



ALL INDIA INSTITUTE OF MEDICAL SCIENCES BHOPAL

Saket Nagar, Bhopal – 462024 (MP)

Website: www.aiimsbhopal.edu.in, www.aiimsbhopal.nic.in

Advertisement No: AIIMS/0002/2013/New Revised

Dated: 18th June 2013

RECRUITMENT OF STAFF FOR NURSING COLLEGE, AIIMS BHOPAL

SN	Name of Post	Group	Number of Vacancy	Reservation				Scale of pay & Grade pay
				OBC	SC	ST	UR	
1	Tutor / Clinical Instructor (Nursing)	A	10	3	1	1	5	Rs 15600-39100 + GP Rs. 5400
2	Assistant Administrative Officer	B	1	-	-	-	1	Rs. 9300-34800 + GP Rs. 4600
3	Librarian Grade I	B	1	-	-	-	1	Rs. 9300-34800 + GP Rs. 4600
4	PA to Principal (S)	B	1	-	-	-	1	Rs. 9300-34800 + GP Rs. 4200
5	Assistant (NS)	B	1	-	-	-	1	Rs. 9300-34800 + GP Rs. 4200
6	Driver Grade – II (Heavy Vehicle)	C	1	-	-	-	1	Rs. 5200-20200 + GP Rs. 2400
7	Lower Division Clerks	C	1	-	-	-	1	Rs. 5200-20200 + GP Rs. 1900
8	Data Entry Operator Grade A cum Steno, Typist, Short hand	C	1	-	-	-	1	Rs. 5200-20200 + GP Rs. 2400
9	Cashier	C	1	-	-	-	1	Rs. 5200-20200 + GP Rs. 2400

The number of vacancies is subject to change. Reservation will be as per Government of India policy.

Clarifications & Enquiries: recruitment@aiimsbhopal.edu.in

I. Institution of National Importance: AIIMS Bhopal, an autonomous Institution of national importance has been set up by the Ministry of Health & Family Welfare, Government of India. The Institution is dedicated to medical education healthcare and research.

II. Application Process: On-line applications are invited from Indian Nationals/OCI card holders in case of doctors, in the prescribed format for the posts of Group A, B, C staff in Nursing College, AIIMS Bhopal on substantive basis.

Essential qualifications, eligibility criteria for each post will be as per All India Institute of Medical Sciences, New Delhi norms and Medical Council of India (MCI).

Detailed advertisement is hosted at the website of AIIMS Bhopal, www.aiimsbhopal.edu.in & www.aiimsbhopal.nic.in and www.mohfw.nic.in. The application form has to be filled online at www.jobs.aiimsbhopal.edu.in

III. Application Fees: Application fees for General/OBC candidates is Rs 600/-, fees for SC/ST candidates is Nil. Fees shall be paid through NEFT/online transfer only. **Account details:** Beneficiary Name: AIIMS Recruitment, Bank of Baroda Saving Account No. 45340100000148, IFSC code BARB0AIIMSX. This fee once remitted will not be refunded.

IV. Last Date of Application: The on-line filling up of application form will automatically close on **Tuesday the 16th July 2013 at 5:00 pm**

V. Annexures: Printed copy of the on-line application form and the 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 and experience certificates etc.

VI. Age:

1. Age limit refers to completed age in years as on 1st Jan 2014
2. Age relaxation of 5 years for SC/ST, 3 years for OBC candidates and up to 5 years for persons already working in AIIMS Bhopal in any capacity will be admissible.
3. In the case of Orthopaedic Physical Handicapped (OPH *) candidates, age relaxation up to maximum period of 5 years for General Category, 8 years for OBC category and 10 years for SC/ST category candidates.

