



अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर, हैदराबाद
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR, HYDERABAD
“An INI under the aegis of Ministry of Health & Family Welfare, Govt. of India”
हैदराबाद मेट्रो पोलिटन क्षेत्र (एचएमआर), तेलंगाना - 508126, भारत
Hyderabad Metropolitan Region (HMR), Telangana-508126, India

संख्या /No. AIIMS/BBN/RECT/CONSULTANT/2024/134

/ दिनांक / Dtd. **27.06.2024**
08.07.2024

**ENGAGEMENT OF CONSULTANT (SENIOR IT/ SYSTEM ANALYST/ AUDIT/
PROCUREMENT)**

All India Institute of Medical Sciences, Bibinagar, an Autonomous Institute of National Importance under Ministry of Health & Family Welfare, Government of India invites applications from suitable candidates/retired employees to be engaged as **consultants** in various Departments are as under:

Sl. No.	Name of the Post	Remuneration	No. of Positions
1.	Senior IT Consultant	Rs.1,00,000/- Per month	01
2.	System Analyst	Rs.65,000/- Per month	01
3.	Consultant (Audit)	Rs.60,000/- Per month	01
4.	Consultant (Procurement)	Rs.60,000/- Per month	01

Note:

- The above assignments are purely on a contractual basis, initially for one year and further extendable for another year up to the age of 65 years or the post filled on regular basis, whichever is earlier.
- Candidates who applied earlier for the above Consultant posts in response to the Vacancy Notice No. AIIMS/BBN/RECT/CONSULTANT/2023/2374 Dtd.24.04.2023 should apply again if interested updating their qualifications and experiences.
- For details of Vacancy Notice including educational qualifications, age, and eligibility criteria etc., kindly visit the Institute's website i.e., <https://aiimsbibinagar.edu.in>. The last date for receipt of completed application on the prescribed proforma along with requisite documents through proper channel is **30 days from the date of publication of Vacancy Notice in the Employment News/Rozgar Samachar**. The candidates may also send a scanned copy of the filled in application to email recruitment@aiimsbibinagar.edu.in as an advance copy.

Sd/-

उप निदेशक प्रशासन /Deputy Director Administration
एम्स, बीबीनगर /AIIMS, Bibinagar



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All India Institute of Medical Sciences, Bibinagar, an Autonomous Institute of National Importance under Ministry of Health & Family Welfare, Government of India invites applications from suitable candidates to be engaged as **Consultant Audit, Consultant (Procurement), Senior IT Consultant, System Analyst on contract basis** are as under:

1. Consultant (Audit) - One Position (01)

Terms of Reference

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 engaged in Finance and Accounts Wing of his/her previous employment.
Qualification	Bachelor’s degree/Post Graduate Degree in any subject. Qualifications may be relaxed in the case of deserving candidates who have worked in Central Government Organization at Group- ‘A’ Posts.
Experience	10 years of experience in handling official Finance/Audit Department of any Central Government Organizations/State Governments/ Autonomous Bodies/ Statutory Bodies/ PSUs/ Research Organizations/ Universities.
Duties	<ul style="list-style-type: none">• Pre audit and /or post audit of payment and purchase proposals.• To prepare reports to be sent to various agencies.• 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.• 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	The consolidated remuneration per month is to be Rs.60, 000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement. 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 up to the age of 65 years OR the post filled on regular basis, whichever is earlier

2. Consultant (Procurement) - One Position (01)

Terms of Reference

Qualification	Bachelor’s degree in any discipline from recognized 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

	<p>handling procurement through GeM, PAC, E-tendering, Limited Tendering, Under GFR 154, 155 etc, inventory management in stores department in Government Organizations.</p> <p>Candidates having experience of Central/ State Government Hospital or Medical College related Procurement & Inventory Management will be preferred.</p>
Duties	<ul style="list-style-type: none"> • To deal with 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. • Advise on the purchase of goods and services that meet the quantity and quality expectations of the Institute. • Evaluate and negotiate contracts with vendors. • Track inventory and restock goods when needed. • Stay up to date on industry trends and new products. • Any other task specifically assigned by the Executive Director (or his nominee) connected with the procurement of goods and services.
Remuneration	Rs. 60,000 per month (in the case of retired Govt. servants, consolidated remuneration per month is to be Rs. 60,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement). There will be no enhancement of remuneration during the contract period.
Age Limit	Up to 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year up to the age of 65 years OR the post filled on regular basis, whichever is earlier.

3. Senior IT Consultant - One Position (01)

Terms of Reference

Essential Qualification & Experience	<p>(i) Master's degree (M.Tech/M.E.) in Computer Science, Information Systems, ECE, EEE, EE or equivalent with minimum 60% marks or equivalent CGPA; &</p> <p>(ii) Minimum 02 years of experience in open & proprietary software, handling and development of different web applications, data center.</p> <p style="text-align: center;">OR</p> <p>(i) Bachelor's Degree (B.Tech/B.E/MCA) in Computer Science, Information Systems, ECE, EEE, EE or equivalent with minimum 60% marks or equivalent CGPA; &</p> <p>(ii) Minimum 04 years of experience in open & proprietary software, handling and development of different web applications, data center.</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> Strong analytical and problem-solving skills. Excellent communication and Collaboration skills. Ability to manage multiple projects simultaneously. Ability to work under pressure and meet tight deadlines.
Duties	<ul style="list-style-type: none"> • Analyze & assess hospital software needs, and recommend & develop solutions to meet those Rs. 1 Lakh /- (Fixed Remuneration per month) needs. • Act as a Subject Matter Expert (SME) on software applications and

	<p>systems.</p> <ul style="list-style-type: none"> • Develop project plans, timelines, and budgets for software implementations and upgrades
Remuneration	Rs. 1,00,000/- per month (in the case of retired Govt. servants, consolidated remuneration per month is to be Rs. 1,00,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement). There will be no enhancement of remuneration during the contract period.
Age Limit	Up to 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year up to the age of 65 years OR the post filled on regular basis, whichever is earlier.

4. System Analyst - One Position (01)

Terms of Reference

Essential Qualification & Experience	<p>(i) Master's degree (M.Tech/M.E.) in Computer Science, Information Systems, ECE, EEE, EE or equivalent with minimum 60% marks or equivalent CGPA; &</p> <p>(ii) Minimum 01 year experience of working with hardware systems, handling enterprise networks, servers, PCs, CCTV, VoIP, printers & peripherals.</p> <p style="text-align: center;">OR</p> <p>(i) Bachelor's Degree (B.Tech/B.E/MCA) in Computer Science, Information Systems, ECE, EEE, EE or equivalent with minimum 60% marks or equivalent CGPA; &</p> <p>(ii) Minimum 03 years' experience of working with hardware systems, handling enterprise networks, servers, PCs, CCTV, VoIP, printers & peripherals.</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> Microsoft & open source certifications in relevant domains Excellent problem-solving skills & understanding of security protocols, LDAP, firewalls etc. Ability to work independently and in a team environment
Duties	<ul style="list-style-type: none"> • Installation, configuration & management of switches, servers and firewalls • Working with a variety of hardware systems, such as servers, PCs, printers, and other peripherals. Duties will also include coordinating with other departments to ensure that hardware systems are functioning properly • Monitoring the performance of hardware systems, and diagnosing hardware-related problems.
Remuneration	Rs. 65,000 per month (in the case of retired Govt. servants, consolidated remuneration per month is to be Rs. 65,000/- subject to the condition that the remuneration and pension drawn should not exceed the last pay as drawn by him in previous employment at the time of retirement). There will be no enhancement of remuneration during the contract period.
Age Limit	Up to 65 years of Age.
Period of Consultancy	Initially for one year and further extendable for another year up to the age of 65 years OR the post filled on regular basis, whichever is earlier.

General Conditions:

1. Candidates who applied earlier for the above-mentioned posts in response to the Vacancy Notice No. AIIMS/BBN/RECT/CONSULTANT/2023/2374 Dtd.24.04.2023 should apply again updating their qualifications and experiences.
2. The above assignments are purely on a contract basis, initially for a period of 01(one) year and further extendable for another year up to the age of 65 years or the post filled on regular basis, whichever is earlier.
3. The incumbent selected shall have no claim whatsoever for regularization of their services in the AIIMS Bibinagar.
4. The candidates applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.
5. Maximum age, qualification and experience are to be taken as on the last date of the receipt of the application.
6. **How to apply:** The last date for receipt of completed application on the prescribed proforma (**Annexure I**) along with requisite documents through proper channel is **30 days from the date of publication of Vacancy Notice in the Employment News/Rozgar Samachar**. The candidates may also send a scanned copy of the filled in application to email recruitment@aiimsbibinagar.edu.in as an advance copy. In case the last date falls on weekly off or holidays, then the last date of submission of application will be shifted to the next working day (up to 5.00 PM).
7. The candidates must send through **Speed Post/Courier etc** a printout of filled in application form on the prescribed proforma (**Annexure I**), duly signed in each page along with self-attested copies of all certificates/documents in support of fulfilling the essential criteria of age, educational qualifications, experiences etc. besides others in support of their candidature to the following address:

**The Chairman, Recruitment Cell,
All India Institute of Medical Sciences,
Bibinagar, Hyderabad -508126.**

Note: If hard copy not received candidate will not be allowed for interview.

The envelope containing the application should be super scribed with the "Application for the post of". Incomplete applications will be summarily rejected.

8. The mere fulfillment of the required qualifications and experience does not entitle a candidate to be called for interview. Applications as received will be screened by a duly constituted Screening Committee and a limited number of candidates will be called for the interview. The screening criteria will be decided by the AIIMS, Bibinagar, which will be final and no representations in this regard will be entertained. However, if sufficient numbers of candidates with the required experience are not available, then the experiences may be relaxed at the discretion of the Competent Authority.
9. Retired Government Employees of both Central and State Government including University/Autonomous Bodies/PSUs/Ex-Serviceman/Para-Military Services can apply, however their consultancy amount will be fixed as per the Rules & instructions issued by the Government of India from time to time in respect of service and pay etc.
10. All other terms & conditions as applicable will be decided by the AIIMS, Bibinagar which will be binding relating to the Selection Process of the Consultants.

Terms and Conditions:

- i) **Duties:** All the duties and responsibilities of consultants are mentioned in the terms of reference of each consultant. To carry out all works assigned by the Executive Director or his authorized representatives.
- ii) **Age:** The upper age limit may kindly be referred to in the terms of reference for each consultant and should meet the age criteria.
- iii) **Tenure:** The engagement is purely on a contract basis initially for one year and further extendable for another year up to the age of 65 years OR the post filled on regular basis, whichever is earlier. This engagement will not vest any right to claim by the candidate for

- continued contractual engagement which may be renewed or terminated based on satisfactory performance and conduct.
- iv) **Remuneration:** The contract will entitle the contractual engagement to a monthly consolidated remuneration as per the terms of the references as mentioned in each Consultant. The contractual appointee will not be entitled to any other allowances, financial benefits or concessions admissible to Institute employees.
 - v) **Expiry of Contract:** The engagement will automatically expire on completion of 1(one) year until it is renewed with mutual consent for the decided period. The contractual engagement can be terminated at any time, by either side, by giving 30 days' notice or salary in lieu thereof.
 - vi) **Leave:** The leave entitlement of the appointee shall be governed in terms and instructions contained in DoP&T OM No. 12016/3/84-Estt.(L) dated 12.04.1985 as amended from time to time.
 - vii) **Accommodation:** - No Quarter/hostel or any other accommodation will be provided by the Institute.
 - viii) The Competent Authority reserves the right to change the number of vacancies, withdraw the process in full or in part and the right to reject any or all application received without assigning any reasons or giving notice etc.
 - ix) The prescribed qualification and experience are minimum and mere possessing the same does not entitle any candidate for selection.
 - x) This contractual appointment is whole time and private practice of any kind is prohibited.
 - xi) He/she should also note that he/she will have to confirm to the Rules of discipline and conduct as applicable to the Institute employees.
 - xii) No travelling or other allowances will be paid to the candidate for interview or for joining the post.
 - xiii) The candidate should not have been convicted by any Court of Law.
 - xiv) Canvassing in any form will render the candidate disqualified for the post.
 - xv) If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, he/she will be liable to be removed from the engagement and such action as the Appointing Authority may deem fit.
 - xvi) The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.

Clarification & Enquiries:

Mail to : recruitment@aiimsbibinagar.edu.in

Sd/-
उप निदेशक प्रशासन /Deputy Director Administration
एम्स, बीबीनगर /AIIMS, Bibinagar



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 Hyderabad Metropolitan Region (HMR), Telangana-508126, India

Application Form for Consultant (SENIOR IT/ SYSTEM ANALYST/ AUDIT/ PROCUREMENT)

1. Name : _____
2. Father's/Husband's Name : _____
3. Date of Birth : _____
4. Male/Female : _____
5. Marital Status : _____
6. Nationality : _____
7. Educational Qualifications :

Photo
Self-Attested

(Secondary/Matriculation onwards. Self-attested copies of certificates and mark sheets should be attached).

Degree/Exam.	Board/University	Date of Commencement	Date of Passing	% Marks	Course Duration (years)

8. **Work Experience** (Post-qualification): (Starting from the most recent)
 (Attach self-attested copies of certificates)

Organization	Name of the Post held	Date of Joining	Date of Leaving	Pay Scale	Reasons for Leaving

9. Last Pay drawn: -.....

10. References:

Details	Reference-1* (Present Employer)	Reference-2* (Previous Employer)
Name		
Designation		
Organization		
Contact Landline		
Mobile No.		
E-mail ID		

* In case not employed, then furnish the names of two referees who are well acquainted with his work.

11. Address:

Details	Permanent	Communication
House Name/No.		
Street/Locality		
Town/City		
District & State		
Residence Phone		
Mobile No.		
E-mail ID		

12. Details of enclosures attached with the application:

- 1. 2.
- 3. 4.
- 5. 6.

13. Declaration:

I do hereby declare that the information furnished above is true to the best of my knowledge and belief and in case the same is found to be incorrect at any stage of the selection, my candidature will be treated as cancelled.

Place:

(Signature of the Candidate)

Date:

Name: