of computer application in the day to day functioning of office.	To be calculated as per the guidelines of D/o Expenditure O.M. No. 3-25/2020-E.IIIA dated 09.12.2020.
02	Should not have attained the age of 62 years as on closing date.	<u>Disciplinary cases and Vigilance matters</u> a) Should have retired from the post in the pay scale of Level-07 to Level-11 in the pay matrix (Pre-revised GP Rs.4600 to Rs. 6600/-) from Central Government Ministry/Department Attached/Sub-ordinate Office /Autonomous Bodies.	To be calculated as per the guidelines of D/o Expenditure O.M. No. 3-25/2020-E.IIIA dated 09.12.2020.



		<p>b) Should have minimum five years experience of handling vigilance/disciplinary cases/departmental inquiries.</p> <p>c) Should have working knowledge of computer application in the day to day functioning of office.</p>	
03	Should not have attained the age of 62 years as on closing date.	<p><u>Service matters</u></p> <p>a) Should have retired from the post in the pay scale of Level-07 to Level-11 in the pay matrix (Pre-revised GP Rs.4600 to Rs. 6600/-) from Central Government Ministry/Department Attached/Sub-ordinate Office /Autonomous Bodies.</p> <p>b) Should have sound knowledge of Establishment/Administration/ Service matters and an experience of at least 5 years of dealing with such issues.</p> <p>c) Should have working knowledge of computer application in the day to day functioning of office.</p>	To be calculated as per the guidelines of D/o Expenditure O.M. No. 3-25/2020-E.IIIA dated 09.12.2020.

Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "Application for engagement as Consultant on contract basis at AIIMS, New Delhi" which should reach this office at the following address **within one month from the publication of the advertisement on the website.**

Administrative Officer
Recruitment Cell
1st Floor, Administrative Block
AIIMS, New Delhi-110029


(Vishwesh Chaturvedi)
Administrative Officer

Proforma

Application for Engagement of a retired Govt. officer as Consultant at AIIMS, New Delhi

Name of the Officer (in capital letters)					
Date of Birth					
Educational and professional qualifications					
Date of superannuation from Government services					
Aadhar No. and PAN No. (enclose Xerox copy of each)					
PPO No. (enclose Xerox Copy) Copy of Retirement Notification Copy of Last Pay Certificate					
Complete residential address with Phone No./ Mobile No/Email Id					
Last Office's Address (at the time of retirement)					
Whether retired on attaining the age of superannuation or voluntary retirement					
Brief particulars of experience in Govt. service during last 10 years just before retirement					
Details of the Ministry/Department/Office, posts held and nature of duties performed/experience during service period	Post Held	From	To	Pay Level/ Pay Band GP	Area of experience
Details of post-retirement assignments undertaken / experience, if any					
Whether any penalty was imposed during the service period or after retirement. If yes, the details thereof:					
Any other relevant information in support of your suitability for the instant assignment, attach a separate sheet, if necessary					
List of documents enclosed (self-certified copies)					

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of my retirement. I have read this document and ready to accept all the term & conditions for engagement of Consultants.

(Signature of the Candidate)

Place :



Terms & Conditions

1. Period of engagement

The engagement shall be initially for a period of *one year* which may be extended/curtailed depending upon the performance of the Consultant or functional requirement of the Office with the approval of the Competent Authority.

2. Selection Procedure

The engagement will be purely on contract basis. The positions reflected above are tentative and may increase/decrease. Application received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. The Consultant shall be selected from amongst the shortlisted candidates on the basis of personal interaction / interview.

"AIIMS reserves the right to reject any application without assigning any reason."

3. Remuneration

A fixed monthly amount shall be admissible, arrived at as per the guidelines of D/o Expenditure O.M. No. 3-25/2020-E.IIIA dated 09.12.2020 and for persons retired with NPS, an amount equivalent to 30% of the last basic pay as drawn at the time of retirement shall be deducted from the last basic pay and resultant amount shall be the fixed monthly amount as remuneration. The amount of remuneration so fixed shall remain unchanged for the term of contract and there will be no annual increment/percentage increase during the contract period.

4. Scope of Duties

During the period of such engagement, the consultants would be required to perform any work as assigned to them by the concerned in-charges in the Institute in which they would be posted to work as Consultant.

5. Leave

The Consultant will be entitled for the paid leave at the rate of 1.5 days for each complete month of service. Accumulation of leave beyond calendar year may not be allowed. In special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no extra remuneration will be paid.

6. Transport Allowance

An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultant may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.



7. Office time and working hours

Engagement of Consultants would be on full time basis. Working hours shall be from 9:30 AM to 5:15 PM during working days i.e from Monday to Friday and Saturday from 9.30 AM to 1.30 PM. They will not be allowed to take any other assignment during the period of contractual engagement. The Consultants may be called on Sunday/other Gazetted holidays, if required. The consultant may be required to mark his/her attendance in Bio-metric System or any other system as prescribed time to time.

8. Tax deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

9. Confidentiality of data and documents

The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the office shall remain with this office. No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Consultant shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

10. Conflict of Interest

The Consultant appointed by this office, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of this office. No Consultant would be permitted to take up any other assignment during the period of Consultancy.

11. Termination of engagement

The engagement may be terminated at any time by the office without assigning any reasons by giving a notice of 07 days. In case, a Consultant desires to leave the assignment, he/she has to give 07 day's notice which can be curtailed/extended depending upon the workload.

"In the event any Consultant is found unfit on any account or if he/she is found guilty of any insubordination/misconduct, his/her services can be terminated immediately without any notice."

12. Guidelines for the submission of the application

The duly completed application in prescribed proforma should be submitted so as to reach the office within one month from the publication of the advertisement on the website. Any application received after the above date will not be entertained.