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VII. 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. Date of issue of Certificate should not be earlier than 1 year i.e. 1st July, 2012 (AN).
2. For SC/ST - Certificate should be issued by Tehsildar or above rank officer in format of State/Central Government.
3. OPH * - Certificate must be issued by District Board of State/Central Government hospital/ Chief Medical Officer

VIII. Short Listing: Based on bio-data, the Search cum Selection Committee may short-list candidates for interview or they may be asked to appear in a written examination in case of large number of applicants. Candidates called for interview will have to produce all relevant original documents in proof of details furnished in their application at the time of interview

IX. Site of Interview: Interviews will be held at AIIMS Bhopal. No TA/DA will be paid for appearing in the interview.

X. Eligibility criteria: These are given in the table below. However, qualifications may be relaxed for highly experienced, trained or reputed candidates at the discretion of the search cum selection committee.

SN	Post Name	Essential Qualifications & abilities	Desirable Qualification	Upper Age Limit	Experience
1	Tutor	BSc Nursing with registration in Indian Nursing Council Or P B BSc Nursing with registration in Indian Nursing Council	MSc Nursing with registration in Indian Nursing Council	45 years	3 years teaching experience from recognised Nursing Institute
2	Assistant Administrative Officer	Bachelor's degree from recognized University with knowledge of Government Rules & Regulations	Master's Degree in Administration (MBA/PGDBM/MHA/MPA) from recognized University	40 years	2 years experience in Administration
3	Librarian Grade I	Master's degree in Library Science/Information Technology/Documentation Science or equivalent professional degree from recognized University. Ability to use computers.	Passed in NET/ other accredited test like SLET in Library Science	35 years	Minimum 5 year regular service as a Grade II Librarian
4	Personal Assistant (PA) to Principal	Graduation in any subject from a recognized University and qualified Shorthand exam from a recognised Institute, possessing dictation speed of @80 wpm	Post Graduate from a recognized university and	35 years	3 Years' experience in Administrative work in College of Nursing / Medical College/government Institution / Office
5	Assistant NS (Head Clerk)	Graduation in any subject from a recognized University with knowledge of government Rules & Regulations	Masters in any subject from a recognized university, Basic Computer knowledge, MS office, Internet ,Hindi/English typing, short hand	30 years	Minimum 5 years of regular service as Upper Division Clerk in Government or private Sector
6	Driver Grade – II	10 th Class pass with professional Heavy Vehicle Driving License	Should be able to drive College Bus	35 years	Driving Experience : Light Vehicle- 3 years and Heavy Vehicle- 5 years

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7	Lower Division Clerk (LDC)	10+2 pass or equivalent qualification from a recognized board and knowledge of government Rules & Regulations	Typing Speed of 35 wpm in English or 30 wpm in Hindi correspond to 10500 KDPH / 9000 KDPH on an average of 5 Key Depression for each word	35 years	2 years' experience as LDC in government or private sector.
8	Data Entry Operator Grade A cum Stenotypist	10 + 2 Pass from a recognized School/Board with Computer Qualification DOECC 'O' level Should possess a speed of not less than 8000 KDPH for data entry work	Bachelor's in computer application knowledge of MS Office, Internet, and Database.	30 years	2 years' experience as data entry operator in any Institute
9	Cashier	Graduation in Commerce	M Com and knowledge of M S Office, Internet, and Database. Secretarial Course (Accountancy) from a recognized Institute	30 years	2 years' experience as a cashier

TERMS & CONDITIONS

1. The candidate who is already in government service shall submit 'No Objection Certificate' from the present employer at the time of Interview.
2. Canvassing of any kind will lead to disqualification.
3. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
4. The appointment is full time and private practice of any type is prohibited.
5. He/She may have to work in shifts and can be posted at any place in the institute.
6. He/She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
7. The candidate should not have been convicted by any Court of Law.
8. In case any information given or declaration by the candidate is found to be false or if the candidate has wilfully 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.
9. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
10. Applications incomplete in any aspect will be summarily rejected.
11. 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.
12. The appointment will be subject to review and probation for two years.

All disputes will be subject to jurisdictions of Court of Law at Bhopal

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