



# अखिल भारतीय आयुर्विज्ञान संस्थान, भोपाल

(स्वास्थ्य एवं परिवार कल्याण विभाग, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
सकेत नगर, भोपाल 462 020 मध्य प्रदेश, दूरभाष : 0755-2982607 / 2985569

## All India Institute of Medical Sciences, Bhopal

(An Institute of National Importance under the Ministry of Health & Family Welfare, Govt. of India)

Saket Nagar, Bhopal 462 020 Madhya Pradesh, Tel.: 0755-2982607 / 2985569

■ Email : info@aiimsbhopal.edu.in ■ Website : www.aiimsbhopal.edu.in

No:ADM2(3)/AIIMSBhopal/RC/2023/01/2083

Dated: 01/03/2024  
04

To,

Mr./Mrs.: PRINCE APARAJIT YADAV  
Address: H.NO 40, HARI SIDDHI CAMPUS,  
KHUSHIPURA, CHANDBARH,  
BHOPAL, MADHYA PRADESH 462010  
E-Mail Id : aashu007yadav@gmail.com  
Mobile No. : 7024141899

Sub.: Provisional Offer Letter in respect of your Application No. 11238439889 to the post of Lower Division Clerk on Direct Recruitment Basis at the All India Institute of Medical Sciences, Bhopal, reg.-

Ref.: Advt. No. ADM-2(3)/AIIMSBhopal/RC/2023/01 dated 30/09/2023.

Dear Mr./Mrs. PRINCE APARAJIT YADAV,

All India Institute of Medical Sciences, Bhopal offers you an appointment to the post of Lower Division Clerk in the Level-2 with minimum pay of Rs. 19900/- Plus other allowances, as per 7<sup>th</sup> Central Pay Commission and as admissible to the Central Government employees of your level on the following terms and conditions: -

1. Your appointment will be subject to outcome of court orders in writ petition/legal cases filed in the matter of above referred advertisement dated 30/09/2023 and its addendum(s)/corrigendum(s) issued, if any.
2. This offer letter is provisional, and your appointment will be subject to further scrutiny of your documents before joining. You will be on probation for a period of 2 Years from the date of joining the said post. The period may be extended at the discretion of the Competent Authority as per Government rules.
3. During the period of probation, you will be temporary employee and will be governed by the Central Civil Services (Temporary Service) Rules, 1965 and amended from time to time. Your appointment is liable to be terminated in case of misconduct or if your antecedents are reported to be unsatisfactory at a later stage.
4. Your appointment will be provisional and is subject to receipt of satisfactory Police Verification Report of your character and antecedents from the police authorities and verification of educational qualification viz. Mark sheet/ Degree and other relevant certificates along with Experience Certificates etc. from concerned University/Institute or organization.
5. The appointment will be further subject to the production of original certificates/ documents as mentioned below at the time of joining. If any deviation found at the time of joining or you fail to produce any of the certificates/documents then your offer shall be deemed withdrawn/ cancelled: -
  - a. Appointment is subject to the production of Medical Fitness Certificate from the Medical Board of AIIMS Bhopal before joining the post.
  - b. Production of the following certificates, in original, in proof of your academic qualification:
    - (I) Degrees/Diplomas/Certificates/ Mark sheets etc.
    - (II) Certificate(s) proving requisite experience as per the advertisement for the post being offered.

