



ALL INDIA INSTITUTE OF MEDICAL SCIENCES BHOPAL

Saket Nagar, Bhopal – 462024 (MP)

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

Advertisement No: AIIMS/0004.0/2013

Dated: 14-Oct-2013

ADVERTISEMENT FOR POSTS SANCTIONED FOR CENTRAL LIBRARY AT AIIMS BHOPAL

- 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, in the prescribed format, for the various posts sanctioned for the Central Library of AIIMS Bhopal. Essential qualifications and eligibility criteria are mentioned below against each post.
- 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 500/-. Fees shall be paid through NEFT/online transfer only. **Account details:** Beneficiary Name: AIIMS Recruitment, Bank of Baroda Savings 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 11-Nov-2013
- 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. All degree Certificates, Mark sheets, Age proof Document (School Leaving Certificate), Caste certificates and experience certificates etc. that prove the candidate's suitability for the post concerned

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VI. Reservation:

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).

VII. 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

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

IX. Eligibility criteria: Qualifications may be relaxed for highly experienced, trained or reputed candidates at the discretion of the search cum selection committee. However, in general, the qualifications and experience for various posts would be as follows:

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Sl.	Name of Post	Group	No. of posts	Pay Band	Essential Eligibility Criteria	Desirable Criteria	Brief nature of the Job
1	Chief Librarian**	A	1 (UR)	Rs.37400-67000 + GP: Rs.8700	<ul style="list-style-type: none"> At least a second class Master's Degree in Science (preferably in Biological Sciences) of a recognized University or equivalent: Degree or equivalent Diploma in Library Science of a recognized Institution/ University 7 years' experience in a supervisory capacity in a library of standing. 	<ul style="list-style-type: none"> Master's Degree in Library Science Training in Medical Librarianship Experience of documentation work in a responsible capacity Knowledge of Sanskrit and any modern European language other than English 	He/ She shall be instrumental in the setting up and maintaining state-of-art Library facilities in this premier medical and research institute. He / She will need to ensure that the library functions as the most comprehensive repository on medical information in India. He / She shall be responsible for framing policies, processes, budgeting, IT enablement and overall management of the Library and its continuous improvement. He / She shall be responsible for supporting all the departments at AIIMS Bhopal by providing them a platform where updated reference material – books, journals, e-books, e-subscriptions to papers are available round the clock.
2	Librarian Selection Grade**	A	1 (UR)	Rs. 15600-39100 + GP: Rs. 6600	<ul style="list-style-type: none"> At least a second class Master's Degree in Science (preferably in Biological Sciences) of a recognized University or equivalent Degree or equivalent Diploma in Library Science of a recognized Institution/ University 7 years' experience in a supervisory capacity in a library of standing. 	<ul style="list-style-type: none"> Master's Degree in Library Science; Training in Medical Librarianship Experience of documentation work in a responsible capacity Knowledge of Sanskrit and any modern European language other than English 7 years' experience as Librarian Grade I in a Medical or other library of standing repute. 	He / She shall be responsible for supporting all the departments at AIIMS Bhopal by providing them a platform where updated reference material – books, journals, e-books, e-subscriptions to papers are available round the clock. He / She will need to ensure that the library functions as the most comprehensive repository on medical information in India. He/She shall be responsible for implementing policies, processes, budgeting, IT enablement and overall management of the Library and its continuous improvement..

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Sl.	Name of Post	Group	No. of posts	Pay Band	Essential Eligibility Criteria	Desirable Criteria	Brief nature of the Job
3	Librarian Grade-I (Documentalist)	B	1 (UR)	Rs. 9300 – 34800 + G P: Rs. 4600	<ul style="list-style-type: none"> • M.Sc. /M.A/M.Com Degree from a recognized University • Bachelor's Degree in Library Science • Experience in acquisition of books, periodicals and documentation work in a Medical or other library of standing repute. 	5 years of regular service as Librarian Grade II in a Medical or other library of standing repute.	This role shall respond to daily requests for information services, issue / receive books / journals; train library users to use the Library catalogue, Internet and other electronic resources; trace bibliographical details like ISBN, place of publication on the data sheets for the old titles to be entered into computer database and maintain necessary records. This role shall also manage the book bank, provide bibliographical/documentation and binding services.
4	Librarian (Gr. III)	B	4 UR=3; OBC=1	Rs. 9300 – 34800 + G P: Rs. 4200	<ul style="list-style-type: none"> • B Sc degree or equivalent from a recognized University. • Bachelor's degree or equivalent in Library Sciences from a recognized University / Institute. 	<ul style="list-style-type: none"> • 2 years' experience of acquisition of books, periodicals and documentation work in a library of standing or repute. • Ability to use computers - Hands on experience in office applications, spread sheets and presentations. • Typing speed of 30 words per minute in English or 25 words per minute in Hindi. 	This role shall respond to daily requests for information services, issue / receive books journals; train library users to use the Library catalogue, Internet and other electronic resources; trace bibliographical details like ISBN, place of publication on the data sheets for the old titles to be entered into computer database and maintain necessary records. This role shall also manage the book bank, provide bibliographical /documentation and binding services.
5	Library Attendant Grade -II	C	3 (UR)	Rs. 5200 – 20200 + G P: Rs. 2000	<ul style="list-style-type: none"> • Matriculation or equivalent qualification from a recognized Board or University 	<ul style="list-style-type: none"> • Experience of having worked in a Library for at least 2 years • Knowledge of typing 	This role is responsible for responding to daily requests for information services, issue/ receipt of books/journals etc. The role also performs retrieval / shelving of books, perform pasting / labelling / stamping on books / journals, write computerized classification numbers on the spine of books, perform binding.

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Sl.	Name of Post	Group	No. of posts	Pay Band	Essential Eligibility Criteria	Desirable Criteria	Brief nature of the Job
6	Lower Division Clerk	C	1 (UR)	Rs. 5200 – 20200 + G P: Rs. 1900	<ul style="list-style-type: none"> Matriculation or Equivalent qualification from a recognized Board or University 	Knowledge of typing	This role is responsible for assisting the officers in the efficient and overall functioning of the library. The jobs would include, but would not necessarily be limited to, typing and maintenance of: library catalogues, records of books and journals, procurement orders, maintenance contracts, administrative records of attendance, leaves, seniority, duty roster, draft circulars, agenda notes, notifications, external and internal correspondence, etc.

** Candidates already working in Central / State / Union Territory Governments / Universities / Central Statutory / Autonomous Bodies / Public Sector Undertakings / Research & Development organizations and who wish to work on deputation at AIIMS Bhopal are encouraged to apply for these posts, subject to fulfillment of the following conditions:

- (a) Holding analogous posts on regular basis; or
- (b) With at least 5 – 8 years regular service in PB 3 in a library of standing in the scale of
 - i) Rs. 15600 – 39100, Grade Pay of Rs. 6600 or higher (for Chief Librarian)
 - ii) Rs. 15600 – 39100, Grade Pay Rs 5400 (for Librarian Selection Grade)
- (c) Satisfying the criteria given for direct recruits to the respective post

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TERMS & CONDITIONS

1. Canvassing of any kind will lead to disqualification.
2. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
3. The appointment is full time and private practice of any type is prohibited.
4. The job may require performance of shift duties.
5. He/She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
6. The candidate should not have been convicted by any Court of Law.
7. In case any 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 as deemed fit by the appointing authority.
8. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
9. Applications incomplete in any aspect will be summarily rejected.
10. 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.

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