

**ENGAGEMENT OF CONSULTANTS ON CONTRACTUAL BASIS****Annexure-I**

All India Institute of Medical Sciences (AIIMS), Bilaspur, 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. Eligible candidates meeting the requirements may submit their applications in the attached format by 5.00 pm on 10/08/2021

<b>Consultant (Administration) 01-Post</b>	
<b>Duties</b>	The Consultant for Administration/ Establishment shall be independently responsible for all administrative nature of work such as Noting, Drafting, Examination of cases, Tender related work and any other such work assigned to him from time to time by the Executive Director. 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.
<b>Qualification &amp; Experience</b>	Retired Officers with:- 1. Bachelor Degree in any discipline from recognized University. 2. Rendered at-least ten years service in level 7 or above (As per 7 <sup>th</sup> CPC Pay Matrix or equivalent levels in 6 <sup>th</sup> CPC) 3. Having sound knowledge of service rules and regulations viz. recruitment, appointment, fixation of Pay, up-gradation under MACP, disciplinary matters, retirement issues and other related matters of establishment/ administration. 4. Ability to use Internet/ Computer System is mandatory.  <b>Note:-</b> Officers with working experience in Administration/ Establishment section of Central Autonomous Bodies /Institutions/Government Medical colleges will be preferred.
<b>Remuneration</b>	(Last Basic Pay Drawn – Basic Pension) + DA at prevailing rates <b>OR</b> ₹40,000 per month, Whichever is less.
<b>Consultant (Accounts) 01-Post</b>	
<b>Duties</b>	To help the management in financial matters as per Government of India /AIIMS, Bilaspur guidelines. To prepare reports to be sent to various agencies. Duties will include internal audit, classification of income and expenses, maintaining accounts, bank reconciliation, balance sheet, preparation of stock verification reports, valuations, tax advice, replies to audit queries etc.
<b>Qualification &amp; Experience</b>	Retired Officers with:- 1. CA/ CMA/ MFC/ MBA (Finance)/ Equivalent from recognized institution/ university and 08 years post-

	<p>qualification experience in Central Government/State Government/ Government Autonomous Body/ PSU in level 7 or above (As per 7<sup>th</sup> CPC Pay Matrix or equivalent levels in 6<sup>th</sup> CPC) <b>Or</b> SAS (Subordinate Account Services/Finance &amp; Accounts Services) qualification and 15 years' experience in Central Government/ State Government/ Government Autonomous Body/ PSU.</p> <p>2. Ability to use Internet/ Computer System is mandatory.</p> <p><b>Note:</b> - Officers with working experience in Accounts section of Central Autonomous Bodies/Institutions/Government Medical colleges will be preferred.</p>
<b>Remuneration</b>	<p>(Last Basic Pay Drawn – Basic Pension) + DA at prevailing rates <b>OR</b> ₹40,000 per month, Whichever is less.</p>
<b>Consultant (Procurement) 01-Post</b>	
<b>Duties</b>	<p>To deal with matters related to procurement &amp; inventory management as per Government of India rules like preparation of tender document and publication, stock verification, replies to audit queries etc.</p>
<b>Qualification &amp; Experience</b>	<p>Retired Officers with:-</p> <ol style="list-style-type: none"> <li>1. Bachelor Degree in any discipline from recognized University.</li> <li>2. Rendered at-least eight years service in level 8 or above (As per 7<sup>th</sup> CPC Pay Matrix or equivalent levels in 6<sup>th</sup> CPC)</li> <li>3. Having sound knowledge of public procurement especially through GeM and CPP etc.</li> <li>4. Ability to use Internet/ Computer System is mandatory.</li> </ol> <p><b>Note:-</b> Officers with working experience in Procurement section of Central Autonomous Bodies /Institutions/Government Medical colleges will be preferred.</p>
<b>Remuneration</b>	<p>(Last Basic Pay Drawn – Basic Pension) + DA at prevailing rates <b>OR</b> ₹40,000 per month, Whichever is less.</p>
<b>Consultant (Legal) 01-Post</b>	
<b>Duties</b>	<p>To deal with all Legal matters including documentation, drafting legal opinions, articles, empanelment of advocates, briefing to advocates, verification and vetting of legal opinions and giving legal opinion on various issues as per requirement including preparation of draft counter replies to be filed before CAT/ Labour Tribunal /Courts etc. and get it vetted from legal angle and render advices as and when required. To attend hearing /arbitration cases as and</p>

