



अखिल भारतीय आयुर्विज्ञान संस्थान भोपाल
All India Institute of Medical Sciences Bhopal
(An Autonomous Body under Ministry of Health & Family Welfare, Government of India)
Saket Nagar, Bhopal -462020 (Madhya Pradesh) www.aiimsbhopal.edu.in

RECRUITMENT CELL

Advt. No: AIIMS Bpl/Recrtt. Cell/Gr. B/Non- Faculty/ 2018 /03

Date: 31/03/2018

RECRUITMENT OF NON-FACULTY GROUP 'B' POSTS AT AIIMS BHOPAL
ON DIRECT RECRUITMENT BASIS

Online applications are invited from Indian Citizens for the following non-faculty posts on **DIRECT RECRUITMENT BASIS** at All India Institute of Medical Sciences, Bhopal (M.P):

Sl.No.	Name of Post, Pay scale & Grade Pay, Essential Qualifications & Experience etc.	Age Limit for Direct Recruits	Total no. of Posts
1.	<p><u>Medical Social Service Officer Grade I</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification & Experience:</u> (i) MA (Social Work) / MSW, with specialization in Medical Social Work, from a recognized University / Institution And (ii) 5 Years' Experience in a government or private sector hospital of minimum 200 beds</p> <p><u>Desirable:</u> Ability to use computers - Hands on experience in office applications, spread sheets and presentations.</p>	Between 21-35 years of age	10 (UR-05, OBC-03, SC-1, ST-1)
2.	<p><u>Dietician</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification & Experience:</u> (i) 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. (ii) 3 years' experience in the line preferably in 200 bedded Hospital</p>	Between 21-35 years of age	08 (UR-05, OBC-02, SC-01)
3.	<p><u>Private Secretary</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification:</u> (i) Degree from a recognized University. (ii) Skill Test Norms: Dictation : 7 Minutes @ 120 WPM Transcription - 45 Minutes English or 60 Minutes Hindi on a Computer</p> <p><u>Desirable:</u></p>	Between 18-30 years of age	05 (UR-04, OBC-01)

	<p>(i) Diploma/ Certificate in Secretarial Practice from a recognized Institute.</p> <p>(ii) Excellent command over Hindi and English (Written and spoken)</p> <p>(iii) Ability to use computers</p> <p>(iv) Diploma in Secretarial Practice or equivalent.</p>		
4.	<p><u>Psychiatric Social Worker</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification & Experience:</u> (i) M.A. or M.Sc. degree in Psychology/ Psychiatric Social Work from a recognized Institute / University (ii) Five years working experience in Vocational Guidance and counseling in Psychiatric Centre</p> <p><u>Desirable:</u> (i) Specialization in Social Psychology</p>	Between 18-35 years of age	03 (UR)
5.	<p><u>Medico Social Worker</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification & Experience:</u> (i) MA (Social Work)/ MSW, with specialization in Medical Social Work, from a recognized University/ Institution (ii) 5 Years' Experience in a government or private sector hospital of minimum 500 beds in line with welfare or Health Agency, preferably dealing with Medical / Public Health Service.</p> <p><u>Desirable:</u> Ability to use computers - Hands on experience in office applications, spread sheets and presentations.</p>	Between 18-35 years of age	03 (UR)
6.	<p><u>Assistant Administrative Officer</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification:</u> Degree from recognized University or its equivalent</p> <p><u>Desirable:</u> (i) MBA/ PG diploma in management from recognised Institutes. (ii) Knowledge of Government Rules and Regulations. (iii) Proficiency in Computers.</p>	Between 21-30 years of age	02 (UR)
7.	<p><u>Programmer (Data Processing Assistant)</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification:</u> BE/B.Tech (Comp. Sc./Comp.Engg.) OR Post Graduation in Computer Application from a recognized University or Institution.</p>	Between 18-30 years of age	02 (UR)

