

Kothipura, Bilaspur

5<sup>th</sup> March, 2026**ENGAGEMENT OF CONSULTANTS ON CONTRACTUAL BASIS*****Last date for receipt of offline application copy:-******7<sup>th</sup> April, 2026***

All India Institute of Medical Sciences (AIIMS), Bilaspur, Himachal Pradesh 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 one year (extendable up to two years) based on functional requirements and suitability.

The candidates willing to appear must fill the offline 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 consolidated remuneration etc. Eligible candidates meeting the requirements may submit their applications in the attached format by 05:00 PM up to ***7<sup>th</sup> April, 2026***

S. No.	Consultant (Accounts) – 01 Post	
1.	<b>Duties</b>	To help the Institute and Ministry in financial matters as per Government of India/AIIMS Bilaspur guidelines and 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, valuation, tax advice, replies to audit queries etc.
2.	<b>Qualification &amp; Experience</b>	Retired Officers with: - 1. Degree in relevant discipline from recognized institution/university and minimum 08 years post-qualification experience in Central Government /State Government/ Government Autonomous Body/PSU in level 7 or above (As per 7th CPC Pay Matrix or equivalent levels in 6th CPC) or SAS (Subordinate Accounts services/Finance & Accounts Services) qualification and at least 15 years' experience in Central

		<p>Government / State Government/Government Autonomous Body/ PSU.</p> <p>2. Ability to use Internet/Computer System is mandatory.</p> <p>Note: - Officers with working experience in Accounts section of Central Autonomous Bodies/Institutions/Government Medical Colleges will be preferred.</p>
3.	<b>Remuneration</b>	<p>The remuneration will be fixed on a monthly basis, determined by the difference between the last drawn salary and the basic pension at the time of retirement. The pension deducted from the last drawn pay will encompass both the fixed pension and any commuted portion. During the contract period, no increments or Dearness Allowance (DA) will be provided. Additionally, no House Rent Allowance (HRA) will be given. A fixed Transport Allowance will be provided for commuting, in accordance with retirement entitlements. TA/DA for official tours will also be provided, based on retirement entitlements. (As per OM No. F.No. 3-25/2020-E.IIIA Dated 9/12/2020)</p>

**Maximum Age Limit:** -The applicant's age as on **7<sup>th</sup> April, 2026** 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 qualifications, experience, caste certificate & other relevant documents.

**Step 1:** - Download the application form (provided on the website) and fill it.

**Step 2:** - The application form filled offline should be sent to the below address through speed post/ registered post till **7<sup>th</sup> April, 2026** upto 05:00 PM

**Important instructions:** - One photocopy of set of all documents to be sent as mentioned below:

- Copy of retirement notification
- Copy of PPO
- Copy of Last Pay Certificate
- Copy of PAN
- Copy of Matriculation Certificate (Age Proof)
- Copies in support of educational & professional qualifications.
- 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 speed post/ registered post only to the below mentioned address so as to reach before **7<sup>th</sup> April, 2026** till 05:00 PM

***“Deputy Director (Administration), 3<sup>rd</sup> floor, Administrative Block  
AIIMS Bilaspur, Himachal Pradesh- 174037”***

***The envelope should be super-scribed “APPLICATION FOR THE POST OF  
CONSULTANT..... ON CONTRACT BASIS”***

**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/-

**Deputy Director (Administration)  
AIIMS Bilaspur, H.P.**

**Annexure-I**

**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 09:15 AM to 05:15 P.M. from Monday to Friday and 9:15 A.M. to 01:15 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 05 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 remuneration will be paid on consolidated basis and no other allowances would be applicable.
6. The consultants shall not take up any other assignment of any nature during his period of engagement in AIIMS Bilaspur, H.P.
7. 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 and will be subject to the provisions of Official Secret Act, 1923. The Consultants shall be bound to hand-over the entire set of records of assignment to the competent authority of the institute before the expiry of the contract and before the final payment is released by AIIMS Bilaspur, H.P.

8. 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 may issue relevant certificates.
9. 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 Executive Director, AIIMS Bilaspur, H.P.
  - c. The Consultant fails in timely achievement of the target as finally decided by the competent authority.
  - d. The Consultant is found lacking in honesty and integrity or on suspicion of sharing confidential information unauthorizedly.
10. 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, H.P. or to the AIIMS Bilaspur, H.P. 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.
11. The termination of contract will take affect only after the approval of the competent authority of AIIMS Bilaspur, H.P. including after obtaining proper "No Objection" and "No Dues" certificates from all officers concerned in AIIMS.
12. The termination will be without prejudice to either party's rights accrued before termination.
13. 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 competent authority may deem fit.
14. The decisions of the Executive Director, AIIMS Bilaspur, H.P. 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.

15. 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.
16. 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.
17. The consultant, if required to undertake journey on domestic tour by competent authority may be allowed TA/DA as per their entitlements in terms of their pay level/ pay grade at the time of retirement and according to their extent rules.

**Sd/-**

**Deputy Director (Administration)  
AIIMS Bilaspur, H.P.**