

ENGAGEMENT OF CONSULTANTS ON CONTRACTUAL BASIS

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 **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 up to 31/01/2022.

1. Consultant (Administration) 01-Post	
Duties	The Consultant for Administration/ Establishment shall be responsible for work of administrative nature 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 or his nominee. 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.
Qualification & Experience	<p>Retired Officers with:-</p> <ol style="list-style-type: none">1. Bachelor Degree in any discipline from recognized University.2. Rendered at-least ten years' service in level 7 or above (As per 7th CPC Pay Matrix or equivalent levels in 6th 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. <p>Note:- Officers with working experience in Administration/ Establishment section of Central Autonomous Bodies/Institutions/Government Medical colleges will be preferred.</p>
Remuneration	(Last Basic Pay Drawn – Basic Pension) OR ₹50,000 per month, Whichever is less.
2. Consultant (Procurement) 01-Post	
Duties	<ol style="list-style-type: none">1. 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.2. Advise in purchase of goods and services that meet quantity and quality expectations of the Institute.

	<ol style="list-style-type: none"> 3. Evaluate and negotiate contracts with vendors. 4. Track inventory and restock goods when needed. 5. Stay up to date on industry trends and new products. 6. Any other task specifically assigned by the Executive Director (or his nominee) connected with the procurement of goods and services.
Qualification & Experience	<p>Retired Officers with: -</p> <ol style="list-style-type: none"> 1. Bachelor Degree in any discipline from recognized University. 2. Rendered at-least ten years' service in level 7 or above (As per 7th CPC Pay Matrix or equivalent levels in 6th CPC) 3. Having sound knowledge of public procurement including e-procurement through GeM and CPP etc. 4. Ability to use Internet/ Computer System is mandatory. <p>Note:- Officers with working experience in Procurement section of Central Autonomous Bodies /Institutions/Government Medical colleges will be preferred.</p>
Remuneration	<p>(Last Basic Pay Drawn – Basic Pension)</p> <p style="text-align: center;">OR</p> <p>₹50,000 per month, Whichever is less.</p>
3. Consultant (Information Technology) 01-Post	
Duties	<ol style="list-style-type: none"> 1. The Consultant for Information Technology shall be 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. 2. He /she shall manage the implementation of projects relating to software, hardware, networks, or other IT systems. 3. Operation and troubleshooting of hardware and software related to administration, procurement, patient care, medical education, and research. 4. Any other assignment with the approval of Executive Director or his nominee covering IT related issues.

Qualification & Experience	Retired Officers with:- <ol style="list-style-type: none"> 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 & Communication Engineering) from a recognized university in a full time regular course. 2. Rendered at-least five years' service in level 10 or above (As per 7th CPC Pay Matrix or equivalent levels in 6th CPC) 3. With at least 4years' experience in open source ERP/HIS/EMR Software Implementation projects costing more than ₹50.00 Lakhs. <p>Note:- Professionals meeting qualification and experience criteria as detailed above are also eligible to apply but their candidature will only be considered in case retired officers are not adjudged suitable for the assignment or do not apply.</p>
Remuneration	(Last Basic Pay Drawn – Basic Pension) OR ₹1,00,000 per month, whichever is less.
4. Consultant (Estates)	
Duties	<ol style="list-style-type: none"> 1. 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., 2. He/she 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. 3. Supervising the preparation of inventory of the assets transferred by the executing agency, their proper cataloguing and inspection from time to time. 4. Supervising maintenance activities with the help of engineering support staff. 5. Tendering and finalization of civil & electrical works (new or maintenance/repairs) of the institute and monitoring thereof. 6. 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. 7. To help in the allotment of staff quarters/hostels. 8. Any other task connected with Estate section specifically assigned by the Executive Director or his nominee.

