



ENGAGEMENT OF CONSULTANTS ON CONTRACTUAL BASIS

Last date to Apply	15 Jul 2022
Last date for receipt of Hard Copy	22 July 2022
Google Form Link	https://forms.gle/qCm4ixQKirstDom7
Last date for applying on Google form	15 Jul 2022 by 5 pm
Date of Interview	Will be notified Later

All India Institute of Medical Sciences (AIIMS), Bathinda, Punjab an autonomous Institute of National Importance under Ministry of Health & Family Welfare, Govt. of India intends to engage the services of retired government servants as consultants in various disciplines as detailed below on contract basis for a period of 1 year based on functional requirement and suitability.

The candidates willing to appear **must fill the Online Google Form and bring their original certificate of age, qualification, experience on the date of Interview.** The total number of posts along with Qualification, Experience and remuneration etc. is as follows:

1. Consultant (Administration & Establishment) – One Post

Qualification	Bachelor Degree in any discipline from recognized University.
Experience	1. Rendered at-least 5-8 years of service in level 7 or above (As per 7th CPC Pay Matrix or equivalent levels in 6th CPC). 2. Having sound knowledge of service rules and regulations, fixation of Pay, up- gradation under MACP. 3. Other related matters of establishment/ administration. 4. Ability to use Internet/ Computer System is mandatory.
Duties	1. The Consultant for Establishment shall be responsible for work of administrative nature such as Noting, Drafting, Examination of cases, Pay fixation, and any other such work assigned to him from time to time by the Executive Director or his nominee. 2. The Consultant shall execute and perform the tasks assigned to him with due diligence and according to the best of his/her intelligence, skill and ability on the direction of his controlling officer with whom he would be attached.
Remuneration	Last Pay Drawn – Pension OR Rs 60,000/- per month. (Whichever is less) There will be no enhancement of remuneration during the contract period.
Age Limit	Upto 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year upto the age of 65 years OR the post filled on regular basis, whichever is earlier.

2. **Consultant (Civil & Estate) – One Post.**

Eligibility	Candidate should be a retired Government Servant from Central/State Governments/ Autonomous Bodies/ Statutory Bodies/PSU/ Research Organizations/ Universities who was holding a Group-A Officer post in Civil Engineering wing of his previous employment.
Qualification	Master of Engineering/Master of Technology or Equivalent in Civil Engineering.
Experience	<ol style="list-style-type: none"> 1. 10 years of experience of Civil Engineering, Preferably in Hospital Management. The experience should be in planning, tendering and execution of contract management of civil or allied work which includes civil maintenance also. 2. Experience of handling Central Government civil construction project through CPWD Procedures/GFR/Govt. procedures would be preferred.
Duties	<ol style="list-style-type: none"> 1. To prepare and examine/review tender documents for civil and allied works, submit advice & finalization of civil and electrical works (new or maintenance/repair) of the institute and monitoring thereof. 2. To examine all technical issues related to and arising during implementation of civil and allied works in AIIMS, Bathinda to render support services of all maintenance works. 3. The Consultant shall be responsible for Estate related issues of the Institute e.g., taking over of completed structures from executing agency, repair and maintenance of completed structures beyond defect liability period, issues related to land, roads, water, electricity and campus support services etc., 4. The Consultant shall inspect and identify deficiencies/quality issues in CMEP of the buildings, furniture, and services within the scope of the executing agency and the EPC contractor and will ensure their rectification before taking over of the buildings, furniture, support areas, services, roads etc. 5. Supervising the preparation of inventory of the assets transferred by the executing agency, their proper cataloguing and inspection from time to time. 6. Supervising maintenance activities with the help of engineering support staff. 7. The Consultant (Estate) will ensure that all the proposals and plans relating to various construction (CMEP) works, maintenance and repair works are completed as per requirements. 8. To prepare estimates for Civil construction works as per the laid down guidelines of CPWD/ Central/ State Govt. 9. To liaison with State/ Central Govt/ Local authorities for getting the necessary statutory approvals related to the Civil construction, different engineering divisions and operations of various plants like STP/ ETP etc. 10. To keep an overall check and supervision of the Operation and Maintenance activities of various Civil assets/ services. 11. To ensure that the required documentation of the O&M activities, including operation and maintenance log sheets, maintenance registers, preventive maintenance operations are being maintained and done by the O&M agency, if engaged by AIIMS Bathinda. 12. To help in the allotment of staff quarters/hostels. 13. To carry out all works assigned by the Executive Director or his authorized representatives.

