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अखिल भारतीय वाक् श्रवण संस्थान : मैसूरु - 570006

**ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE – 570006**

An Autonomous body under the Ministry of Health and Family Welfare,

Govt. of India, Manasagangothri, Mysore – 570 006

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ವಿಜ್ಞಾಪನಸಂಖ್ಯಾ / ADVERTISEMENT No. 16/2022

ದಿನಾಂಕ/Dated: August 18, 2022

The Director, AIISH, Mysore invites applications for the following posts as detailed below:

पद कोड/ Post Code	पद का नाम / Name of the Post	पद की संख्या / No. of Posts	वर्ग / Category
1	Accounts Officer	01	On Deputation
2	Assistant Accounts Officer (IAC)	01	UR-01

**The Recruitment Rules in respect of the individual post are given below:**

**Accounts Officer:**

Method of Recruitment: Deputation	
Age	Below 56 Years
Period of Deputation	Initially for a period of 1 year likely to be extended on yearly basis (Subject to maximum of 5 years).
Scale of Pay	PB-2 Rs. 9300-34800/- + GP Rs. 4600/- (Level 07 of pay matrix under VII pay commission).
Eligibility	Promotion of officers in the grade of A.A.O. (Rs.6,500-10,500/-) with three years of service failing which AAO with combined service of 6 years in the grades of AAO or Sr. Accountant / Office Superintendent.
Desirable Qualification	Knowledge of FR/SR and GFR and other rules of Government of India

**Assistant Audit Officer (IAC):**

Method of Recruitment: Direct Recruitment	
Number of post	01 post
Category	UR
Upper age limit	Below 30 years
Scale of pay	Level 07 of pay matrix under VII CPC
Essential Qualification	Essential: a) Graduate from a recognized University (preferably in commerce) with SAS or 3 months training in cash and accountancy conducted by ISTM b) 3 years experience in accounts and audit c) Knowledge of work experience of government rules and regulations. Desirable: Knowledge of computers

**GENERAL INSTRUCTIONS FOR DEPUTATION:**

A] Cadre Authorities / Head of the Department are requested to forward the applications of eligible and willing candidates duly signed by the candidate and countersigned by the Head of Office or an officer authorized to sign on his behalf in the pro forma along with the following documents whose services can be spared for taking up the assignment within one month from the date of intimation about their selection:

1. Cadre/department Clearance/Specific No Objection Certificate.
2. Photocopies of the Annual Confidential Reports/ Annual Performance Appraisal Reports of the candidate for the last five years 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 including graduation certificate).

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).

B] The terms of deputation including pay and allowances shall be governed by the provisions laid down in DoPT OM No.6/8/2009-Estt (Pay II), dated 17.06.2010 and other orders / guidelines issued in this regard from time to time.

C] Age limit for all the posts mentioned above, the candidates should be below 56 years of age as on the closing date of application.

D] Being deputation posts, private candidates are not eligible to apply. AIISH reserves the right not to fill all or any of the vacancies or to withdraw the advertisement at any time without assigning any reasons.

Interested candidates who meet the requirement, may **send their Applications** along with above documents to Office of the Chief Administrative Officer, All India Institute of Speech and Hearing, Manasagangothri, Mysore-570006 **on or before 03.10.2022 at 5.30 PM.**

**FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED ALONG WITH THE APPLICATION OF CANDIDATE WHO IS APPLYING FOR DEPUTATION ARE ATTACHED AS ANNEXURE-1, 2 AND 3**

**GENERAL CONDITIONS / INFORMATION FOR DIRECT RECRUITMENT:**

- 1 It is intended to fill the post of Assistant Audit Officer (IAC) 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. All applicants must possess the essential qualification prescribed for the post applied for and fulfill other conditions stipulated in the advertisement.

Candidates are advised to satisfy themselves before applying that they possess at least minimum essential qualification even if the candidate has some other higher qualifications.

- 3 The prescribed Essential Qualifications/Educational qualifications are a bare minimum and mere possession of it, will not entitle the candidates to be considered for the post.
- 4 The qualifications prescribed should have been obtained through recognized Universities/ Institutions.
- 5 If a candidate is claiming a particular qualification as equivalent qualification as per the advertisement, then the candidate is required to produce order/ letter / equivalency certificate in this regard issued under signature of the competent authority / University / Institutions etc. The decision of the Director, AIISH in this regard shall be final.