Qualification & Experience	Retired Officers with: - 1. Bachelor's degree in Civil Engineering from a recognized Institution. 2. Rendered at least three years' service in level 11 or above (As per 7 th CPC Pay Matrix or equivalent levels in 6 th CPC).
Remuneration	(Last Basic Pay Drawn – Basic Pension) OR ₹1,00,000 per month, whichever is less.
5. Consultant (Fire& Safety)	
Duties	<ol style="list-style-type: none"> 1. Carry out risk assessments and development of the institutes policies, standards and plans for fire and disaster management; draw up fire and disaster management plans of Institute. Responsible for the design of emergency plans. 2. Monitor and ensure that safety standards and fire prevention steps are being adhered to. 3. Ensure that fire and disaster handling procedures are followed and the required equipment is tested periodically; 4. Liaise with local fire services of State Govt. and District Disaster Management Authority. 5. Train fire wardens i.e. security supervisors etc. in fire prevention, disaster preparedness planning, rescue and evacuation operations. 6. Train staff in fire prevention, disaster preparedness planning, rescue and evacuation operations and evacuation drills. 7. Organize spot checks to assess for fire and other hazards around the campus including indoor areas. 8. Arrange for regular fire alarm tests and fire drills. 9. Any other task specifically assigned by the Executive Director or his nominee connected with the fire and disaster prevention and other risk hazards. <p>The role is responsible for the supervises the functioning of the security and fire staff;; This role also ensures that requisite training is provided to employees and staff on security and fire handling procedures; initiates awareness programmes for the institute</p>

Qualification & Experience	Retired Officers With:- 1. B.E. (Fire Engineering) Degree from the National Fire Service College, Nagpur or equivalent qualification. <p style="text-align: center;">OR</p> At least graduate from a recognized University or its equivalent, and should have passed Fire Officer's Course from the National Fire Service College Nagpur. 2. Should have served as Fire Officer at least for 03 years in a Department run by the State Govt. /Central Govt. /Public Sector under taking/Municipal Committees. Desirable Experience and Skills: - Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
Remuneration	(Last Basic Pay Drawn – Basic Pension) <p style="text-align: center;">OR</p> ₹50,000 per month, Whichever is less.
6. Consultant (Bio Medical Engineer)	
Duties	<ol style="list-style-type: none"> 1. To help the administration in the approval of new equipment for purchase by providing technical help in the preparation of specifications. 2. To install new equipment by establishing, adjusting, calibrating and testing performance in association with the service engineer. 3. To provide technical assistance to personnel from the facility in maintenance and use of medical equipment. 4. To provide training to related facility and staff on maintenance and utilization of equipment. 5. To coordinate and evaluate the work performed by service engineers including maintenance, calibration, installation and verification of service documentation. 6. To plan & schedule preventive maintenance of equipment. To help in the execution of regular schedule of preventive maintenance. 7. To repair, maintain & service common equipment not requiring specialist service engineers. 8. To ensure maintaining of optimum stock of spares to reduce breakdown of important lifesaving and other critical equipment. 9. To help the faculty in the development of new biomedical technology, retrofitting of the equipment for patient care, teaching training and research. 10. To prepare biomedical reports by collecting, analyzing, and summarizing information and trends.

Qualification & Experience	Retired Officers with: - 1. B.E. /B. Tech. in Bio Medical Engineering from a recognized Institution/University. <p style="text-align: center;">Or</p> Diploma Bio Medical Engineering from a recognized Institution with 2 years' experience in relevant field. 2. Rendered at least three years' service in pay level 10 or above (As per 7 th CPC pay Matrix or equivalent levels in 6 th CPC) Note:- Professionals meeting qualification and experience criteria are also eligible to apply but their candidature will only be considered in case retired officers are not adjudged suitable for the assignment or do not apply.
Remuneration	(Last Basic Pay Drawn – Basic Pension) <p style="text-align: center;">OR</p> ₹60,000 per month, whichever is less.