Remuneration	Last Pay Drawn – Pension OR Rs 75,000/- per month (Whichever is less) There will be no enhancement of remuneration during the contract period
Age Limit	Upto 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year upto the age of 65 years OR the post filled on regular basis, whichever is earlier.

3. **Consultant (Electrical) - One Post.**

Eligibility	Candidate should be a retired Government Servant from Central/State Governments/ Autonomous Bodies/ Statutory Bodies/PSU/ Research Organizations/ Universities who was holding a Group-A Officer post in Electrical Engineering wing of his previous employment.
Qualification	Essential Qualifications: Degree in Electrical Engineering from recognized University/ Institution.
Experience	1. 10 years of experience in planning, tendering, execution and contract management of electrical or allied works. 2. Experience of handling Central Government civil Construction projects/ CPWD procedures/ GFR/ Govt. procedures covered projects would be preferred.
Duties	1. To examine/review concept plan(s)/ Detailed Project Reports received in AIIMS Bathinda and make necessary suggestions/ recommendations/ advice. 2. To help in preparation and scrutiny of the tender documents related to the engineering division (Electrical) at AIIMS Bathinda and vetting of the same for final publication. 3. To examine all technical issues related to and arising during implementation of electrical and allied works in AIIMS Bathinda 4. To assist in evaluation of specifications and in quality assurance. 5. To assist in handing over process of electrical works in the buildings of AIIMS Bathinda. 6. To prepare estimates for electrical works as per the laid down guidelines of CPWD/ Central/ State Govt. 7. To liaison with State/ Central Govt/ Local authorities for getting the necessary statutory approvals related to the Electrical works at AIIMS Bathinda as required under rules and regulations enforce. 8. To ensure that the fuel supply (HSD for DG sets) is adequately available at all times to meet the emergent situation arising out of failure of supply from the substation of the State Electricity Board. 9. To keep an overall check and supervision of the Operation and Maintenance activities of various Electrical works/ LT Panels/ Transformers/ DG Sets/ Underground electrical cables/ Main Distribution boards. 10. To keep necessary liaison with the State Electricity Board to ensure uninterrupted electricity supply to the Institute. 11. To ensure that the required documentation of the O&M activities related to the Electrical works, including operation and maintenance log sheets, maintenance registers, preventive maintenance operations are being done and maintained by the O&M agency, if engaged by AIIMS Bathinda. 12. To carry out all works assigned by the Executive Director or his authorized representatives.

Remuneration	Last Pay Drawn – Pension OR Rs 60,000/- per month (Whichever is less) There will be no enhancement of remuneration during the contract period
Age Limit	Upto 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year upto the age of 65 years OR the post filled on regular basis, whichever is earlier.

4. **Consultant (Internal Audit). – One Post**

Qualification & Experience	Retired Senior Audit Officer/Senior Accounts Officer of CAG or any other Government rendered 08 years post qualification experience of Audit Department in Central Government/ State Government/ Government Autonomous Body with CA/ CMA/ MFC/ MBA (Finance)/ICWA/CMA Equivalent from recognized institution/ university. OR Retired Officers with B.Com/ M.Com with SAS (Subordinate Account Services) qualification and 15 years' experience in Central Government/ State Government/ Government Autonomous Body.
Duties	1. To help the management in financial matters as per Government of India / AllMS, Bathinda guidelines. 2. Pre audit and or post audit of payment and purchase proposals. 3. To prepare reports to be sent to various agencies. 4. Duties will include internal audit, Classification of income and expenses, maintaining accounts integrity, bank reconciliation, balance sheet, preparation stock verifications, valuations, tax advice, replies to audit queries etc. 5. The Consultant shall execute and perform the tasks assigned to him with due diligence and according to the best of his/her intelligence, skill and ability on the direction of the Executive Director or his/her controlling officer with whom he would be attached.
Remuneration	Last Pay Drawn – Pension OR Rs 75,000/- per month. (Whichever is less) There will be no enhancement of remuneration during the contract period.
Age Limit	Upto 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year upto the age of 65 years OR the post filled on regular basis, whichever is earlier.

5. **Consultant (Finance & Accounts) – One Post.**

Eligibility	To help the Management in financial matters as per Government of India Instructions. To do all translation work and also to prepare reports to be sent to various agencies. To carry out all works assigned by the Director or his authorized representatives.
Qualification	Essential Qualifications: Bachelor Degree in Commerce or Post Graduate Degree in Commerce having Finance as a subject. Qualifications may be relaxed in the case of deserving candidates who have worked in Central Government Organization, as a senior sub-ordinate posts.

Experience	10 years of experience in handling official finance Department of any Central Government Organization/ State Governments/ Autonomous Bodies/ Statutory Bodies/ PSU/ Research Organizations/ Universities.
Duties	<ul style="list-style-type: none"> • Assisting Drawing and Disbursing Officer of AIIMS, Bathinda (hereinafter mentioned as DDO). • Assisting in payment of pension and provident fund and filing of returns. • Assisting DDO in operation of Public Finance Management System (PFMS) • Assisting the DDO in processing of salary payment, pay fixation, TDS deduction from salaries and deposit in NSDL, etc; all DDO functions, including generation of Form 16, filling of TDS challans and coordination with the Chartered Accountant on TDS returns and GST returns, etc. • Assisting DDO in processing of bills for GIA salary (TA/DA and related), GIA general expenses and GIA capital expenses with adequate fund control. • Assisting DDO in general financial administration and miscellaneous matters till such matters are taken over by the respective officer of AIIMS, Bathinda, who are expected to be recruited in due course. • Assisting the DDO in any other task assigned by him for the financial advice to the Director, AIIMS, Bathinda.
Remuneration	<p>Last Pay Drawn – Pension OR Rs 60,000/- per month.</p> <p>(Whichever is less)</p> <p>There will be no enhancement of remuneration during the contract period.</p>
Age Limit	Upto 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year upto the age of 65 years OR the post filled on regular basis, whichever is earlier.

6. Consultant (Procurement) – One Post.

Qualification	Bachelor Degree in any discipline from recognized institution/ university
Experience	Rendered at-least 5 - 8 years of service in level 8 or above (As per 7th CPC Pay Matrix or equivalent levels in 6th CPC) in Central government/ State Government/ Government autonomous Body with 08 years of experience in handling procurement through GeM, PAC, E-tendering, Limited Tendering, Unger GFR 154, 155 etc, inventory management in stores department in Government Organizations. Candidates having experience of Central/ State Government Hospital or Medical College related Procurement & Inventory Management will be preferred.
Duties	<p>To deal the matters related to procurement & inventory management as per Government of India rules like preparation of tender document and publication, stock verification, replies to audit queries etc.</p> <p>To carry out all works assigned by the Executive Director or his authorized representatives.</p>
Remuneration	<p>Last Pay Drawn – Pension OR Rs 60,000/- per month.</p> <p>(Whichever is less)</p> <p>There will be no enhancement of remuneration during the contract period.</p>
Age Limit	Upto 65 years of Age.

Period of Consultancy	Initially for one year and further extendable for another year upto the age of 65 years OR the post filled on regular basis, whichever is earlier.
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7. Consultant (Security) – One Post.

Qualification	Retired Officers with Degree from a recognized University/ equivalent.
Experience	<p>1. Officers of the Police Departments of the Central/State/UT Government or Officers of the Armed Forces including Para Military Forces who have rendered at least 5-8 years' regular service in pay level 7 or above (As per 7th CPC pay Matrix or equivalent levels in 6th CPC).</p> <p>2. Having experience connected with security, surveillance, crowd management, handling agitations/ strikes of employees, mob control, police procedures and internal security and safety, collecting intelligence and vigilance inputs or having experience at National or International level security agency.</p>
Duties	<ul style="list-style-type: none"> • Plan and ensure execution of Security arrangement as required by the Institute; suggest and execute improvements in existing security systems. • To assist the Institute authorities in maintaining law and order. • To look after all the security arrangements in the campus. • To supervise and control the work of security personnel. • Testing and analyzing assets for potential security threats. • Identifying possible security threats and determining the best security measures. • Running risk assessment and security tests and designing countermeasures to eliminate as many potential risks as possible. • Designing, implementing, and maintaining security protocols, policies, plans, and systems to cover all possible security threats. • To ensure that security systems are maintained; attends to breaches; tracks past incidents, analyzes them and takes steps to prevent recurrence. • Remaining up to date with the latest security systems, tools, trends, and technology.
	<ul style="list-style-type: none"> • Training staff to recognize and defend against security breaches and risks. • To maintain liaison with Police and District authorities regarding law-and-order problems and investigation of criminal cases affecting the Institute. • Any other task specifically assigned by the Executive Director or his nominee.
Remuneration	<p>Last Pay Drawn – Pension OR Rs 50,000/- per month.</p> <p>(Whichever is less)</p> <p>There will be no enhancement of remuneration during the contract period.</p>
Age Limit	Upto 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year upto the age of 65 years OR the post filled on regular basis, whichever is earlier.