8.	<p><u>Chief Cashier</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification & Experience:</u> (i) Graduate in Commerce. (ii) Possessing five years' Experience of handling cash and accounts work in Government Organization.</p>	Between 21-35 years of age	01 (UR)
9.	<p><u>Maternity and Child Welfare Officer</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification:</u> Degree or Diploma in General Nursing and Midwifery or equivalent from a recognized University/Institution</p> <p><u>Essential Experience in family welfare programme:</u> 1 year for degree holders 2 years for Diploma holders</p>	Between 21-35 years of age	01 (UR)
10.	<p><u>Bio Medical Engineer</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification & Experience:</u> B.E./B.Tech in Bio Medical Engineering from a recognized Institution/University. OR Diploma Bio Medical Engineering from a recognized Institution with 2 years experience in relevant field.</p>	Between 21-35 years of age	01 (UR)
11.	<p><u>PACS Administrator</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification & Experience:</u> BE/B. Tech/MCA + 2 years' experience in Medical IT systems/ PACS</p>	Between 21-35 years of age	01 (UR)
12.	<p><u>Vocation Counsellor</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification & Experience:</u> (i) Post Graduate Degree in Psychology from a recognized Institution / University. (ii) Post Graduate Diploma in Rehabilitation Psychology / Vocational Counselling / Vocational Guidance and Training / Vocational Rehabilitation from a recognized Institution / University. (iii) 3 years' experience in the Rehabilitation of the Orthopedically Handicapped in a recognized Institution / Hospital.</p>	Between 21-35 years of age	01 (UR)
13.	<p><u>Senior Hindi Officer</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification & Experience:</u> Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of</p>	Between 21-35 years of age	01 (UR)

	<p>examination at the Degree Level.</p> <p>OR</p> <p>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.</p> <p>OR</p> <p>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 an examination at the Degree Level;</p> <p>OR</p> <p>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 a examination at the Degree Level;</p> <p>OR</p> <p>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;</p> <p>AND</p> <p>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>		
14.	<p><u>Assistant Stores Officer</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification & Experience:</u> (i) Degree from a recognized University/ Institution; (ii) Post-graduate Degree/Diploma in Material Management from a recognized University/Institution;</p> <p>OR (iii) Bachelor's Degree in Material Management from a recognized University/Institution and 3 years' experience in Store handling (preferably Medical Stores).</p>	Between 18-35 years of age	02 (UR)
15.	<p><u>Assistant Engineer (Civil)</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification & Experience:</u> Graduate in Civil Engineering from a recognized University/Institute with 5 years experience in design and engineering of Civil Projects, preferably in a Hospital Environment.</p>	Between 18-35 years of age	03 (UR)
16.	<p><u>Assistant Engineer (Electrical)</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification & Experience:</u> Graduate in Electrical Engineering from a recognized University/Institute with 5 years experience in design and engineering of Civil Projects preferably in a Hospital</p>	Between 18-35 years of age	01 (UR)

	Environment.		
17.	<p><u>Assistant Engineer (Air Conditioning & Refrigeration)</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification & Experience:</u> Graduate in Mechanical / Electrical Engineering from a recognized University/ Institute with 5 Years' experience in repair and maintenance of large scale air conditioning and refrigeration systems in a Hospital environment.</p>	Between 18-35 years of age	01 (UR)
18.	<p><u>Manager/ Supervisor/Gas Officer</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4600</p> <p><u>Essential Qualification & Experience:</u> Degree in Mechanical Engineering with 5 years working experience with Manifold or its repairs in supervisory capacity in a Medical Setup. OR Diploma in Mechanical Engineering with 7 years working experience with Manifold or its repairs in supervisory capacity in a Medical Setup.</p> <p>Must be capable of carrying out work associated with the Medical Gas Management distribution line, taps, cocks and outlets.</p>	Between 30-40 years of age	01 (UR)
19.	<p><u>Office Assistant (NS)</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification:</u> (i) Degree of recognized University or equivalent (ii) Proficiency in computers.</p>	Between 21-30 years of age	25 (UR-13, SC-04, ST-01, OBC-07)
20.	<p><u>Store Keeper</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> (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 3years' experience in Store handling (preferably Medical Stores).</p>	Between 18-35 years of age	14 (UR-07, SC-02, ST-01, OBC-04)
21.	<p><u>Radiographic Technician Grade-I</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> B.Sc. (Hons.) (3 years course) in Radiography from a recognized University / Institution. OR Diploma in Radiography from a recognized Institution with 2 years' experience.</p> <p><u>Desirable :</u> Ability to use Computers - Hands on experience in Office</p>	Between 21-35 years of age	15 (UR-08, SC-02, ST-01, OBC-04)

	Applications, Spread-sheets and Presentations.		
22.	<p><u>Medical Record Officer</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> (i) Bachelor's Degree preferable with Science from a recognized University or Equivalent. (ii) Should have done one year course in Medical Record from recognized Institution. (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	04 (UR-03, OBC-01)
23.	<p><u>CSSD Technician</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> B. Sc. (Microbiology or Medical Technology) with 3 years' experience in CSSD in a 200 bedded Hospital. OR Staff Nurse (A Grade Registration) with two years' experience in CSSD in a 200 bedded Hospital. OR Theatre Assistant Course with four years' experience in CSSD in a 200 bedded Hospital.</p>	Between 21-35 years of age	06 (UR-05, OBC - 01)
24.	<p><u>Junior Engineer (Civil)</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> Graduate in Civil Engineering from a recognized University/Institute.</p> <p><u>Desirable:</u> 2 Years' experience in design and engineering of Civil Projects preferably in a Hospital Environment. OR Diploma in Civil Engineering from a recognized University/Institute with 5 years' experience in design and engineering of Civil Projects, preferably in a Hospital Environment.</p>	Between 18-30 years of age	06 (UR-05, OBC - 01)
25.	<p><u>Personal Assistant</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> (i) Degree from a recognized University. (ii) Skill Test Norms: Dictation : 10 minutes @ 100 WPM. Transcription : 40 minutes English or 55 minutes Hindi on a Computer.</p> <p><u>Desirable :</u> Diploma/Certificate in Secretarial Practice from a recognized Institute. Excellent command over Hindi and English (written and spoken)</p>	Between 21-30 years of age	06 (UR-05, OBC-01)

26.	<p><u>Warden (Hostel Warden)</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> (i) Graduate from recognized University / Institute. (ii) Diploma / Certificate in House Keeping / Material Management / Public Relations / Estate Management. (iii) Possessing two years' Experience of handling Hostels in Government/ reputed Organization.</p>	Between 30-45 years of age	04 (UR-03, OBC-01) [2 posts reserved for the women candidates for Ladies Hostel]
27.	<p><u>Junior Accounts Officer (Accountant)</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> (i) Graduate in Commerce. (ii) Possessing two years' experience of handling accounts work in Government Organization.</p>	Between 21-30 years of age	04 (UR-03, OBC-01)
28.	<p><u>Multi-Rehabilitation Worker (Physiotherapist)</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> Bachelor's Degree in Physiotherapy from a recognized Institute / University with 2 years experience. OR Diploma in Rehabilitation with 5 years experience. Registered with the Physiotherapy Council.</p>	Between 21-30 years of age	04 (UR-03, OBC-01)
29.	<p><u>Technical Officer (Dental)/ Dental Technician</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification:</u> (i) 10 + 2 with Science from a recognized University/ Board. (ii) Diploma (minimum 2 years duration) from a recognized Institution in Dental Hygiene; or Dental Mechanic; or Maxillo-facial Prosthesis and Orthodontic appliances. (iii) Registered as Dental Hygienist/Dental Mechanic with the Dental Council of India.</p>	Between 21-30 years of age	04 (UR-03, OBC-01)
30	<p><u>Technical Officer Ophthalmology (Refractionist)</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification:</u> B.Sc. in Ophthalmic Techniques or equivalent from a recognized University / Institution.</p>	Between 21-30 years of age	04 (UR-03, OBC-01)
31.	<p><u>Librarian Grade-III</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> i) Bachelor Degree in Library Science or Library and Information Service from a recognized University/Institute. OR</p>	Between 21-30 years of age	04 (UR-03, OBC-01)

	<p>B.Sc. Degree or equivalent from a recognized University and Bachelor Degree or Post Graduate Diploma or equivalent in Library Science from a recognized University or Institute.</p> <p>WITH</p> <p>ii) 2 years' professional experience in a Library under Central/State/Autonomous/Statutory organization/PSU/University or recognized Research and Educational Institution.</p> <p>iii) Ability to use Computers - Hands on experience in Office Applications, Spread sheets and Presentations.</p> <p><u>Desirable :</u> Diploma in Computer Application from a recognized University or Institute.</p>		
32.	<p><u>Junior Engineer (Electrical)</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> Graduate in Electrical Engineering from a recognized University/Institute.</p> <p><u>Desirable :</u> 2 years' experience in repair and maintenance of Electrical Systems preferably in a Hospital Environment.</p> <p>OR</p> <p>Diploma in Electrical Engineering from a recognized University/Institute With 5 years' experience in repair and maintenance of Electrical Systems preferably in a Hospital Environment.</p>	Between 18-30 years of age	04 (UR-03, OBC-01)
33.	<p><u>Junior Engineer (Air Conditioning & Refrigeration)</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> Graduate in Electrical/Mechanical Engineering from a recognized University/Institute.</p> <p><u>Desirable :</u> 2 years' experience in repair and maintenance of large scale Air Conditioning and Refrigeration Systems.</p> <p>OR</p> <p>Diploma in Electrical/Mechanical Engineering from a recognized University/Institute. With 5 years' experience in repair and maintenance of large scale Air Conditioning and Refrigeration Systems.</p>	Between 18-30 years of age	04 (UR-03, OBC-01)
34.	<p><u>Junior Hindi Translator</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> 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.</p> <p>OR</p> <p>Master's Degree of a recognized University in English with</p>	Between 18-30 years of age	02 (UR)

	<p>Hindi as a compulsory or elective subject or as the medium of examination at the Degree Level.</p> <p>OR</p> <p>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 an examination at the Degree Level.</p> <p>OR</p> <p>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 an examination at the Degree Level;</p> <p>OR</p> <p>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;</p> <p>AND</p> <p>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>		
35.	<p><u>Radiotherapy Technician Grade-II</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> B.Sc. (Hons) (3 years course) in Radiotherapy/Radiology from a recognized University / Institution.</p> <p>OR</p> <p>Diploma in Radiotherapy/Radiology from a recognized Institution with 2 years' experience</p> <p><u>Desirable:</u> Ability to use Computers - Hands on experience in Office Applications, Spread-sheets and Presentations.</p>	Between 21-35 years of age	02 (UR)
36.	<p><u>Physiotherapist</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> (i) 10 + 2 in Science (Physics, Chemistry and Biology) and; (ii) Bachelor's Degree in Physiotherapy from a recognized Institute / University. (iii) 2 years experience. Registered with the Physiotherapy Council.</p>	Between 21-30 years of age	02 (UR)
37.	<p><u>Occupational Therapist</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> (i) 10 +2 in Science (Physics, Chemistry and Biology) and; (ii) Bachelor's Degree in Occupational Therapy from a recognized Institute / University. (iii) 2 years experience.</p>	Between 21-30 years of age	02 (UR)

	Registered with the Occupational Therapy Council.		
38.	<p><u>TB & Chest Diseases Health Assistant</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> B.Sc. (Hons) Nursing from a recognized Institute / University. OR Diploma in Nursing with 2 years of relevant experience.</p>	Between 21-30 years of age	02 (UR)
39.	<p><u>Junior Reception Officer</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification:</u> (i) Degree from a recognized University.</p> <p><u>Desirable:</u> (i) Post-graduate Diploma in Journalism/Public Relations. (ii) Experience in Public Relations/Publications/ Printing/ Publishing. (iii) Exposure to working on Personal Computer.</p>	Between 18-35 years of age	01 (UR)
40.	<p><u>Speech Pathologist</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification:</u> BASLP (Bachelors in Audiology and Speech Language Pathology) from RCI recognized Institute/University or equivalent.</p>	Between 21-30 years of age	01 (UR)
41.	<p><u>Audiologist</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification:</u> BASLP (Bachelors in Audiology and Speech Language Pathology) from RCI recognized Institute/University or equivalent.</p>	Between 21-30 years of age	01 (UR)
42.	<p><u>Electro Cardiograph Technical Assistant</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> 10+2 in Science with Certificate/Diploma Course in Echocardiography from recognized Institute and 2 years experience in the field.</p>	Between 21-30 years of age	01 (UR)
43.	<p><u>Health Educator (Social Psychologist)</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification & Experience:</u> (i) M.A. / M.Sc. Degree in Psychology from a recognized Institute / University. (ii) Five years working experience with the Physically Challenged in a Rehabilitation Centre.</p> <p><u>Desirable:</u> M.Phil. in Clinical Psychology.</p>	Between 21-35 years of age	01 (UR)

44.	<p><u>Technician Prosthetics & Orthotics</u> Pay Band -2 of Rs. 9300-34800 with Grade Pay of Rs. 4200</p> <p><u>Essential Qualification:</u> Bachelor's Degree in Prosthetics & Orthotics from an Institution / University recognized by Rehabilitation Council of India.</p> <p>Registration with the Rehabilitation Council of India.</p> <p><u>Desirable:</u> 2 years' experience in the field.</p>	Between 21-30 years of age	01 (UR)
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Notes:-

- i. The above vacancies are provisional and subject to variation. The Director, AIIMS, Bhopal reserves the right to increase/vary the vacancies.
- ii. Reservation will be as per guidelines issued by MOHFW based on the Government of India Policy.
- iii. The cut-off date to determine the maximum age limit, essential qualifications & experience will be the last date of submission of online application.
- iv. The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.
- v. Post-wise suitability for identified categories of Persons with Disability (PwD):

Sl. No.	Name of the Post	Categories of Disabled Eligible for the post
1	Medical Social Service Officer Grade I	OA/OL/B/LV
2	Dietician	OA/OL/BL/HH
3	Private Secretary	OL/BL/OA/B/LV
4	Psychiatric Social Worker	OA/OL/B/LV
5	Medico Social Worker	OA/OL/OAL/BL/LV/HH
6	Assistant Administrative Officer	OA/OL/OAL/BL/BLOA/B/LV/HH
7	Programmer (Data Processing Assistant)	OA/OAL/OL/HH
8	Chief Cashier	OA/OL/BL/HH
9	Maternity and Child Welfare Officer	OL
10	Bio Medical Engineer	OA/OL/OAL/HH
11	PACS Administrator	OA/OL/BL/HH
12	Vocation Counsellor	OL/BL/OA/B/LV
13	Senior Hindi Officer	OA/OL/OAL/BL/BLOA/B/LV/HH
14	Assistant Stores Officer	OA/OL/LV/HH

15	Assistant Engineer (Civil)	OL/OA/HH
16	Assistant Engineer (Electrical)	OL/HH
17	Assistant Engineer (Air Conditioning & Refrigeration)	OA/LV/HH
18	Manager/ Supervisor/Gas Officer	OA/OL/HH
19	Office Assistant (NS)	OA/OL/OAL/BL/HH/B/LV
20	Store Keeper	OA/OL/HH
21	Radiographic Technician Grade-I	OL/OA
22	Medical Record Officer	OL/HH
23	CSSD Technician	OA/OL
24	Junior Engineer (Civil)	OA/OL/HH
25	Personal Assistant	OL/BL/OA/B/LV
26	Warden (Hostel Warden)	OA/OL/BL/LV
27	Junior Accounts Officer (Accountant)	OA/OL/BL/HH
28	Multi-Rehabilitation Worker (Physiotherapist)	OL/BL/B/LV/HH
29	Technical Officer (Dental)/ Dental Technician	OA/OL
30	Technical Officer Ophthalmology (Refractionist)	OA/OL/BL
31	Librarian Grade-III	OL/MW/LV/HH
32	Junior Engineer (Electrical)	OL/HH
33	Junior Engineer (Air Conditioning & Refrigeration)	OL/HH
34	Junior Hindi Translator	OA/OL/BL/B/LV/HH
35	Radiotherapy Technician Grade-II	OL/OA
36	Physiotherapist	OL/BL/B/LV/HH
37	Occupational Therapist	OL/BL/OA
38	TB & Chest Diseases Health Assistant	OL
39	Junior Reception Officer	OA/OL/BL/B/LV
40	Speech Pathologist	OA/OL/BL
41	Audiologist	OA/OL/BL
42	Electro Cardiograph Technical Assistant	OA/OL
43	Health Educator (Social Psychologist)	OA/OL/OAL/BL/MW/BA/BLOA/BLA
44	Technician Prosthetic & Orthotics	OL/HH

ABBREVIATIONS USED : MF = Manipulation with Fingers, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs & Arms, MW=Muscular Weakness, LV=Low Vision, B=Blind, HH=Hearing Impaired.

GENERAL CONDITIONS

1. All the posts carry usual allowances as admissible to Central Government employees of similar status at AIIMS, Bhopal, and the Pay Band and GP are under process for revision as per the recommendations of the Seventh Pay Commission of Government of India.

2. **Application Process:-** The aspiring applicants satisfying the eligibility criteria in all respect can submit their application through **ON-LINE** mode only. The On-line registration of application is made available on AIIMS, Bhopal official website i.e. <http://www.aiimsbhopal.edu.in> The link for submission of online applications in respect of above said posts along with other relevant information will be activated from 04/04/2018 (Wednesday). The last date of online submission of applications will be 03/05/2018 (Thursday-Midnight). The candidature of such applicants who fails to complete the online application submission by the stipulated date and time, the same will be treated as incomplete application and no correspondence in this regard will be entertained.

It is compulsory that the applicants shall send the duly filled and signed hardcopy of the submitted online application form along with self-attested photocopies of their proof of date of birth, eligibility qualification mark sheets, degrees, experience certificates, caste/PwD certificates and other relevant testimonials by speed post/registered post only on or before **18/05/2018** to the following address:

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

The envelope containing the application form must be superscribed as 'Application for direct Recruitment Group 'B' post of

However, AIIMS Bhopal shall not be responsible for late receipt of applications due to postal delay.

3. **For filling up of Online application, candidates must have the following pre-requisites ready :**

- (i) *Valid e-mail ID.*
- (ii) *Scanned Passport size photograph of candidate (in JPG format).*
- (iii) *Scanned Signature of the candidate (in JPG format).*
- (iv) *Online payment details of the required Application Fee.*
- (v) *Any other details, as per the advertisement.*

Guidelines for Scanning the Photographs & Signature:

Before applying online, a candidate will be required to have a scanned (digital) image of his/her Photograph and Signature as per the specifications given below:

- (i) **Photograph Image :**
 - *Photograph must be a recent passport size colour picture.*

- The picture should be in colour, against a light-coloured preferably white background.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200x230 pixels (preferred).
- Size of file should be between 20 KB -100 KB.
- Ensure that the size of the scanned image is not more than 100 KB.

(ii) Signature Image :

- The applicant has to sign on white paper with Black ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10 KB -50 KB.
- Ensure that the size of the scanned image is not more than 50 KB.

Candidates are advised to take a print out of finally submitted Application Form for their record and future reference purpose. Thus, the process for Registration of application who have to pay Application Fee gets completed.

4. The candidate must ensure that their photo and signature should be clearly visible in preview at the time of filling of application in online mode. If photo/signature image is displayed small or not visible in preview on online application that means photo/signature is not as per the AIIMS, Bhopal prescribed format and in that case, your application will be rejected. So, candidates are advised to be careful while uploading their photo and signature. Both must be visible clearly on their Online Application Form.
5. In case a candidate wishes to apply for more than one post, he/she is required to fill in the form separately through On-line mode only and separate application fees will be applicable.
6. **Age Relaxation:** - Relaxation in age as shall be applicable, as per Government of India rules.
7. All the contractual employees of AIIMS, Bhopal who are engaged by AIIMS, Bhopal will be granted age relaxation to the extent of their period of continuous contractual engagement in AIIMS, Bhopal against equivalent post or up-to maximum period of five years whichever is less. However, this age relaxation will be admissible for one time only.
8. Candidates applying under any of the reserved category posts, viz. SC/ST/OBC/PH will be considered subject of Caste /PH Certificate issued by the Appropriate/ Competent Authority on the prescribed format. Community should be clearly and

legibly mentioned in the certificate. OBC candidate's eligibility will be based on the Caste(s) borne in the Central List of Government of India. OBC candidate(s) should not belong to Creamy Layer and their sub-caste should match with the entries in Central List of OBC, failing which their candidature(s) will not be considered under any of the applied reserved category post(s).

