



भारत वाक् श्रवण संस्थान : मैसूरु - 6

ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSURU - 6
(An Autonomous body under the Ministry of Health and Family Welfare,
Govt. of India), Manasagangothri, Mysuru - 570 006

फ़ोन / Phone: 0821-2502000/ 2502100, www.aiishmysore.in

विज्ञापन संख्या / **ADVERTISEMENT No. 05/2018**

All India Institute of Speech and Hearing (AIISH), an Autonomous body under the Ministry of Health and Family Welfare Government of India, committed to bring a better quality of life into the lives of people with Communication Disorders and to reach out to the Nation. AIISH is the only Institute of its kind in the South Asia, which brings together the activities of Research, Education, Public Education, Training and Clinical Services in the field of Speech and Hearing on a single platform.

Applications are invited for the following posts on deputation and on regular basis (Direct) from candidates fulfilling the eligibility criteria indicated against each post. Details of the posts and terms & conditions for the appointment, eligibility, experience, etc. are as below:

POST NO: 1 CHIEF ACCOUNTS OFFICER:(GROUP-A) - 01 POST

Method of Recruitment: Deputation / Direct Recruitment.		
1	Name of the post	Chief Accounts Officer
2	Category	UR
3	Number of Posts	One (01) post.
4	Age for Direct Recruitment	Up to 40 Years.
5	Scale	Level 11 of pay matrix under VII pay commission.
6 (a)	Essential Qualification for Direct Recruits:	a. Post Graduate in Commerce or M.B.A with Specialization in Finance from a recognized University or A.C.A/I.C.W.A b. Five Years of Regular Service in the Grade pay of ₹5400/- or Seven years of regular service in the grade pay of ₹4600/- or 6 years of regular service in the grade pay of ₹4800/- in Central/State Govt/Govt. Autonomous Body.
6 (b)	Essential Qualification for Deputation:	a. Post Graduate in Commerce or M.B.A with Specialization in Finance from a recognized University or A.C.A/I.C.W.A. b. Transfer on Deputation of Officers holding analogous post of Accounts Officer in the Grade pay of ₹5,400/- with 5 years of regular service with experience in finalization of Accounts.
7	Desirable Qualification	Knowledge of Computer Applications / Management Information Systems.
8	Upper Age for Deputation	56 Years.

POST NO: 2 – ACCOUNTS OFFICER:(Group B):

1	Name of Post	Accounts Officer
2	Number of Posts	1 (one)
3	Classification	Group 'B' Gazetted, Ministerial
4	Pay band & G. Pay	Level 7 of pay matrix under VII pay commission.
5	Method of recruitment	Deputation
6	Period of Deputation	Initially for a period of 1 year Likely to be extended on yearly basis (Subject to maximum of 5 years).
7	Eligibility Essential Qualification: Desirable Qualification:	<p>Officers of the Central Organized services/Autonomous Bodies/State Govt's in level 7 of pay matrix under VII CPC with 3 years service or persons in level 6 of pay matrix under VII CPC with 6 years service are eligible to apply.</p> <p>i. Degree of a recognized university. (Preferable in commerce).</p> <p>ii. 6 years of experience in supervisory capacity in Accounts Section.</p> <p>iii. Age should not exceed 56 years as on the closing day for submission of the applications.</p> <p>i. Knowledge of FR/SR and GFR and other rules of Government of India.</p>

POST NO: 3 – HINDI TRANSLATOR: (Group - B):

1	Name of Post	Hindi Translator
2	Number of Posts	1 (one)- UR
3	Classification	Group 'B' Non - Gazetted, Non- Ministerial
4	Pay band & G. Pay	Level 6 of pay matrix under VII pay commission
5	Method of recruitment	Direct
6	Eligibility Essential Qualification: Desirable Qualification:	<p>i. Atleast a II Class Master's degree in Hindi of recognized University or equivalent.</p> <p>ii. English as a subject at graduate level.</p> <p>iii. Certificate/ Diploma in Hindi translation.</p> <p>i. Two Years experience in translation from English to Hindi and Vice-Versa.</p>