8. Consultant (Fire Safety) – One Post.

Qualifications	Bachelor's degree from a University recognized by Govt. of India ; and Sub-Officer Course from National Fire Service College, Nagpur with minimum of 50% marks in aggregate and possessing knowledge of Mandatory requirements of providing fire protection and prevention in high rise business buildings as per National Building Code and Bureau of Indian Standards OR Bachelor of Engineering (Fire) from a recognized university/ institution or equivalent.
Experience	1. Retired Fire Officer or above, having 8 years of experience in the domain, in educational Institutions / Govt. Offices. 2. Candidates having experience of Hospital setup will be preferred. Should have minimum following physical standard :- 1. Height -165 cms (relaxation of 5 cms for Hilly Area People) 2. Minimum Weight - 50 Kgs 3. Chest (Normal) - 81 cms Chest (Expanded) - 86.5 cms
Duties	1. He will be responsible for Emergencycalls, overall administration, discipline & Fire Safety. 2. Maintenance of fire fighting equipment's, communication systems, computers etc. 3. Conducting fire drill, parade, inspections. 4. Maintenance of Occurrence Book, Log Book, Test Registers, Complaint Registers and other reports. 5. Any other task specifically assigned by the Executive Director or his nominee
Remuneration	Last Pay Drawn – Pension OR Rs 50,000/- per month. (Whichever is less) There will be no enhancement of remuneration during the contract period.
Age Limit	Upto 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year upto the age of 65 years OR the post filled on regular basis, whichever is earlier.

9. Consultant (Recruitment) – One Post.

Qualification	Bachelor Degree in any discipline from recognized University.
Experience	1. Rendered at-least 5-8 years of service in level 7 or above (As per 7th CPC Pay Matrix or equivalent levels in 6th CPC) 2. Having sound knowledge of service rules and regulations viz. recruitment rules, reservation roster, maintenance of reservation roster registers, reservation rosters for promotion, accounting of backlog vacancies etc. 3. Ability to use Internet/ Computer System is mandatory. Note:- Officers with working experience in Administration/ Establishment section of Central Autonomous Bodies/ Institutions/ Government Medical colleges will be preferred.

Duties	<ol style="list-style-type: none"> 1. The Consultant for Recruitment shall be responsible for work of Recruitment/promotion nature such as Noting, Drafting, preparation of advertisement of recruitment. 2. Maintenance of reservation rosters, 3. Framing recruitment rules for regular/contractual posts. 4. Preparation of Departmental Promotion Committee (DPC) proceedings 5. Any other such work assigned to him from time to time by the Executive Director or his nominee. 6. The Consultant shall execute and perform the tasks assigned to him with due diligence and according to the best of his/her intelligence, skill and ability on the direction of his controlling officer with whom he would be attached.
Remuneration	<p>Last Pay Drawn – Pension OR Rs 50,000 per month.</p> <p>(Whichever is less)</p> <p>There will be no enhancement of remuneration during the contract period.</p>
Age Limit	Upto 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year upto the age of 65 years OR the post filled on regular basis, whichever is earlier.

Maximum Age Limit: - The applicant's age as on 15 Jul 2022 must be below 64 (Sixty-Four) years

Selection Procedure: - The engagement will be purely on contract basis. Applications received in response to this advertisement will be shortlisted on the basis of experience and qualification of applicants. The consultants will be selected from shortlisted candidates for which selection committee will devise a method on the basis of number of applications received for a particular post and candidates will be informed accordingly. The competent authority reserves the right to select or reject a candidate or decide not to proceed with the selection process without assigning any reason.

Terms of Reference: - The terms of reference for the engagement of consultants will be as per **Annexure-I**.

Process to apply: The aspiring applicants satisfying the eligibility criteria in all respect can submit their duly filled application form attached with this advertisement along with the attested copies of certificates in support of date of birth, educational qualification, experience, caste certificate & other relevant documents.

- *Step-1* Fill the Google Form with below mentioned link and submit it, without which your application will not be completed:

Link: <https://forms.gle/qCm4ixQKisrstDom7>

- *Step-2* Download the application form (provided on the Website) and fill it.
- *Step-3* The application form filled offline should be sent to the below address through Speed Post/Registered Post by 22 Jul 2022 by 5.00 PM

Important Instructions:

- **All original documents to be brought on the date of interview as mentioned below:**

- a) Copy of PPO
- b) Copy of retirement notification
- c) Copy of Last Pay Certificate
- d) Copy of PAN
- e) Copy of Matriculation Certificate (Age Proof)
- f) Copies in support of educational & professional qualifications.
- g) Copies of experience certificates.