Dr. Sahin  
Kumari  
01/03/24





- c. Good character certificate from two Gazetted Officers of the Central/State Governments or Stipendiary Magistrate.
  - d. Discharge/Relieving certificate from your previous employer, if applicable.
  - e. SC/ST/OBC Caste and EWS certificate, if applicable.
  - f. PwBD certificate, if applicable.
  - g. An affidavit on Non-Judicial Stamp paper of denomination of Rs.50/- as per Annexure-A.
6. After completion of probation, your appointment may be terminated at any time with a three months' notice by either side, viz. the appointee or the appointing authority without assigning any reason whatsoever. It will be open to the Institute to pay, *in lieu of* notice salary for the period by which the notice falls short. Similarly, if you wish to resign your post you may do so by depositing to the Institute pay and allowances *in lieu of* the notice period or part thereof.
7. Private practice of any kind, including laboratory and consultant practice is strictly prohibited.
8. You will be governed by Central Civil Services (Conduct) Rules 1964 and Central Civil Services (Classification Control and Appeal) Rules, 1965, as amended from time to time.
9. This offer of appointment will be governed by the Laws of India and other legal bindings/ directions. In the event of any conflict regarding terms of appointment the decision of All India Institute of Medical Sciences, Bhopal shall be final and binding. Other conditions of service will be as provided under the Rules, Bye laws and Regulations of the Institute.
10. The allotment of residential accommodation may be provided on request under the rules/guidelines of the institute and will be subject to availability of accommodation units. HRA will be admissible, as per rule if accommodation is not available.
11. You may please note that you will be required to conform to the Rules, Bye laws, Regulations, discipline and Code of Conduct prevailing in this Institute on their employees and as amended from time to time.
12. Your application for any post outside the Institute will be forwarded as per Rules of the Institute, on the subject as applicable from time to time. However, Competent Authority would have the discretion to relieve or not to relieve you in view of the upcoming services requirement in the Institute.
13. You will be at the disposal of the Institute on whole time basis and your services may be utilized in any manner as required by the Competent Authority of the Institute without any additional remuneration.
14. You are liable to serve in any of the Rural Health Centers of the Institute or any other center created/ affiliated in future by the institute, if so required.
15. You shall devote whole time and attention exclusively to the duties entrusted to you to the best of your power, ability and skill. You must acknowledge that your posting entails absolute confidentiality and therefore during the continuance of this arrangement and/or after cessation of this employment for any reason whatsoever you shall not disclose any information, papers and documents in your knowledge and custody to any outsider and maintain absolute confidentiality.
16. If any of the declarations made or information furnished by you including caste and other certificates are proved to be false or if you are found to have wilfully suppressed any material information you will be liable for removal from the Institute's services besides any other action (Legal and/or Administrative/Disciplinary) that the Institute may deem necessary.
17. No travelling or other allowances will be payable to you for obtaining the medical or other certificate or for joining the post at the Institute.



18. You will be governed by the New Pension Scheme/ Pension Scheme, as applicable, by the Rules and Regulations of prevailing act and/or adopted by the Institute.

19. You will be governed by Employee Health Scheme (EHS) as applicable to regular employee of the institute.

20. Pay fixation, counting of past service and other service-related matter will be governed under the Instructions/Orders/OMs issued by DoPT/ AIIMS Rules or any other competent authority from time to time.

21. Notwithstanding anything contained in this offer of appointment, you will accept to work with this institute for a minimum period of two years against your appointment. Non-completion of specified term due to any reason on your part will make you liable to pay a sum of Rs. 1,00,000/- (Rs. One Lakh only) as a penalty for which a bond on Non-Judicial Stamp paper, duly attested by a notary public is to be executed as per Annexure-B at the time of joining.

22. If the offer is acceptable to you on the aforesaid terms and conditions, you may please communicate your acceptance, within 15 days from date of issue of offer of appointment to the following address: The Administrative Officer, All India Institute of Medical Sciences, Bhopal, Saket Nagar, Bhopal-462020 (Madhya Pradesh) E-mail address – [admin@aiimsbhopal.edu.in](mailto:admin@aiimsbhopal.edu.in). You should report yourself for duty within 30 days of issue of the offer of appointment. If you fail to join the post by the stipulated period, this offer of appointment will be treated as cancelled/withdrawn.

23. For any reason if you are not able to join on or before the stipulated time, you should seek extension for joining time within 15 days of issue of the offer letter with proper reason/ justification alongwith documents in support of the same. Thereafter, it may not be feasible to grant/consider the extension of joining time. If you fail to join the post within the stipulated period, this offer of appointment will be treated as cancelled/withdrawn and no further communication will be made by in this regard.

24. The Attestation Forms and Application for EHS Card are available in the download option of the official website of AIIMS, Bhopal ([www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)). You are required to download and fill up these forms and carry with you at the time of joining.

25. This is issued with the approval of Executive Director & CEO, AIIMS Bhopal vide E- file no. 15321 dated 26/03/2024.

The receipt of this Offer Letter may be acknowledged.