- Candidates applying under any of the reserved category viz. SC/ST/OBC/PwD will be considered subject to submission of eligible certificate on a prescribed format issued by the Competent Authority along with the hard copy of application form. Community should be clearly mentioned in the certificate.
 - OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. OBC candidates should not belong to Creamy layer. Their sub-caste should match with the entries in Central List of OBC, failing which their candidature will not be considered under any of the applied reserved category and will be treated as UR.
 - Physical Disability Certificate should be issued from a duly constituted and authorized Medical Board.
9. 4% of the total posts will be horizontally reserved for PwD Candidates as per Reservation Rules. The Reservation of PwD will be applicable for the post for which it is identified for. However, the quantum of reservation will be regulated, as per Govt. of India instructions.
 10. The definition of different categories of disabilities, for the purpose of age relaxation, will be same as per Govt. of India instructions.
 11. If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.
 12. Only such persons would be eligible for reservation under PwD quota in service/posts who suffer from not less than 40% of physical disability as identified for that post as per Govt. of India instructions. Person who wants to avail the benefit of reservation would have to submit a Disability Certificate issued by a Competent Authority in prescribed format.
 13. There will be a computer based test (CBT) to select candidates for these posts. The selection process is to be made as per the relevant Recruitment rules and Govt. of India instructions as applicable.
 14. A Skill test or Proficiency Test may be conducted after CBT in respect of shortlisted candidates who secure a threshold mark in CBT/Written Test
 15. Based on the declaration made by candidates in their online application they will be provisionally declared eligible to appear CBT, However shortlisted candidates may

be called for document verification based on their performance in CBT/Skill Test, if anyone found not meeting the prescribed qualification/experience and any other eligibility criteria as per the advertisement, his/her candidature will be treated as cancelled without giving them any further notice.

16. There will be penalty for wrong answers marked in the CBT. For each correct answer candidate will get 1 mark whereas 1/4 mark will be deducted for incorrect/wrong answer. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.
17. Test Centre of Computer Based Test (CBT: The Test Centre for Computer Based Test (CBT) will be preferable in Bhopal or any other place as decided by Director AIIMS Bhopal. However, in case substantial numbers of candidates apply for a post, then the candidates may be allotted a Centre as opted by them out of the Centres viz., **Bhopal, Bhubaneshwar, Chennai, Guwahati, Gwalior Indore, Jabalpur, Jodhpur, Kolkata, Mohali And Pune.** However, the candidates cannot claim as a matter of rights to be allotted a centre of their choice. The AIIMS, Bhopal will have the discretion to allot Exam centre.
18. Scheme of examination, date of examination and Syllabus will be notified in due course in the website of AIIMS, Bhopal.
19. **APPLICATION FEES:** Rs. 1,000/- (Rupees One Thousand Only).
 - The candidate should pay prescribed application fees through **On-line mode only via payment gateway.** Transaction/ Processing fee, if any, as applicable will be payable to the bank by the candidate.
 - **Application fee once remitted shall not be refunded under any circumstances.**
 - **No fee shall be payable for SC/ST/PWD/Women Candidates.**
20. Applications without the prescribed fee or incomplete in any respect would not be considered and summarily be rejected.
21. The applicants already in Government service shall have to produce No Objection Certificate from their present employer at the time of submission of hard copy of application. Therefore, while applying for the post, candidates have to take prior permission from their respective employer, in case of Government service.
22. The decision of the Competent Authority of AIIMS Bhopal in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection (CBT/skill test), conduct of examination(s), allotment of examination centres, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
23. Canvassing of any kind will lead to disqualification of candidature.

24. The prescribed qualification is minimum and merely possessing the same does not entitle any candidate for the selection.
25. All the appointees including in-service candidates shall be governed by the New Pension Scheme (NPS) as per the provisions contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division), Government of India Notification No. 5/7/2003 - ECB&PR dated 22.12.2003.
26. All the appointees will have to conform to the rules of conduct and discipline as applicable to the Institute employees.
27. The candidates should not have been convicted by any Court of Law.
28. No TA/DA shall be paid to the candidates for attending the CBT /skill test.
29. 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 this appointment, he/she will be liable to be removed from the service and action taken as deemed fit by the appointing authority, in case of selection.
30. The decision of the competent authority regarding selection of candidates will be final and binding and no representation will be entertained in this regard.
31. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate.
32. 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.
33. All disputes will be subject to jurisdiction of Hon'ble High Court, Jabalpur (M.P.) and CAT, Jabalpur Branch.
34. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate.
35. All information / updates pertaining to this advertisement including syllabus, CBT/skill test and result etc. will be displayed on the AIIMS Bhopal website, which is www.aiimsbhopal.edu.in

For Clarification & Enquiries:

Mail to: aiimsbhopal.helpdesk@gmail.com

Helpdesk No.: 18002660793

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