POST NO: 4 – ASSISTANT AUDIT OFFICER (IAC):(Deputation/Direct)

1	Name of Post	Assistant Audit Officer(IAC)
2	Number of Posts	1 (one)
3	Classification	Group ‘B’ Non-Gazetted.
4	Age for Direct recruitment	Below 30 Years
5	Pay band & G. Pay	Level 7 of pay matrix under VII pay commission
6	Method of recruitment	Deputation / Direct recruitment.
7	Period of Deputation	Initially for a period of 1 year Likely to be extended on yearly basis (Subject to maximum of 5 years).
8(a)	Eligibility for deputation: Essential Qualification:	Officers of the Central Organized services/Autonomous Bodies/State Govt’s: i. Graduate from recognized university. (Preferably in Commerce) with SAS or 3 months training in cash and accountancy conducted by ISTM. ii. 3 years experience in accounts and audit. iii. Knowledge of work experience of government Rules and Regulations. iv. Age should not exceed 56 years as on the closing day for submission of the applications.
8(b)	Eligibility for Direct recruitment: Essential Qualification:	i. Graduate from recognized university. (Preferably in Commerce) with SAS or 3 months training in cash and accountancy conducted by ISTM. ii. 3 years experience in accounts and audit. iii. Knowledge of work experience of government Rules and Regulations.
	Desirable Qualification:	Knowledge of Computers.

I. GENERAL CONDITIONS / INFORMATION FOR DIRECT RECRUITMENT:

- 1 It is intended to fill all the above posts on Regular basis at this Institute.
- 2 All the details furnished in the offline application will be treated as final and no changes shall be entertained.
- 3 Applications without photograph, Signature and necessary Marks cards, Degree certificates, Age proof, Age Relaxation in support of their application, certificates in support of claim for any kind of exemption under SC/ST Category shall be summarily rejected.

- 4 The prescribed Essential Qualifications are a bare minimum and mere possession of it, will not entitle the candidates to be considered for the post. The candidates should furnish all the Qualifications and Experience possessed in the relevant field, over and above the minimum qualifications prescribed for consideration of their candidature.
- 5 It is intended to fill the Regular post of Hindi Translator by direct recruitment. Post at **Sl No. 1 Chief Accounts Officer(Group -A), Sl. No. 2 Accounts Officer (Group-B) - 01 Post Sl.No.4 Assistant Audit Officer (Group-B) - 01 Post (Deputation/Direct)** , are proposed to be filled by deputation from among the staff working in Government of India and or State Govt. or Autonomous bodies possessing the Education qualification and Experience indicated for the post. Separate application format & detailed instructions are provided for deputation posts. Candidates applying for deputation will have to use the format prescribed.
- 6 Employees Under Disciplinary Proceedings:
- Employees against whom disciplinary Proceedings are pending or contemplated shall not be considered for appointment on Direct Recruitment/Deputation.
- 7 The scales of pay notified are as per 7th CPC Recommendations.
- 8 The posts carry usual allowances i.e., DA, HRA, and TA etc., as admissible to Central Government employees posted at Mysuru.
- 9 The qualifications prescribed should have been obtained through recognized Universities/ Institutions.
- 10 **Age Relaxation:** Age should not exceed the limit prescribed for each category of post as on the closing date for Receipt of Filled in Applications.
- (Upper age limit will be reckoned as on the last date prescribed for receipt of applications.)
- 11 The Applications received in response to advertisement will be scrutinized and only short listed candidates will be called for Interview/Skill Test/selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for skill, trade test, written test or Interview.
- 12 A Skill Test, trade test, written test or Interview if found necessary may be conducted and details will be notified in the AIISH website and the eligible candidates will be informed of it in due course.