- 6 In case of Boards/ Universities/ Institutes awarding CGPA/ SGPA/ Overall Grade Point Average (OGPA)/Diploma/ Degree Grade Point Average(DGPA)/ Cumulative Performance Index(CPI) etc., candidates are required to convert the same into percentage based on the formula as per their Boards/ Universities/ Institutes. **A copy of conversion formula issued by the authority should be enclosed.**
- 7 The application has to be invariably accompanied with a '**No Objection Certificate**' from the employer concerned, by those who are already in employment under Central/State Government, Public Sector Undertakings or Autonomous Bodies, duly indicating the name and post applied for. *This shall also applicable to the candidates working in All India Institute of Speech and Hearing, Mysore.*
- 8 Employees Under Disciplinary Proceedings:  
Employees against whom disciplinary Proceedings are pending or contemplated shall not be considered for appointment on Direct recruitment.
- 9 The scale of pay notified is as per the VII CPC recommendations.
- 10 The posts carry usual allowances i.e., DA, HRA, and TA etc., as admissible to employees of AIISH, Mysuru.
- 11 **Age Relaxation:** The upper age limit will be reckoned as on the last date prescribed for receipt of applications.  
Age should not exceed the limit prescribed for each category of post **as on the closing date for receipt of filled in applications.**  
The Upper age limit mentioned against each post is for general category posts. Wherever posts are reserved for SC/ST/OBC which are indicated against the posts and PWD candidates, **relaxation in age shall be provided as per Government of India orders** on the subject. SC/ST/OBC candidates who apply against the Un-reserved posts are not eligible for age relaxation in respect of such posts and they shall be treated on par with general candidates in the selection process. Concession in the application fee, if any, is however, applicable for those candidates.  
This relaxation and concession is subject to production of certificates issued by competent authority as per the Govt. of India Rules.
- 12 The applications received in response to the advertisement will be scrutinized and only shortlisted candidates will be called for the selection process. Mere fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for skill test.
- 13 The schedule regarding the skill test and subsequent results will be published in the AIISH website.
- 14 In case of submission of multiple applications for the same post, the last application submitted before the last date shall alone be considered for further processing. All other applications shall be treated as cancelled / rejected.

- 15 For Group B & C posts written test / practical skill test may be conducted and details will be notified in the AIISH website and the eligible candidates will be informed of it in due course.
- 16 As per Government of India orders, interviews for posts in Group B & C are dispensed with. The results of the skill test / written test when conducted, will only be qualifying in nature. **The final selection for these posts will be based on merit/percentage obtained in the essential qualification as mentioned under each post.**
- 17 The Institute will shortlist the candidates based on short listing criteria adopted by the screening committee. The Institute reserves the right to restrict the number of candidates for written test / skill test to a reasonable limit.
- 18 A candidate can apply for multiple posts subject to fulfilling of the eligibility criteria attached to individual post.  
Candidates applying for more than one post **should submit separate application for each post indicating the name of the post and postcode in each application applied for.**
- 19 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. *This shall also applicable to the candidates working in All India Institute of Speech and Hearing, Mysore.*  
**The period of experience will be considered only to the extent of proofs attached in support of claim.**
- 20 **The competent authority has the right to accept or reject any application without assigning any reasons.**
- 21 **The competent authority reserves the right not to fill all or any of the posts mentioned in the advertisement.**
- 22 **Canvassing in any form and/or bringing influence of any kind will be treated as a disqualification for the post.**
- 23 **The last date of receipt of application is 03.10.2022 at 5.30 PM.**
- 24 The appointment of the selected candidates is subject to being found medically fit as per the requirements of the Institute.
- 25 **Interim enquiries and other enquiries will not be attended to.**
- 26 **Applications in respect of candidates involved in court cases will not be entertained.**

27 Application in the following occasions shall be summarily rejected:

- Applications without photograph, signature, fees.
- Applications without mentioning postcode, name of the post and multiple applications in single envelope.
- Applications without necessary marks cards (marks cards all years/ semester should be enclosed), that would cause difficulty in calculating accurate percentage.
- Applications without copy of Degree certificates (Provisional/ Convocation) and publication
- Inappropriate proof of date of birth (Only Class X certificate or Birth certificate issued by the appropriate government authority will be accepted as proof of date of birth).
- Applications without **No Objection Certificate** (wherever applicable) in the case of in-service candidates. *This shall also applicable to the candidates working in All India Institute of Speech and Hearing, Mysore, on regular basis.*
- Applications containing documents without self-attestation.
- Applications without prescribed application fee (wherever applicable) and proof of payment.
- Applications without proper conversion criteria to convert into marks in the case of award of grades.

#### HOW TO APPLY:

- a) The application may be downloaded from our website [www.aiishmysore.in](http://www.aiishmysore.in).
- b) Interested candidates who meet the requirement, may **send their Applications** along with **Self-attested copies** of Matriculation, SSLC, Diploma certificate and all semester mark cards, Degree certificate and mark cards for all the semesters / years, SC/ST/OBC/EWS/PWD certificate, Gist and copy of publications and other testimonials in support of experience and other claims in the application.

