



अखिल भारतीय आयुर्विज्ञान संस्थान भोपाल

ALL INDIA INSTITUTE OF MEDICAL SCIENCES BHOPAL

An Autonomous Institute under Ministry of Health & Family Welfare, Government of India
Saket Nagar, Bhopal (M.P)-462020, www.aiimsbhopal.edu.in

RECRUITMENT CELL

AIIMS/Bhopal /Rectt.Cell/2017/11

Date: 24/01/2018

Applications are invited in the prescribed Proforma from eligible candidates for filling up following Non Faculty Group 'A' Posts on DEPUTATION BASIS at All India Institute of Medical Sciences, (AIIMS) Bhopal. The number of post, essential qualification, experience etc. required for applying for these posts are as under:-

Sl. No.	Name of Post	Group	Pay Band/Grade Pay (Pre-Revised)	No. of Posts
1.	Chief Librarian	A	Rs. 37400-67000 + GP 8700/-	1
2.	Chief Nursing Officer	A	Rs. 15600-39100 + GP 7600/-	1
3.	Senior Analyst (System Analyst)	A	Rs.15600-39100 + GP 7600/-	1
4.	Senior Programmer (Analyst)	A	Rs.15600-39100+ GP 6600/-	1
5.	Finance & Chief Accounts Officer	A	Rs.15600-39100+ GP 6600/-	1
6.	Nursing Superintendent	A	Rs.15600-39100+ GP 6600/-	3
7.	Assistant Controller of Examinations	A	Rs.15600-39100+ GP 6600/-	1
8.	CSSD Officer	A	Rs.15600-39100+ GP 6600/-	1
9.	Chief Dietician	A	Rs.15600-39100+ GP 6600/-	1
10.	Executive Engineer (Civil)	A	Rs.15600-39100+ GP 6600/-	1
11.	Executive Engineer (AC & R)	A	Rs.15600-39100+ GP 6600/-	1
12.	Hospital Architect	A	Rs.15600-39100+ GP 6600/-	1
13.	Deputy Chief Security Officer	A	Rs.15600-39100+ GP 6600/-	1
14.	Principal Private Secretary	A	Rs.15600-39100+ GP 6600/-	2
15.	Stores Officer	A	Rs.15600-39100+ GP 5400/-	2
16.	Security Officer	A	Rs.15600-39100+ GP 5400/-	1
17.	Accounts Officer	A	Rs. 15600-39100+ GP 5400/-	1
18.	Chief Medical Record Officer	A	Rs. 15600-39100+ GP 5400/-	1

19.	Assistant Nursing Superintendent	A	Rs. 15600-39100+ GP 5400/-	30
20.	Senior Dietician (Assistant Food Manager)	A	Rs. 15600-39100+ GP 5400/-	2
21.	Supervising Medical Social Service Officer	A	Rs. 15600-39100+ GP 5400/-	1

Essential Eligibility Details:

Sl.No	Name of the Post, Pay-band & Grade Pay and Essential Eligibility criteria
1.	<p>Chief Librarian Pay Band-4 Rs. 37400-67000 + GP 8700/-</p> <p>Essential:- Officers under the Central/State/U.T. Governments / Universities / Statutory / Autonomous Bodies or Research and Development Organizations i) holding analogous posts on regular basis, or with at least 5 years of regular service in the grade pay of Rs. 7600/- or with at least 5 years of regular service in the grade pay of Rs. 6600/- and ii) having educational qualification: (a) Master's Degree in Science (preferably on Biological Sciences); of a recognized University or equivalent. (b) Degree or equivalent Diploma in Library Science of a recognized Institution or University</p> <p>Desirable: (a) Master's Degree in Library Science. (b) Training in Medical Librarianship.</p>
2.	<p>Chief Nursing Officer Pay Band-3 Rs.15600-39100 with Grade Pay of Rs.7600/-</p> <p>Essential: Officers of the State/Central Government or Statutory/ Autonomous Bodies: i) holding analogous posts or ii) With 5 years of regular service in the post in the relevant field in the PB 3 with Grade Pay of Rs.6600/- or iii) With 10 years of regular service in the post in the relevant field in the PB 3 with Grade Pay of Rs. 5400/-.</p>
3.	<p>Senior Analyst (System Analyst) Pay Band-3 Rs.15600-39100 with Grade Pay of Rs.7600/-</p> <p>Essential: Officers from Ministries/ Departments of Government of India/State Government/ Union Territories/ Statutory/ Autonomous Bodies, holding analogous posts on regular basis or posts with GP of 6600/- and above with 5 years of regular service in this grade.</p>

<p>4.</p>	<p>Senior Programmer (Analyst) Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p>Essential: Officers from Ministries/ Departments of Government of India/State Government / Union Territories / Statutory/ Autonomous Bodies holding analogous posts on regular basis or with 5 years of regular service in the PB- 3 +GP of 5400/-.</p> <p>Having educational qualification mentioned below: BE/B.Tech/MCA/BSc with Diploma in Computer Application +10 years experience in IT systems/ Networking/ Hardware configuration/ Software Programming in Ministries/ Departments of Government of India/State Government/Union Territories/ Statutory/Autonomous Bodies.</p>
<p>5.</p>	<p>Finance & Chief Accounts Officer Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p>Essential: Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations i) holding analogous posts on regular basis, or ii) With 5 years regular service in the relevant field in the grade pay of Rs. 5400/-</p>
<p>6.</p>	<p>Nursing Superintendent Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p>Essential: Officers of the State/ Central Government or Statutory/ Autonomous Bodies holding analogous posts or Deputy/ Assistant Nursing Superintendent with 5 years regular service in the Grade Pay of Rs. 5400/-</p>
<p>7.</p>	<p>Assistant Controller of Examinations Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p>Essential: Officers under the Central/State/U.T. Governments/Universities/Statutory, Autonomous Bodies or Research and Development Organizations holding analogous posts on regular basis, or At least 5 years of regular service in the post in the PB-3, with Grade Pay of Rs. 5400/- or higher.</p>
<p>8.</p>	<p>CSSD Officer Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p>Essential: Officers of Central/State Govt./ Autonomous/ Statutory Organization holding analogous post on regular basis or CSSD Supervisor with five/seven years of regular service in the grade pay of Rs.5400/- or 4600/- respectively.</p>

9.	<p>Chief Dietician Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p>Essential: Officers under the Central/State/U.T. Governments/Universities/Statutory, Autonomous Bodies or Health Care Organizations holding analogous posts on regular basis, or with 5 years of regular service in the post of Senior Dietician (Assistant Food Manager) in the Grade Pay of Rs. 5400/-, or with 7 years of regular service in the post of Dietician in the Grade Pay of Rs. 4600/-.</p>
10.	<p>Executive Engineer (Civil) Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p>Essential: Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations i) holding analogous posts on regular basis, or ii) Assistant Engineer (Civil) with 5 years regular service in the grade pay of Rs.5400/- or iii) Junior Engineer (Civil) with 7 years of regular service in the grade pay of Rs. 4600/-</p>
11.	<p>Executive Engineer (AC & R) Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p>Essential: Officers from Ministries/ Departments of Government of India, CPWD, MES, BRO, DoT, State Government/Union Territories, Engineering Services, and other Engineering Departments of the Central/State /PSU/Statutory/Autonomous Bodies working holding analogous post or in PB-3 GP 5400 with 5 years of regular service in the grade, or in PB-2 GP 4600 with 7 years of regular service in the grade.</p>
12.	<p>Hospital Architect Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p>Essential: Architects or officers in equivalent grade in CPWD Possessing a Degree in Architecture and having not less than 5 years' experience in the line.</p> <p>In the event of suitable officers not being available from CPWD, similar officers from other Central Government departments or Central Autonomous/ Statutory Bodies or Public Sector Undertakings may be considered.</p>

13.	<p>Deputy Chief Security Officer Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p>Essential: 1. Officers of the Police Departments of the Central/State/UT or Officers of the Armed Forces including Para Military Forces, holding analogous posts or with 5years regular service in a post in PB-3 (15600-39100), GP 5400/- or above, preferably having experience connected with security, handling agitations strikes of employees.</p>
14.	<p>Principal Private Secretary Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.6600/-</p> <p>Essential: Officers of Central/State Government or Central/State Statutory/ Autonomous Bodies holding analogous posts or with at least 7 years of regular service in the post with Grade Pay of Rs. 4600 or higher.</p>
15.	<p>Stores Officer Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.5400/-</p> <p>Essential: Officers under the Central/State/U.T. Governments/Universities/Statutory, Autonomous Bodies or Autonomous Bodies or Research and Development Organizations</p> <p>i) holding analogous posts on regular basis, or ii) with 2 years regular service in the grade pay of Rs. 4800/- or iii) with 3 years regular service in the grade pay of Rs. 4600/- and having educational qualifications and experience as under: (i) Degree from a recognized University/Institution; (ii) Post-graduate degree/Diploma in Material Management from a recognized University/Institution; or (iii) Bachelor’s Degree in Material management from a recognized University/ Institution and 3years' experience in store handling (preferably medical stores).</p>
16.	<p>Security Officer Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.5400/-</p> <p>Essential: Officers of the Police Departments of the Central/State/UT or Officers of the Armed Forces including Para Military Forces, holding analogous posts or with 2/3 years regular service in a post in PB-2 GP 4800/- / GP 4600/- or above, preferably having experience connected with security, handling agitations strikes of employees.</p>
17.	<p>Accounts Officer Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.5400/-</p> <p>Essential: Officers under the Central/State/U.T. Governments/Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>i) holding analogous posts on regular basis, or ii) With 2/3 years regular service in the relevant field in the grade pay of Rs. 4800/- or 4600/- respectively.</p>

<p>18.</p>	<p>Chief Medical Record Officer Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.5400/-</p> <p>Essential: Officers under the Central/State/U.T. Universities/ Statutory/ Autonomous Bodies or Research and Development Organizations</p> <p>(a) holding analogous posts on regular basis or (b) With 2/3 years regular service in the grade pay of Rs. 4800/- or 4600/- respectively in the relevant field. – and Possessing the following qualifications and experience: (a) Degree in Medical Record keeping (duration 1 year) from a recognised Institute / University, and (b) Ability to use computers in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi.</p>
<p>19.</p>	<p>Assistant Nursing Superintendent Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.5400/-</p> <p>Essential: Officers of the State/ Central Government or Statutory/ Autonomous Bodies holding analogous posts, or Staff Nurse Grade I (Nursing Sisters) with 3 years regular service in the Grade Pay of Rs. 4800/-, and Possessing the following educational qualification and experience: (i) B.Sc. Nursing (4 year course) from a recognized institute/university, or B.Sc. (Post-certificate) or equivalent such as B.Sc. Nursing (Post-basic) (2 year course) from a recognized institute/university. (ii) Should be registered with the Indian Nursing Council/ State Nursing Council</p> <p>Experience Six years experience in 200 bedded healthcare organization after obtaining Degree or equivalent from a recognized University/Institution.</p> <p>Desirable: (i) M.Sc (Nursing) from a recognized institute /university. (ii) Ability to use computers - Hands on experience in office applications, spread sheets and presentations.</p>
<p>20.</p>	<p>Senior Dietician (Assistant Food Manager) Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.5400/-</p> <p>Essential: Officers under the Central/State/U.T. Governments/Universities/Statutory, Autonomous Bodies or Health Care Organizations holding analogous posts on regular basis, or With 3 years of regular service in the post of Dietician in the Grade Pay of Rs. 4600/-.</p>

<p>21.</p>	<p>Supervising Medical Social Service Officer Pay Band – 3 Rs.15600-39100 with Grade Pay of Rs.5400/-</p> <p>Essential: Officers of the 200 bedded Hospital of Central State/ U.T. Governments or Central Autonomous/ Statutory/ Local Self Government Bodies or Public Sector undertakings:</p> <p>(a) (i) Holding analogous posts on regular basis, or (ii) Holding a post in the grade pay of Rs.4600/-with 3 years of regular service in the grade, or (iii) Holding a post in the grade pay of Rs.4200/-with 8 years of regular service in the grade, and (b) 5 year experience in the relevant field.</p>
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Note:

- I. The Director, AIIMS Bhopal reserves the right to vary the vacancies or cancel the exercise at any stage of the process without assigning any reason thereof.
- II. Maximum age limit for applying for the aforesaid posts on deputation is **56 years** as on last date of receipt of application, i.e. 22/02/2018 (Thursday).
- III. The initial period of deputation shall ordinarily be three years from date of appointment and the same will be regulated as per DoPT guidelines. Pay will be protected as per Government of India rules.
- IV. All the posts carry usual allowance as admissible to Central Government Employees of similar status and other allowances sanctioned at AIIMS Bhopal (M.P.)
- V. AIIMS Bhopal reserves the right to conduct written test to shortlist/ selected the candidates for any post as mentioned in the notification.
 - a. The Officers who fulfil the above qualifications/eligibility may submit their application (**copy enclosed**) in the attached proforma **through proper channel** to the below mentioned address on or before **05:00 PM** as on last date i.e. 22/02/2018 (Thursday) by Speed Post/Registered Post only:

The Administrative Officer
All India Institute of Medical Sciences (AIIMS)
Administrative Block, 1st Floor of Medical College Building
Saket Nagar, Bhopal-462020 (M.P.)

It may please be noted that initially the last date for submission of application was 12/02/2018 as per the advertisement published on Employment News/Rojgar Samachar edition dated 13-19 January 2018, However due to administrative reasons the last date for submission of application form has been extended up to 22/02/2018(Thursday).

- b. The envelope containing the application(s) should be super-scribed as:
“Application for the Group 'A' Post of.....on Deputation Basis.”

- c. Application forms received after last date will not be considered. AIIMS Bhopal will not be responsible for any postal delay.
- VI. While forwarding their applications, Employer/Cadre Controlling Authority may ensure that the particulars of the candidates are verified and that they fulfil the eligibility conditions. Duly attested photocopies by competent authority of the applicant's up-to-date Confidential Reports (at least for the latest 05 years) may also be enclosed with the application. It may also be clearly stated that no vigilance/disciplinary proceedings is pending or contemplated against the candidates concerned. Applications without vigilance clearance and ACRs/APARs Dossiers will not be considered. Supporting documents related to qualification, experience etc. may also be self-attested.
- VII. The applications received after the last date, without signature of the candidate or incomplete or not forwarded through proper channel will be summarily rejected.
- VIII. The posts advertised in the Advertisement are not applicable for the candidates working in private organization/institute etc.
- IX. All disputes will be subject to jurisdictions of Hon'ble High Court / CAT at Jabalpur (M.P.)
- X. 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-Estt. (Pay II) dated 17.06.2010, as amended from time to time.
- XI. Canvassing in any form will lead to disqualification of candidature.
- XII. No TA/DA will be paid to the candidates appearing in interview/written test for the mentioned posts by AIIMS Bhopal.
- XIII. AIIMS Bhopal website www.aiimsbhopal.edu.in may be visited for regular updates regarding this advertisement.

For Clarification & Enquiries:

- Mail to: recruitment.deputation@aiimsbhopal.edu.in
- Contact No. : 0755- 2672334

Encl: Application form (**06 Pages**)

**Deputy Director (Admin.)
AIIMS, Bhopal**

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