



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Saket Nagar, Bhopal (M.P.) – 462020

Advertisement for the posts of Accountant, Storekeeper & Clerk purely on contractual basis for Research Cell in AIIMS, Bhopal

Applications are invited from eligible candidates for the following posts purely on contractual basis for Research Cell in AIIMS, Bhopal through E-mail addressed to research@aiimsbhopal.edu.in :

Name of the post	Number required	Gross Monthly Emolument (In Rs.)	Essential Qualifications	Age Limit
Accounts Assistant	1	32,365/-	1. Graduate in Commerce. 2. Possessing two years Experience of handling accounts work in Government organizations.	Between 21 - 30 years
Stores Assistant	1	32,365/-	1. Degree from a recognised University/Institution; 2. Post-graduate degree/Diploma in Material management from a recognised University/Institution; Or (3.) Bachelor's Degree in Material management from a recognised University/Institution and 3 years experience in store handling (preferably medical stores).	Between 18 - 35 years
Clerk	1	23,685	1. Degree of recognized University. 2. Proficiency in computers. 3. Computer Typing speed @35w.p.m.in English or 30 w. p. m. in Hindi.	Between 21 - 30 years

Terms & Conditions:

1. All the above-mentioned posts are meant for a tenure of 11 months. The contract will automatically expire on completion of period specified above until it is 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.
2. All the posts are meant for engagement purely on contractual basis for Research Cell in AIIMS, Bhopal. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in AIIMS, Bhopal or for continued contractual appointment.
3. Application must be filled in the prescribed format (uploaded on the website of AIIMS, Bhopal).
4. Only scanned copy of application downloaded from AIIMS, Bhopal website and duly filled will be accepted. Incomplete applications or applications without prescribed format or received after due date will not be considered.
5. Filled applications along with relevant supporting documents (regarding age, experience, qualification etc.) as scanned copies should be sent by email to research@aiimsbhopal.edu.in
6. Age relaxation is admissible as per Govt. of India rules.
7. **Mode, Date and Time of Recruitment:** Candidates shall be selected through a process comprising of written test and/or interview. Skill test may be conducted wherever applicable.
 - a. Last date of sending application by e-mail for the posts is **30.06.2019**.
 - b. The recruitment procedure comprising or written test and/or interview shall be conducted on **09.07.2019** at Medical College Building, AIIMS, Saket Nagar, Bhopal. The candidates shall report for the recruitment of the post not later than 09:00 am on 09.07.2019.
 - c. The candidates shall report for appearing in the recruitment procedure with Hardcopy of application form along with 2 photographs and Self-attested photocopies of proof of date of birth (class 10th certificate/ school leaving certificate), eligibility qualification mark-sheets, degrees, experience certificate, caste/PWD certificate (if applicable), qualifying degree registration with statutory council (if applicable) and other relevant testimonials. Also, original copies of supporting documents shall be mandatorily brought on the date of recruitment.
8. Application Fees: Nil
9. Mere applying for the post does not entitle a candidate for a call for written test and/or interview. Short listing of candidates may be done and only shortlisted candidates may be called for written test and/or interview.
10. The date of Written Test/interview would be used as the cut-off for calculation of age and experience to consider eligibility.
11. Any candidate found ineligible at any stage would not be allowed to proceed further for recruitment procedure.
12. No enquires shall be entertained in this regard after due date.
13. All the information related to recruitment process shall be uploaded on the website of the institute. Candidates are requested to refer the website on regular basis.
14. It is candidates' responsibility to ascertain and ensure their eligibility as per the prescribed qualification and experience. Permission to appear in the selection process does not approve the eligibility of the candidate. Even after qualifying the selection process the candidate may be rendered disqualified at the time of document verification if he / she does not fulfil essential eligibility criteria.

15. **Accommodation:** No hostel or any other accommodation will be provided by the Institute.
16. The candidate who is already in government service shall submit "No Objection Certificate" from the present employer at the time of written test/interview.
17. The prescribed qualification is minimum and mere possessing the same does not entitle any candidate for selection.
18. No travelling or other allowances will be paid to the candidate for appearing in recruitment procedure or for joining the post.
19. Canvassing of any kind will lead to disqualification.
20. Private practice of any type is prohibited.
21. He / She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
22. The decision of the competent authority regarding the selection of the candidate will be final and no representation will be entertained in this regard.
23. The candidate should not have been convicted by any Court of Law.
24. 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.
25. 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.
26. No individual intimation may be sent by the AIIMS, Bhopal to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute website regularly.
27. All disputes will be subject to jurisdictions of Court of Law at Bhopal.

Associate Dean (Research)
AIIMS, Bhopal