Enclosure: Annexure-A & B.

  
Deputy Director (Admin)  
AIIMS, Bhopal

Copy to:

1. Director (PMSSY), Ministry of Health & Family Welfare, Government of India
2. Dean (Academics)/ MS (Offg.)/F&CAO (Offg.), AIIMS, Bhopal
3. SAO/AO/AAO, AIIMS, Bhopal
4. PA to President, AIIMS Bhopal
5. PPS (Officiating) to Executive Director, AIIMS Bhopal
6. DDO/Pay Bill Section
7. Personal file/ Guard File

**ANNEXURE-A**

**AFFIDAVIT**

**(To be submitted on Non Judicial Stamp paper of Rs. 50/-)**

1. I,.....D/o, S/o, w/o.....  
(With full address) hereby confirm my full acceptance to the terms and conditions contained in this Provisional Offer Letter for the post of \_\_\_\_\_ at AIIMS Bhopal against the Advt. No. \_\_\_\_\_ dated \_\_\_\_\_ against and my application no..... If any declaration/information furnished by me is found to be incorrect/false/willfully suppressed, at any stage, I undertake full responsibility for the same and the Competent Authority can take/initiate any such administrative or legal actions as deemed fit as per rule.
2. That, all degrees/certificates related to essential qualification/experience etc., as per advertisement, submitted by me in support of my application are recognized by State/ Indian Medical Council as is competent to recognize such a degree in India.
3. That, my appointment shall be subject to production of Medical Fitness Certificate from the Medical Board of AIIMS Bhopal, before my joining on the said post. In case, I am found medically unfit by the said Medical Board, my appointment will be treated as cancelled automatically.
4. That, I shall remain liable to serve in any shift duty of the Hospital and the Rural Health Centres of the Institute or any other centre created/ affiliated in future by the Institute, if so required. I shall participate in the outreach, family medicine, Telemedicine and AYUSH services of AIIMS Bhopal.
5. Accept all terms & conditions of offer letter.

✓  
Deponent

(Name.....)

**VERIFICATION**

I,....., deponent, do hereby verify that contents of this affidavit from Para 1 to 5 are true and correct and have been stated with my free consent. I am fully aware with consequences of this declarations/ undertakings.

Verify on this.....day of.....at.....

Place:.....

Deponent

(Name.....)





**ANNEXURE-B**

**BOND TO BE EXECUTED BY A PERSON APPOINTED IN THE ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHOPAL**

(To be submitted on a Rs 50/- Non-Judicial Stamp Paper duly attested by a Notary Public)

KNOW ALL MEN BY THESE PRESENTS THAT I, Ms/Shri Prerna Anand, R/o W.No. 40/1/1/1/1/1 in the District of Bhopal, M.P. At present selected and offered the post of LDC in the All India Institute of Medical Sciences, Bhopal. I have opted to accept and join the appointment with the understanding and subject to the undertaking that I shall serve the Institute for a minimum period of two years from the date of my joining the Institute. Therefore, I do hereby bind myself to pay to the Executive Director, All India Institute of Medical Sciences, Bhopal, (hereinafter called the Institute) on demand the sum of Rs 1,00,000/- (Rs One Lakhs only) as a penalty.

2. Whereas, I ..... am appointed as LDC in the Institute.
3. AND WHEREAS for the better protection of the Institute, I have agreed to execute this Bond with such condition as hereunder is written:
4. NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my failing to complete a minimum of period of two years service in the Institute for any reason or otherwise quitting the services for any reason, I shall forthwith pay to the Institute or as may be directed by the Institute the said sum of Rs 1,00,000/- (Rs One Lakh only) as a penalty.
5. NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT upon putting the minimum period of two years of mandated service from the date of joining the service or upon making such payment, the above written obligations shall be void and of no effect otherwise it shall be and remain in full force and virtue.

Signed and dated this ..... Day of ..... Two Thousand and Twenty-Three.

Signed and delivered by:

.....  
.....

In the presence of.....

Witness-1: .....

Witness-2: .....

  
**PRINCIPAL**  
Govt. Hamidia Arts & Commerce  
College, Bhopal