Address for sending the applications:

**Office of the Chief Administrative Officer,  
All India Institute of Speech and Hearing,  
Manasagangothri,  
Mysore – 570 006.**

Envelope should be super-scribed “**Application for the post of.....**”, “**Post Code.....**”

- c) **The last date of receipt of application is 03.10.2022 at 5.30 PM.**  
The applications received after the last date for any reason will not be entertained.

d) **Application fee for direct recruitment:**

For General Category, OBC and EWS candidates – ₹100/-  
For candidates belonging to SC/ST categories - ₹40/- for  
For women and PWD candidates - **exempted** from payment of application fee.

e) **Application forms without the prescribed Application fees, Transaction No. / UTR No. & date are liable to be rejected.**

f) Applications received after the last date or with insufficient information would not be considered.

g) **Please mention in the Remarks / Purpose of the transaction as:**

Application fee for the post of .....

(OR)

Application fee for the post code.....

**Candidate has to provide the following details of the payment in the application form and attach proof of payment in the application:**

Transaction ID/ UTR reference no: .....

Date of Payment: .....

**Method of payment of application fee:**

**1. BHIM QR CODE**



Merchant Name : AIISH



Payee VPA : aiishmysore@barodampay



← Scan & Pay

Sending money to

AM AIISH Mysuru  
aiishmysore@barodampay

Amount ₹ 00.00 Min ₹ 1

Debit account XXXXXX3667

Remarks (Optional)  
Application fee for the post of.....

★ Add to favourites

Back Confirm

## 2. Payment thro' NEFT:

1.	BENEFICIARY NAME & POSTAL ADDRESS	DIRECTOR ALL INDIA INSTITUTE OF SPEECH & HEARING, MANASAGANGOTHRI, MYSORE 570 006
2.	NAME OF THE BANK	BANK OF BARODA
	BRANCH NAME WITH COMPLETE ADDRESS	AIISH BRANCH, NAIMISHAM CAMPUS MANASAGANGOTHRI, MYSORE KARNATAKA - 570 006
	BRANCH CODE No.	9832
3.	IFSC CODE OF THE BRANCH	BARB0EXTMYS [BARB(ZERO)EXTMYS]
4.	ACCOUNT NUMBER	98320100000664
5.	TYPE OF BANK ACCOUNT (SB/CURRENT)	SAVINGS BANK ACCOUNT

The candidates should mention the prescribed application fee details in the Application also (Transaction ID/ UTR reference no. and date of payment).

### Note:

(a) Applications received after the last date or with insufficient information any semester mark cards, Masters degree certificate, Bachelors degree certificate, Grade conversion certificate issued by the University / college in to percentage in case of award of Grades, HSC, PUC, SSLC, DOB proof, Category certificate, Experience (**experience claimed without proof shall not be considered**), NOC, Disability certificate, SC/ST/OBC/EWS certificate (wherever applicable) within validity, Signature, recent photograph etc., would not be considered. Those applications will be summarily rejected at the time of screening of the applications itself – No further correspondences will be entertained in this regard.

Advt. No. 16/2022  
Date: 18.08.2022

M. P. [Signature]  
निदेशक/DIRECTOR



**INTEGRITY CERTIFICATE**

After scrutinizing the Annual Performance Appraisal Reports of Shri/Smt./Ms. \_\_\_\_\_ who has applied for the post of *<name of post applying for>* in the All India Institute of Speech and Hearing, Mysore for deputation, it is certified that his/her integrity is beyond doubt.

*(To be signed by an Officer of the rank of Deputy Secy. or above)*

Name & Office Seal:

Date:

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE  
COMMENTS/CLEARANCE SOUGHT**

(To be sought and signed by the CVO or HOD)

1. Name of the Official (In full) :
2. Father's Name :
3. Date of Birth :
4. Date of Retirement :
5. Date of Entry into service :
6. Service to which the officer belongs :  
Including batch /year cadre-ete
7. Positions held :  
(During the ten preceding years)

Sl. No.	Organization	Designation & Pace of Posting	Administrative /Nodal Ministry/Deptt. Concerned (In case of officers of PSUs etc.,)	From	To

Date:

(Name & Signature)

**VIGILANCE PROFILE OF OFFICERS FOR WHOM VIGILANCE  
COMMENTS/CLEARANCE BEING SOUGHT**  
(To be furnished and signed by the CVO or HOD)

8.	Whether the officer has been placed on the agreed list Or “List of Officers of Doubtful Integrity”? (If yes details to be given)	
9.	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so, the date of imposition and details of penalty? (*)	
10.	Whether any punishment was awarded to the officer during the last 10 years and if, so, with what result? (*)	
11.	Is any disciplinary /criminal proceedings or charge sheet pending against the officers, as on date (if so, details to be furnished –including reference no., if any of the commission)	
12.	Is any action contemplated against the officers as on date? (If so, details to be furnished) (*)	
13.	Whether any complaint is pending against the officer? (If so, details to be furnished)	

Date

(Name and Signature)

(\*) if vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter

**NO PENALTY CERTIFICATE**

Certified that no minor/ major penalty has been imposed on Dr./Shri/Smt./Ms. \_\_\_\_\_ who has applied for the post of <name of post applying for> in the All India Institute of Speech and Hearing, Mysore for deputation, in the past.

*(Authorized signatory)*

Name & Office Seal:

Date: