



ALL INDIA INSTITUTE OF MEDICAL SCIENCES BHOPAL

Saket Nagar, Bhopal - 462020 (MP)

Website: www.aiimsbhopal.edu.in

Advertisement No: AIIMS/Bhopal /2016/ 10

Dated: 31/05/2016

Recruitment to 'Group B' posts at AIIMS Bhopal on Contractual Basis

- I. Applications are invited from Indian Nationals fulfilling the eligibility criteria as mentioned below for the following posts purely on contractual basis at AIIMS Bhopal. The appointment will be for the period not exceeding 11 months or till the joining of regular appointee whichever is earlier:

S. N.	Name of Post	Group	Pay scale & Grade Pay	Total No. of Posts
1.	Bio Medical Engineer	B	Rs.9300 -34800 +GP 4600/-	01 (UR)
2.	Dietician	B	Rs.9300 -34800 +GP 4600/-	02 (1 UR, 1 OBC)
3.	Legal Assistant	B	Rs.9300 -34800 +GP 4600/-	01 (UR)
4.	Private Secretary (S)	B	Rs.9300 -34800 +GP 4600/-	04 (2 UR, 1 OBC, 1SC)
5.	Technical Officer (Technical Supervisor)	B	Rs.9300 -34800 +GP 4600/-	07 (4-UR, 2-OBC, 1 SC)
6.	Jr. Reception Officer	B	Rs.9300 -34800 +GP 4200/-	01 (UR)
7.	Junior Hindi Translator	B	Rs.9300 -34800 +GP 4200/-	01 (UR)
8.	Medical Record Officer	B	Rs.9300 -34800 +GP 4200/-	02 (1 UR, 1 OBC)
9.	Personal Assistant (S)	B	Rs.9300 -34800 +GP 4200/-	03 (2 UR, 1 OBC)
10.	Store Keeper	B	Rs.9300 -34800 +GP 4200/-	06 (3 UR, 2 OBC, 1SC)
11.	Warden (Hostel Warden)	B	Rs.9300 -34800 +GP 4200/-	04 (2 UR, 1 OBC, 1SC)

II. Essential qualification an Experience:

S. No.	Name of the post	Essential Qualifications & Experience	Upper Age Limit
1.	Bio Medical Engineer	<p>Essential: B.E./B.Tech in Bio Medical Engineering from a recognized Institution/University</p> <p style="text-align: center;">Or</p> <p>Diploma Bio Medical Engineering from a recognized Institution with 2 years' experience in relevant field.</p>	Between 21-35 years of age
2.	Dietician	<p>Essential: 1) M.Sc. (Home Science Food and Nutrition)/M.Sc. (Clinical Nutrition and Dietetics)/ M.Sc. (Food Science & Nutrition)/M.Sc. (Food and Nutrition Dietetics)/M.Sc. (Food Service Management and Dietetics) from a recognized University/Institution.</p> <p>Experience: 2) 3 years' experience in the line preferably in 200 bedded Hospital.</p>	Between 21 - 35 years.
3.	Legal Assistant	<p>Essential: Graduate with experience of minimum period of three years assisting a qualified legal practitioner/ firm or as Legal Assistant in legal Department of a Govt. Organisation.</p>	Between 30-40 years of age
4.	Private Secretary (S)	<p>Essential: (i) Degree from a recognized University. (ii) Skill Test Norms: Dictation-7 Minutes@ 120WPM Transcription-45 Minutes English Or 60 Minutes Hindi on a Computer</p> <p>Desirable: Diploma/ Certificate in Secretarial Practice from a recognized Institute. Excellent command over Hindi and English (written and spoken) iv) Ability to use computers Desirable: Diploma in Secretarial Practice or equivalent.</p>	Between 18-30 years.
5.	Technical Officer (Technical Supervisor)	<p>Essential: a) B. Sc. In Medical Lab Technology or equivalent. b) 10 Years' experience in the concerned field</p> <p style="text-align: center;">OR</p> <p>c) For Posts in Anesthesia/ Operation Theatre, B.Sc. in OT techniques or equivalent with 10 years' experience in concerned field.</p> <p style="text-align: center;">OR</p> <p>d) 10+2 with science with Diploma in OT techniques or equivalent with 13 years' experience in concerned field</p>	Not exceeding 40 years

6.	Jr. Reception Officer	<p>Essential: 1. Degree from a recognized University.</p> <p>Desirable: 1. Post-graduate Diploma in Journalism/ Public Relations. 2. Experience in Public Relations/ Publications/Printing/ Publishing. 3. Exposure to working on Personal Computer.</p>	Up to 35 years
7.	Junior Hindi Translator	<p>Essential: Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University In English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or' English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level AND Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>	Between 18 - 30 years
8.	Medical Record Officer	<p>Qualifications: Essential: i. Bachelor's Degree preferable with Science & Recognized University or Equivalent ii. Should have done one year course in Medical Record from recognized Institution</p> <p>Experience: iii. Not less than 5 years of experience in organizing and maintenance of Medical records in a not less than 200 Bedded Medical Hospital/ Institute.</p>	Between 21-35 years of age
9.	Personal Assistant (S)	<p>Essential (i) Degree from a recognized University. (ii) Skill Test Norms:</p>	Between 18-30 years.

		Dictation-10 Minutes@ 100WPM Transcription-40 Minutes English Or 55 Minutes Hindi on a Computer Desirable: Diploma/ Certificate in Secretarial Practice from a recognized Institute. Excellent command over Hindi and English (written and spoken)	
10.	Store Keeper	Essential: (i) Degree from a recognized University/ Institution; (ii) Post-graduate degree/ Diploma in Material management from a recognised University/Institution; Or (iii) Bachelor's Degree in Material management from a recognized University/Institution and 3 years' experience in store handling (preferably medical stores).	Between 18 - 35 years
11.	Warden* (Hostel Warden) *2 posts reserved for women candidates for Ladies Hostel	Essential: Qualifications: 1. Graduate from recognized University/ Institute. 2. Diploma/ Certificate in House Keeping/ Material Management/ Public Relations/ Estate Management. Experience: Possessing two years' Experience of handling hostels in Government/ Reputed Organization,	Between 30 - 45 years

- *Congestion of system may occur during last hours. The applicants are strongly advised not to wait till last date of submission to avoid rush and submit the application well in time.*
- *The application will be considered only when it has been duly submitted by pressing submit button. After making payment you shall download the application form submitted by you by clicking on the **Download the application form**. The candidate shall take print of the application form and bring at the time of interview.*
- *Inadequately filled / incomplete applications may be summarily rejected.*

III. Important Notes:

- The above vacancies are provisional and subject to variation. The Director, AIIMS Bhopal reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India rules/circulars and requirements. The reservation is as per the roster provided by the Ministry of Health & Family Welfare, Government of India. Reservation for Persons with Disability (PWD) will be as per Govt. of India guidelines.
- Age, experience and all other prescribed qualifications will be counted as on last date of submission of application.
- The period of experience shall be counted after obtaining the prescribed qualification.
- The employment will be purely on contractual basis and under no circumstances are linked to regular appointments and cannot be regularized at any stage.

e. The emoluments will be consolidated in nature as determined by the competent authority. f. The appointment can be terminated by the competent authority any time before 11 months also, without assigning any reason thereof.

IV. Application Process:

- The application form will be made available on AIIMS Bhopal website www.aiimsbhopal.edu.in w.e.f. 13th June 2016’.
- The applicants shall submit the duly filled and submitted online application form along with self-attested photocopies of their proof of date of birth, eligibility qualification marksheets, degrees, experience certificate and other relevant testimonials by speed post to the following address:

The Dy. Director Administration
All India Institute of Medical Sciences (AIIMS)
Administrative Block, 1st Floor of Medical College Building
Saket Nagar. Bhopal-462020 (MP).

The envelop must be super scribed as ‘Application for post of
(CONTRACTUAL)

- The duly filled application form along with annexures must reach to aforementioned address **on or before 5:00 pm of 20th July 2016 by speed post ONLY**. Delivery of the application and supporting documents (as mentioned above) by hand / in person/ courier will NOT be entertained.
- Application lacking complete information and non-remittance of requisite application fee as well as failure to submit duly signed application form along with self-attested photocopies of their eligibility qualification mark sheets, degrees, experience certificate and other relevant testimonials are liable to be rejected without any further communication.

V. Remuneration (Consolidated) on monthly basis:

S. N.	Name of Post	Monthly Consolidated Salary (in Rs.)
1.	Bio Medical Engineer	44000/-
2.	Dietician	44000/-
3.	Legal Assistant	44000/-
4.	Private Secretary (S)	44000/-
5.	Technical Officer (Technical Supervisor)	44000/-
6.	Jr. Reception Officer	35700/-
7.	Junior Hindi Translator	35700/-
8.	Medical Record Officer	35700/-

9.	Personal Assistant (S)	35700/-
10.	Store Keeper	35700/-
11.	Warden (Hostel Warden) <i>*2 posts reserved for women candidates for Ladies Hostel</i>	35700/-

VI. Application Fees:

- **For OPH, SC and ST candidates: Rs. 200/-**
- For General/OBC candidates Rs. 800/- plus transaction charges as applicable.
- Fees shall be paid on-line at the time of submission of application form.
- Fee once remitted will not be refunded.

VII Documents: Printed copy of on-line application form, two passport size photographs and two sets of self- attested photocopies of the following along with the originals must be brought at the time of interview only.

1. "No Objection Certificate - NOC" for those who are working in Central/State Government / Semi Government/ Autonomous Institutions from their respective organization.
2. Degrees, Certificates, Mark-sheets, Age proof, Caste certificates, Experience certificates, and qualifying degree registration with State Council (if applicable).
Registration with MP State Council (if applicable) will be mandatory before joining.

Last date of receipt of application by AIIMS Bhopal: 20th July 2016.

VII. Age Limit:

1. Age limit refers to completed age in years as on last date of submission of application i.e. 13th July 2016.
2. However, this is relaxable for Scheduled Cast, Scheduled Tribe candidate up to a maximum period of five (5) years, for OBC candidates up to a maximum period of three (3) years and up to 5 years for persons already working in AIIMS Bhopal in any capacity will be admissible.
3. In case of Physical Handicapped (OPH) candidates, age relaxation upto a maximum period of ten (10) years for General Category, Thirteen (13) years for OBC category and fifteen (15) years for SC/ST category candidates.

VIII. Reservation:

1. OBC Candidates will attach certificate in Annexure V, from the prescribed authority for Central Government posts along with certificate that the candidate does not belong to Creamy Layer, issued within one year of application closing date.

2. For SC/ST - Certificate should be issued by Tehsildar or above rank officer in format of State/Central Government.
3. OPH - The disability certificate should be issued by a duly constituted Medical Board of the State or Central Govt. Hospitals / Institutions and countersigned by Medical Superintendent.

IX. **Site of Interview/written Examination:** Interview / written examination will be held at Bhopal. No TA/DA will be paid for the same.

TERMS & CONDITIONS

1. **Tenure:** The assignments are purely on contract basis for a period of eleven months or till the time of regular recruitment whichever is earlier. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the Institute or for continued contractual appointment.
2. **Remuneration:** The contract will entitle the contractual appointee to a consolidated monthly remuneration as mentioned above. The contractual appointee will not be entitled to any other allowances, financial benefits or concessions as admissible to Institute employees.
3. **Expiry of Contract:** The contract will automatically expire on completion of eleven months unless renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time, by either side, by giving 30 days' notice or salary in lieu thereof.
4. **Leave:** The leave entitlement of the appointee shall be governed in terms of instructions contained in [DoP&T OM No.12016/3/84-Estt.\(L\) dated 12.04.1985](#) as amended from time to time.
5. **Accommodation:** No hostel or any other accommodation will be provided by the Institute.
6. The candidate who is already in Central/State Government / Semi Government/ Autonomous Institutions service shall submit '**No Objection Certificate**' from the present employer at the time of written examination/ interview.
7. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
8. The candidate should bring along original certificates in support of his/her age, educational/ professional qualification, experience etc., two recent passport size colour photographs and a two sets of self-attested photocopies of the relevant documents failing which he/she will not be allowed to participate in the interview.
9. The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.
10. **No travelling or other allowances will be paid to the candidate for appearing in written examination/ interview or for joining the post.**
11. Canvassing of any kind will lead to disqualification.
12. Private practice of any type is prohibited.
13. He / She is expected to conform to the rules of conduct and discipline as applicable to the Institute employees.
14. The decision of the Competent Authority regarding selection of the candidate will be final and no representations will be entertained in this regard.
15. The candidate should not have been convicted by any Court of Law.
16. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to his appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.

18. Applications incomplete in any aspect will be summarily rejected.
19. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
21. All information / updates pertaining to this advertisement including date of interview, result, joining etc will be displayed on the AIIMS Bhopal website which is www.aiimsbhopal.edu.in
22. No individual intimation may be sent by AIIMS Bhopal to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website regularly.
23. All disputes will be subject to jurisdictions of Court of Law at Bhopal.

Director
AIIMS Bhopal

