



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स) कल्याणी

All India Institute of Medical Sciences (AIIMS) Kalyani

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक सांविधिकनिकाय)

(A Statutory Body under the Aegis of Ministry of Health and Family Welfare, GOI)

राष्ट्रीय राजमार्ग - 34, बसन्तपुर, सागूना, कल्याणी, ज़िला - नदिया, पश्चिम बंगाल - 741245

NH-34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal 741245

No. AIIMS/KALYANI/CONSULTANT-002/1120

Date : 02.02.2021

Sub:- Walk-in-Interview for engagement of Consultant (Finance & Accounts) at AIIMS, Kalyani on contractual basis – reg.

A Walk-in-Interview will be conducted at All India Institute of Medical Sciences (AIIMS), Kalyani, Administrative Building, 1st Floor, Committee Room of AIIMS, Kalyani, Pin – 741245 on 18.02.2021 at 11.30 A.M. (Document verification on 17.02.2021 at 9.30 A.M.) to engage the services of Consultant (Finance & Accounts) as detailed below on Contractual basis for a period of one year or till the post is filled up (whichever is earlier), based on functional requirement and suitability for All India Institute of Medical Sciences (AIIMS), Kalyani, West Bengal under the following terms and conditions.

Candidates who fulfil all eligibility criteria are requested to attend the walk-in-interview as per the above schedule along with a Curriculum Vitae as per the attached prescribed pro-forma “Annexure – I” along with self attested copies of all their educational qualifications and experiences.

1. Consultant (Finance & Accounts) - One Position

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 in Finance and Accounts wing of his previous employment.
Qualification	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">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 Executive Director or his authorized representatives.
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	Up to 65 years of Age.
Period of Consultancy	The engagement is to be initially for one year or until the post is filled up, whichever is earlier.

Other Terms and Conditions:-

- (i) Maximum age, qualification and experiences are to be taken as on the date of the walk-in-interview.
- (ii) The mere fulfilment of the required qualifications experiences do not entitle a candidate to be eligible for interviews.
- (iii) All other terms & conditions as applicable will be decided by the AIIMS, Kalyani which will be binding relating to the Selection Process of these Consultants.
- (iv) Candidate will not be paid any TA/DA and Accommodation for attending the interview.

The Schedule is as under:-

Venue	Administrative Building, 1st, Floor, Committee Room of AIIMS, Kalyani, Pin – 741245
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The Schedule of Walk-in-Interview is as under: -

SCHEDULE	DATE & TIME
DOCUMENT VERIFICATION	17.02.2021 & 9.30 A.M. onwards at Administration of AIIMS, Kalyani.
REPORTING AT AIIMS, KALYANI FOR INTERVIEW	18.02.2021 at 9.00 A.M.
DATE & TIME OF INTERVIEW	18.02.2021 & 11.30 A.M. onwards
CANDIDATES REPORTING AFTER 10:00 AM WILL NOT BE ALLOWED	

By order of the Executive Director

Sd/-
Siddhartha Nandy
Administrative Officer
AIIMS, Kalyani

No. AIIMS/KALYANI/CONSULTANT-002/1120 dated: 02.02.2021

**Application for the position of _____ on Contractual basis
at AIIMS, Kalyani**

01	Name and address (in BLOCK Letters)	:		Affix here recent Passport size Photograph
02	Father's Name/ Husband's Name	:		
03	Date of Birth (in Christian era)	:		
04	(i) Date of entry into service	:		
	(ii) Date of Retirement under Central/State Government Rules	:		
05	Educational Qualification	(i)		
		(ii)		
		(iii)		
		(iv)		
		(v)		
06	Whether educational and other qualifications required for the position are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).			
	Qualifications/Experience			
	Essential (Please enclose copy of certificate)	Required	Possessed by the candidate	
i.				
ii.				
iii.				
iv.				
Essential Experiences (Please enclose copies of experiences Certificate)				

07	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.				
08	Details of employments (in chronological order enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient (Please enclose copies of self attested experiences certificate)				
	Office/Inst./Organization	Post Held		Pay-Band and Grade Pay (Scale of Pay, if Pre-revised scale of pay) or Gross Salary	Nature of Duties
		From	To		
09	Whether belongs to SC/ST/OBC (if yes, please specify)				
10	Contact Nos.:-				
	Office:				
	Residence:				
	Mobile:				
	E-mail address:				
11	If selected, specify the minimum time required for joining the consultancy assigned.				

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 state of the selection, my candidature will be treated as cancelled.

Date:

Place:

(Signature of the Candidate)