	when directed by the competent authority on behalf of AIIMS, Bilaspur. To carry out all works assigned by the Executive Director, AIIMS Bilaspur or his authorized representatives.
<b>Qualification &amp; Experience</b>	Retired Officers with:- <ol style="list-style-type: none"> <li>1. Bachelor Degree in Law from recognized University.</li> <li>2. Rendered at-least eight years service in level 9 or above (As per 7<sup>th</sup> CPC Pay Matrix or equivalent levels in 6<sup>th</sup> CPC) after acquiring LLB qualification.</li> <li>3. Having sound knowledge of legal matters; preferably in Central/ State Government Hospital or Medical College.</li> <li>4. Ability to use Internet/ Computer System is mandatory.</li> </ol> <p><b>Note:-</b> Officers with LLM qualification or working experience in law department of Central Autonomous Bodies /Institutions/Government Medical colleges will be preferred.</p>
<b>Remuneration</b>	(Last Basic Pay Drawn – Basic Pension) + DA at prevailing rates <b>OR</b> ₹45,000 per month, Whichever is less.
<b>Consultant (Information Technology) 01-Post</b>	
<b>Duties</b>	The Consultant for Information Technology shall be independently responsible for all Software/Hardware related issues of the Institute such as development of plans for IT projects, determining factors such as project scope, specifications, costs, work plans, and materials. Manage the implementation of projects relating to software, hardware, networks, or other IT systems. In addition any other assignment with the approval of Executive Director covering IT related issues.
<b>Qualification &amp; Experience</b>	Retired Officers with:- <ol style="list-style-type: none"> <li>1. Masters in Computer Application from a recognized university in a full time regular course or B.E./B.Tech in Computer Science or IT or ECE (Electronics &amp; Communication Engineering) from a recognized university in a full time regular course.</li> <li>2. Rendered at-least five years service in level 10 or above (As per 7<sup>th</sup> CPC Pay Matrix or equivalent levels in 6<sup>th</sup> CPC)</li> <li>3. With at least 4 years experience in open source ERP/HIS/EMR Software Implementation projects costing more than ₹ 50.00 Lakhs.</li> </ol>
<b>Remuneration</b>	(Last Basic Pay Drawn – Basic Pension) + DA at prevailing rates <b>OR</b> ₹45,000 per month, Whichever is less.

**Maximum Age Limit:-** The applicant's age as on 10-08-2021 must be below 64 (Sixty Four) years

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**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**.

**Guidelines for submission of applications:-** Duly completed application forms on the prescribed proforma as per Annexure-II must reach in the office of **Deputy Director (Administration)** before 10-08-2021 either by hand or speed/registered post. Self attested copies of following documents are mandatorily required to be attached with the application form.

- a) Copy of retirement notification
- b) Copy of PPO
- 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.

**Note:-** Officers who have been retired/retiring from organisations 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.

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**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 09:30 AM to 05.15 P.M. from Monday to Friday and 9:30 A.M. to 1:15 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 1.5 days for each completed month of service. 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-Bilaspur.
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-Bilaspur.
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-Bilaspur.
  - 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-Bilaspur or to the AIIMS-Bilaspur 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-Bilaspur 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-Bilaspur shall be final and binding on the consultants. In the event of any dispute the jurisdiction of Courts in Bilaspur, Himachal Pradesh 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-Bilaspur or any benefits admissible to the employees of AIIMS-Bilaspur. 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-Bilaspur 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.



Executive Director,  
AIIMS-Bilaspur H.P.