

**Central Armed Police Forces Institute of Medical Sciences (CAPFIMS)
Maidangarhi, New Delhi**

Adv. No.F.- CAPFIMS-08/2024

VACANCY NOTICE

Applications are invited in the prescribed proforma for filling up the following posts at CAPFIMS, Maidangarhi, New Delhi **ON DEPUTATION BASIS:-**

Name of the Post, Pay Band & Grade Pay and Essential Eligibility Criteria	Upper Age limit	Number of Posts
<p>Senior Administrative Officer :- Level-11 in Pay Matrix (Pre-revised PB -3 of Rs. 15600-39100 + Grade Pay of Rs. 6600/-)</p> <p>Essential Eligibility Criteria :-</p> <p>(i) Officers under the Central /State Government/U.T Administration of Central Statutory / Autonomous bodies holding analogous posts on regular basis or with at least 5/8 years of service in the posts in the pay scale of Level-10 in the Pay Matrix / Level-6 in the Pay Matrix (Pre Revised Rs. 2200-4000/2000-3500) respectively or equivalent and having a degree and experience in administration and establishment matters and also preferably in accounts matters.</p> <p>(ii) Officers with MBA or PG diploma in Personnel Management shall be given preferences.</p> <p>(Period of Deputation shall not exceed 03 years).</p>	<p style="text-align: center;">56 Years</p>	<p style="text-align: center;">01</p> <p style="text-align: center;">(on deputation basis)</p>
<p>Administrative Officer :- Level-10 in Pay Matrix (Pre-revised PB -3 of Rs. 15600-39100 + Grade Pay of Rs. 5400/-)</p> <p>Essential Eligibility Criteria :-</p> <p>(i) Officers under the Central Govt., U.T. Administrations of Central Statutory/ Autonomous Bodies holding analogous posts or with at least 3 years of service in posts in the Pay Scale of Level-7 in the Pay Matrix (Pre Revised PB-2 Rs. 9300-34800 + Rs. 4600 Grade Pay) or equivalent respectively and having a Degree and experience in administration and establishment matters and also preferably in Accounts matters. Officers possessing MBA or PG Diploma in Personnel Management shall be given preference.</p> <p>(Period of Deputation shall not exceed 03 years).</p>	<p style="text-align: center;">56 years</p>	<p style="text-align: center;">03</p> <p style="text-align: center;">(on deputation basis)</p>
<p>Accounts Officer :- Level-10 in Pay Matrix (Pre-revised PB -3 of Rs. 15600-39100 + Grade Pay of Rs. 5400/-)</p> <p>Essential Eligibility Criteria :-</p> <p>(i) Officers under the Central Government or Central Statutory / Autonomous bodies holding analogous posts on regular basis and handling Accounts and Finance matters or holding posts of Accounts / Audit Officer or equivalent in the Level-07 in Pay Matrix (pre-revised of Rs. 2375-3500) / Level-10 in Pay Matrix (pre-revised of Rs.2200-4000).</p> <p>(ii) Assistant Accounts Officers in the Level-06 in Pay Matrix (pre-revised of Rs.2000-3200) with 07 years of regular service in the grade (including the service in the grade of Junior Accounts Officer / SAS Accountants /Accountant in the Level-06 in Pay Matrix (pre-revised of Rs. 1640-2900))</p> <p>(Period of Deputation shall not exceed 03 years).</p>	<p style="text-align: center;">56 years</p>	<p style="text-align: center;">03</p> <p style="text-align: center;">(on deputation basis)</p>
<p>Store Officer :- Level-10 in Pay Matrix (Pre-revised PB -3 of Rs. 15600-39100 + Grade Pay of Rs. 5400/-)</p> <p>Essential Eligibility Criteria :-</p> <p>Officers of Central/State/U.T Govts. Failing which Officers of Central Statutory/Autonomous Bodies holding analogous posts on regular basis or with 5 years of regular service in Level-6 in the Pay Matrix and possessing the following:</p>	<p style="text-align: center;">56 years</p>	<p style="text-align: center;">04</p> <p style="text-align: center;">(on deputation basis)</p>

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| (i) Degree of a recognised University or equivalent; | | |
| (ii) Posts Graduate Degree/Diploma in Materials Management of a recognised University/Institution or equivalent; and | | |
| (iii) Not less than 5 years' experience in a supervisory capacity in handling stores, preferably medical. | | |

(Period of Deputation shall not exceed 03 years).

****The number of posts are tentative and may change based on the Institute's requirements.***

The Officers who fulfill the above qualifications/ eligibility may submit their application in the prescribed proforma at Annexure-I through proper channel to the Director, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-110029, so as to reach the addressee within 30 days from the date of publication. The envelope containing the application(s) should be superscribed "*Application for the Post of _____ on Deputation Basis at CAPFIMS.*" Application not routed through proper channel of the parent employer will not be considered.

While forwarding their applications, it may be ensured that the particulars of the candidates are verified and that they fulfill the eligibility conditions. Duly attested photocopies of their up to date APAR (at least for the latest 05 years) may also be enclosed with the applications. It may also be clearly stated that no vigilance/disciplinary proceedings is pending or contemplated against the candidates concerned. Applications without vigilance clearance and APAR Dossiers will not be considered.

The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel & Training's O.M.No.6/8/2009-Est.(Pay II) dated 17.06.2010, as amended from time to time.

**Sd/-
CHIEF CAPFIMS**

9	Nature of present employment (i.e.ad-hoc or temporary or quasi-permanent or permanent)	
10	In case the present employment is held on deputation / contract basis, Please state: (a) The date of initial appointment (b) Period of appointment on deputation / contract (c) Name of the parent office/organization to which you belong	
11	Additional details about present employment please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government undertaking (e) University	
12	Are you in revised scale of pay? If you, give the date from which the revision took place and also indicate the pre-revised scale.	
13	Total emoluments per month now drawn.	
14	Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	
15	Whether belongs to SC/ST/OBC (if yes, please specify)	
16	Contact Nos.	1) Office
		2) Residence
		3) Mobile
		4) E-mail address
17	If selected, specify the minimum required joining time	
		_____ Signature of the Candidate
Date:	Address	
Countersigned:		
	_____ [Employer / Authorized Officer]	