- 13 As per Government of India orders, interviews for posts in Group B & C are dispensed with. Selection for these positions will be based on merit in the essential qualification and results of skill test if conducted. Skill test in such cases will only be qualifying in nature and merit in skill test shall not be reckoned for selection
- 14 **Application Fee:** There will be an Application Fee for General Category candidates & OBC of ₹500/- (Rupees Five Hundred Only) and ₹100/- for SC/ST/PWD Candidates. **Women candidates are exempted from payment of Application Fee.**
- 15 In case of submission of multiple applications by Women candidates/Scheduled Castes (SC)/ Scheduled Tribes (ST); Ex-serviceman [EX] and Persons with Disabilities (PWD) candidates, the last application submitted before the last date for submission of application shall be considered for further processing.
- 16 The period of experience in a discipline / area of work, wherever prescribed, shall be reckoned from the date of acquiring the minimum prescribed educational qualification prescribed for the post and will be reckoned as on the last date prescribed for receipt of Applications.
- 17 **The competent authority has the right to accept or reject any application without assigning any reasons.**
- 18 **The competent authority reserves right not to fill all or any of the posts mentioned in the advertisement.**
- 19 **Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.**
- 20 Candidates should submit Applications for the post **indicating the name of the post, Serial No, DD NO, Date etc.** in their Application applied for. (Candidates working in Central/State/Autonomous bodies/Institutions/PSU's should apply through proper channel.
- 21 **The last date of receipt of application is 27.07.2018 at 5.00 PM.**
- 22 The appointment of the selected candidates is subject to being found medically fit as per the requirements of the Institute.
- 23 Interim enquiries and other enquiries will not be attended to.

II. General Instructions for Deputation:

Applications for the posts duly signed by the candidate and countersigned by the Head of Office or an officer authorized to sign on his behalf in the proforma along with the following documents in respect of the eligible candidates who can be spared for taking up the assignment within one month from the date of intimation about their selection, may please be forwarded:

1. Cadre/department Clearance/Specific No Objection.
2. Photocopies of the Annual Confidential Reports/ Annual Performance Appraisal Reports of the candidate for the last five years for Director (Assistants) duly attested by an Officer not below the rank of Under Secretary to the Govt. of India;
3. Integrity Certificate (IC) to be signed by an Officer not below the rank of Deputy Secretary to the Govt. of India (*format enclosed*);
4. Vigilance Clearance (VC) indicating that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the Officer concerned (*format enclosed*);
5. Documents for Age proof and proof for essential qualification (All marks cards).
6. List of major/ minor penalties, if any, imposed on the candidate during the last 10 years OR No Penalty Certificate, as the case may be. (*format enclosed*)
7. The Off-line application for Deputation basis has to be invariably followed-up with a '**No Objection Certificate**'/ **Integrity Certificate**/ **Vigilance Certificate** /**No Penalty Certificate** from the employer concerned, by those already in employment under Central/State Government, Public Sector Undertakings or Autonomous Bodies, duly indicating the name and post applied for on the reverse.

I. Other Instructions:

1. The competent authority has the right to accept or reject any application without assigning any reasons.
2. Application forms may be downloaded from our website www.aiishmysore.in
3. The competent authority reserves right not to fill all or any of the posts mentioned in the advertisement.
4. Application fee Should be paid through Demand Draft drawn in favour of The Director, AIISH, Mysuru – 570 006.

5. Documents to be sent along with the Application:

- i. Documents supporting age proof (Class X).
- ii. Documents supporting essential qualification (All marks cards/Degree/UG& PG Certificates).
- iii. Documents supporting Experience (Not appointment letters).
- iv. Proof of remittance of Application fee. (Demand draft – Original DD Should attach along with the application).

6. Canvassing in any form and/ or bringing in any influence political or otherwise will be treated as a disqualification for the post.

7. Applications received after the last date or with insufficient information are likely to be considered.

8. Candidates should submit their original DD along with their application.

Applications complete in all respects duly super scribing the name of post applied for on the top of the envelop should reach the following address on or before **27.07.2018 at 5.00PM**

ADVT. NO: 05/2018

DATE: 08.06.2018

Sd/-

निदेशक / DIRECTOR