



अ खल भारतीय आयुर्वज्ञान संस्थान, मदुरै
All India Institute of Medical Sciences, Madurai

Under PMSSY Division, Ministry of Health & Family Welfare, Government of India

JIPMER, Puducherry - Mentor Institute

सत्यमेव जयते

No. JIP/Admn-I/Rect./1(38)/AIIMS-MDU/NF/2023

Dated: 28.05.2023

Advertisement Notice

All India Institute of Medical Sciences, Madurai, an Autonomous Institute of National Importance is one of the new AIIMS and an apex healthcare Institute established by the Ministry of Health and Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojana (PMSSY). JIPMER, Puducherry has been designated as the Mentor Institute for AIIMS, Madurai (Tamil Nadu).

Applications are invited from eligible officers for filling the following various Group A, B & C posts (on deputation basis) for AIIMS, Madurai:

No.	Name of the posts	Group	Pay Matrix (as per 7 th CPC)	Vacancy
1.	Registrar	A	Level-12 (₹78800-209200)	1
2.	Assistant Controller of Examination	A	Level-11 (₹67700-208700)	1
3.	Accounts Officer	A	Level-10 (₹56100-177500)	1
4.	Assistant Administrative Officer	B	Level-7 (₹44900-142400)	1
5.	Executive Assistant (N.S.)	B	Level-6 (₹35400-112400)	1
6.	Personal Assistant	B	Level-6 (₹35400-112400)	2
7.	Upper Division Clerk	C	Level-4 (₹25500-81100)	2

The last date for receipt of application is **24.07.2023 (Monday) till 4:30 P.M.**

Note: The posting for the above posts will be at Ramanathapuram/Madurai.

Name of the post & details of eligibility criteria

1. Registrar (1 Post) – Level-12 (₹78800-209200) (Pre-revised PB3: GP ₹7600/-)

Essential:

Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies or Research and Development Organizations with the following qualifications and experience:

- A graduate of a recognized University.
- Seven years' experience of administration in a supervisory capacity or as a teacher in a University/teaching institution including conduct or examination and admission and assignment of teaching programmes for under graduate and postgraduate etc.

Desirable:

A postgraduate degree

2. Assistant Controller of Examinations (1 Post) – Level-11 (₹67700-208700)

(Pre-revised PB3: GP ₹6600/-)

Essential:

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) At least 5 years of regular service in the post in the Level-10 (PB 3, with Grade Pay of ₹5400) or higher

3. Accounts Officer (1 Post) – Level-10 (₹56100-177500) (Pre-revised PB3: GP ₹5400/-)

Essential:

Officers under the Central/State/U.T. Governments/Universities/Statutory/Autonomous Bodies/ Research and Development Organizations:

- i) Holding analogous posts on regular basis **(OR)**
- ii) With 2/3 years regular service in the relevant field in the Level-8/7 (Grade pay of ₹4800/4600) respectively.

4. Assistant Administrative Officer (1 Post) – Level-7 (₹44900-142400) (Pre-revised PB2: GP ₹4600/-)

Essential:

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 5 years regular service in the Level-6 (grade pay of ₹4200) in the relevant field. **AND**

b) Possessing the following educational qualification:

Degree from recognized University or its equivalent

Desirable:

1. MBA/PG diploma in management from recognised institutes.
2. Knowledge of Government Rules and Regulations.
3. Proficiency in Computers.

5. Executive Assistant (N.S.) (1 Post) – Level-6 (₹35400-112400) (Pre-revised PB2: GP ₹4200/-)

Essential:

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 the Level-4 (grade pay of ₹2400) in the relevant field. **AND**

b) Possessing the following educational qualification:

1. Degree of recognized University or equivalent
2. Proficiency in Computers.

6. Personal Assistant (2 Posts) – Level-6 (₹35400-112400) (Pre-revised PB2: GP ₹4200)

Essential:

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 (grade pay of ₹2400)

**7. Upper Division Clerk (2 Posts) – Level-4 (₹25500-81100)
(Pre-revised PB1: GP ₹2400/-)**

Essential:

Officers under the Central/State/U.T. Governments/Universities/Statutory, Autonomous Bodies/ Research and Development Organizations:

- a) i) Holding analogous posts on regular basis **(OR)**
ii) With 8 years regular service in the Level-2 (grade pay of ₹1900) **AND**
- b) **Possessing the following educational qualification:**
 1. Degree of recognized University or equivalent
 2. Proficiency in computers.

Note:

The initial period of deputation for the above posts shall ordinarily be 3 years from the date of appointment & further extendable as per the orders of the Department of Personnel and Training's O.M. No.6/8/2009-Estt. (Pay II) dated 17.06.2010. Other Terms and Conditions of deputation will be governed by the orders/amendment orders issued by the DOPT from time to time.

The Officers fulfilling the above qualifications/eligibility shall submit their application in the attached proforma through the employer (*proper channel*) to:

**Dr. Kusa Kumar Saha,
Nodal Officer (AIIMS, Madurai),
Admin-I (Recruitment Cell),
JIPMER, Puducherry – 605 006.**

The envelope containing the application should be super-scribed as:

**“APPLICATION FOR THE POST OF _____ ON DEPUTATION BASIS FOR AIIMS,
MADURAI”**

The following documents should invariably be sent along with the application:

1. A certificate to the effect that the current employer in the post has “No Objection” to appointment of the person in the post being applied for.
2. Photocopies of APARs for the past five (5) years duly attested on each page by an Officer not below the level of Under Secretary or equivalent.
3. A certificate of integrity of the applicant.
4. Vigilance clearance certificate in respect of applicant duly signed by an Officer of the appropriate status.
5. Certificate indicating that regarding no major/minor penalty has been imposed on the officer during the last 10 years/service period whichever is less.

Other conditions:

1. The terms and conditions of service of the officer recruited on deputation will be governed by the orders/amendment orders issued by Department of Personnel & Training, as amended from time to time.
2. The application form can be downloaded from JIPMER website www.jipmer.edu.in or www.jipmer.edu.in/aiims-madurai
3. Those who have applied for the advertised posts in response to previous advertisements, have to apply fresh with up-to-date information.
4. Incomplete applications, applications without the documents mentioned above, and late applications will be summarily rejected. The Institute will not be responsible for any postal delay.
5. Supporting documents related to qualification, experience etc. has to be self-attested.
6. If the applicant feels that the application through proper channel will get delayed, the applicants are therefore advised to send an advance copy of his/her application within the prescribed time limit. The advance copy of the application shall be considered in the processing stage.
7. The competent authority reserves the right to cancel or withdraw the vacancy without assigning any reason.
8. The applicant should not have been convicted by any court of law.
9. The posts advertised are not applicable for the persons working in Private Organization/Universities/Institute etc.

For any queries, Contact no.: (0413) 2296022; Email id: aiims.mdu@gmail.com

**Executive Director
AIIMS, Madurai**