- The candidate should send the duly filled application form and self- attested certificates in **support of educational qualification(s), experience, age/date of birth certificate, copy of PPO and Copy of Last Pay Certificate** through Registered post or Speed post only to the below mentioned address so as to reach before 22 Jul 2022 till 5 PM:

**The Recruitment Cell,
Ground Floor, Administrative Block,
Mandi Dabwali Road, AIIMS, Bathinda-151001, Punjab**

- **The envelope should be super-scribed “APPLICATION FOR THE POST OF CONSULTANT..... ON CONTRACTUAL BASIS”** against Advertisement AIIMS/BTI/Rect.Cell/ContractualPosts/483 dated 16 June 2022

- On the day of Interview, the candidate is required to be present ‘in person’ and must bring all original certificates.

Note:- Officers who have been retired/retiring from organizations where Central pay matrix/scales are not followed, their status will be equated with Central pay matrix/scales first; for the purpose of eligibility and experience.

Sd/-
Executive Director,
AIIMS Bathinda

TERMS OF REFERENCE FOR CONSULTANTS

1. The Consultants shall execute and perform the tasks assigned to them with due diligence and according to the best of their intelligence, skill and ability on the direction of his controlling officer with whom he would be attached.
2. The consultants would follow working office hours from 09:00 AM to 05.00 P.M. from Monday to Friday and 9:00 A.M. to 1:00 P.M. on Saturdays including half an hour lunch break in between or as may be directed by the controlling officer, during normal working hours. The Consultant usually has to attend office on working days but he can be called for duty on any day such as Saturday, Sunday, holiday including Gazetted Holiday or beyond working hours without any extra remuneration.
3. Paid leave of absence may be allowed at the rate of 2.5 days for each completed month of service (30 day in a calendar Year). Accumulation of leave beyond a calendar year may not be allowed. No leave of any other kind will be admissible. No remuneration for the period of absence in excess of the admissible leave will be paid to consultants. The leave for more than 5 days shall not, ordinarily, be allowed at a time.
4. The leave should be applied and got approved from the controlling officer in advance in writing or in electronic medium.
5. The consultants shall not take up any other assignment of any nature during his period of engagement in AIIMS-Bathinda.
6. The Consultants shall be abided by the rules and provisions contained under the Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in their conduct during the period of engagement in AIIMS. The applicants shouldn't have been retired as a matter of punishment and should not have any crime record. The Consultants should maintain confidentiality of the work carried out by them. The Consultants shall be bound to hand-over the entire set of records of assignment to AIIMS before the expiry of the contract and before the final payment is released by AIIMS-Bathinda.
7. The Income Tax or any other tax liable to be deducted, as per the prevailing provisions under relevant laws will be deducted at source before effecting the payment, for which the Institute will issue certificate such as TDS etc.
8. The engagement shall automatically stand terminate at the end of the period unless extended by AIIMS on mutual consensus by both the parties. The AIIMS may terminate the contract of consultancy under any of the conditions as mentioned below: -
 - a) The Consultant is unable to address the assigned works.
 - b) Quality of the assigned works is not to the satisfaction of the AIIMS.
 - c) The Consultant fails in timely achievement of the target as finally decided by the AIIMS-Bathinda.
 - d) The Consultant is found lacking in honesty and integrity.
9. The contract can be terminated by giving fifteen days' notice by either side. In the event of pre mature termination of contract without advance notice of 15 days, an amount of remuneration equivalent to 15 days of consultant's remuneration shall have to be given by the AIIMS-Bathinda or to the AIIMS-Bathinda by the consultant as the case may be. In the event of termination of the agreement, the remuneration will be paid on pro-rata basis as per attendance during the notice month.

10. The termination of contract must be got approved by the competent authority of AIIMS-Bathinda after obtaining proper "No Objection" and "No Dues" certificates from all officers concerned in AIIMS.
11. The termination will be without prejudice to either party's rights accrued before termination.
12. If any declaration/ information furnished by the consultant is found false or found to be willfully suppressed any material fact(s), he/she will be liable for termination of contract including any administrative and/or legal action as AIIMS may deem fit.
13. The decisions of the Executive Director, AIIMS-Bathinda shall be final and binding on the consultants. In the event of any dispute the jurisdiction of Courts in Bathinda, Punjab only shall be applicable.
14. The Consultant shall not be eligible for any claim or any other benefit/compensation under provisions of any Act/Rules applicable to regular government employees. The engagement does not grant the Consultant any right for future employment/ regularization in AIIMS-Bathinda or any benefits admissible to the employees of AIIMS-Bathinda. The Consultant shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the AIIMS- Bathinda employees on regular basis.
15. The consultant, if required to undertake journey on domestic tour subject to approval of the competent authority shall be allowed TA/DA as per their entitlements at the time of retirement.