7. Consultant (Landscaping & Horticulture)

Duties	<p>The climatic conditions of hills differ greatly from those of the plains, the vegetation is different and there is inherent threat of soil erosion, landslides and consequent damage to the structures present in the area. It also requires development of comprehensive plans that include plants, hardscaping, water use, designing of structure(s) that can be added to the landscape (gazebos, retaining walls, and other features) in accordance with the architecture plans of the institute keeping in mind both style and functionality.</p> <p>There is a need for landscape designer cum <u>horticulture consultant</u> at AIIMS Bilaspur who will analyze the architecture and the landscape of the institute to formulate and implement a plan that includes location of walkways, patios, water features, garden aspects etc. In addition, the person is required to assess the geographical region to choose plants, trees, and flowers that will flourish naturally, as well as address concerns such as drainage, and soil conditions to prevent landslides.</p> <p>The person should be conversant with the intricacies of job needed to maintain diversity and environmental quality of the fragile ecosystem of the Himalayan region and use of eco-friendly technologies keeping in view the optimum utilization of natural resources for the conservation of Himalayan Plant Diversity.</p> <p>Duties and responsibilities:</p> <ol style="list-style-type: none"> 1. Undertaking environmental assessment for vegetation plantation at AIIMS Bilaspur for beautification and planning of steps to prevent soil erosion on the slopes. 2. Landscape planning, designing and execution at AIIMS Bilaspur campus
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	<ol style="list-style-type: none"> 3. Designing garden plans/planting layouts 4. Advising about tree planting and Floriculture schemes 5. Establishment of aromatic and medicinal plants nursery for AYUSH block 6. Planning for Rooftop greenery landscaping, nursery development, and management 7. Coordinating with the executing agency and EPC contractor in landscaping and monitoring of their landscaping plans. 8. Planning watershed development, soil & water management measures to avoid flooding, soil erosion and damage to institute structures.
Qualification & Experience	<p>Retired Officers with: -</p> <ol style="list-style-type: none"> 1. A degree in Landscape Architecture Or M.Sc. Horticulture/Soil or Earth Sciences / Environmental Science from a recognized University/Institute. 2. Rendered at least five years' service in pay level 10 or above (As per 7th CPC pay Matrix or equivalent levels in 6th CPC) <p>Experience:-</p> <p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. A Minimum of 5 years' experience in Landscaping, Landscape planning and designing including designing of structures, planting and maintenance of vegetation (grasses, shrubs, trees and flowers) in hill areas. 2. A Strong knowledge of Pest Management and Flora Maintenance. 3. Good knowledge of seasonal Plants. 4. Excellent knowledge of soil Management. <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Certificate/ diploma from a recognized university for persons with non architecture background. 2. Experience in establishing an herbal garden / nursery.
Remuneration	<p>(Last Basic Pay Drawn – Basic Pension)</p> <p>OR</p> <p>₹60,000 per month, Whichever is less.</p>
8. Consultant (Security)	
Duties	<ol style="list-style-type: none"> 1. Plan and ensure execution of Security arrangement as required by the Institute; suggest and execute improvements in existing security systems. 2. To assist the Institute authorities in maintaining law and order. 3. To look after all the security arrangements in the campus. 4. To supervise and control the work of security personnel. 5. Testing and analyzing assets for potential security threats. 6. Identifying possible security threats and determining the best security measures.

	<p>7. Running risk assessment and security tests and designing countermeasures to eliminate as many potential risks as possible.</p> <p>8. Designing, implementing, and maintaining security protocols, policies, plans, and systems to cover all possible security threats.</p> <p>9. To ensure that security systems are maintained; attends to breaches; tracks past incidents, analyzes them and takes steps to prevent recurrence.</p> <p>10. Remaining up to date with the latest security systems, tools, trends, and technology.</p> <p>11. Training staff to recognize and defend against security breaches and risks.</p> <p>12. To maintain liaison with Police and District authorities regarding law and order problems and investigation of criminal cases affecting the Institute.</p> <p>13. Any other task specifically assigned by the Executive Director or his nominee connected with campus security and safety.</p>
Qualification & Experience	<p>Retired Officers with: -</p> <ol style="list-style-type: none"> 1. Degree from a recognized university/equivalent. 2. 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 years' regular service in pay level 10 or above (As per 7th CPC pay Matrix or equivalent levels in 6th CPC. <p>Experience:-</p> <p><u>Essential:</u> 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> <p><u>Desirable:</u> Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.</p>
Remuneration	<p>(Last Basic Pay Drawn – Basic Pension)</p> <p style="text-align: center;">OR</p> <p>₹60,000 per month, Whichever is less.</p>

Maximum Age Limit:- The applicant's age as on 31-01-2022 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**.

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 31-01-2022 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.

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.