



Recruitment for various posts on Direct Recruitment basis in AIIMS, Raipur

AIIMS Raipur is an apex health care institute, being established by the Ministry of Health & Family Welfare, Government of India under the Pradhan Mantri Swasthya Suraksha Yojna (PMSSY). With the aim of correcting regional imbalances in quality tertiary level health care in the country and attaining self – sufficiency in graduate and postgraduate Medical education and training, the PMSSY has setup 6 new AIIMS institutions in underserved areas of the country.

AIIMS, Raipur invites **online applications** from Indian nationals for the following posts on direct recruitment basis with the following criteria:

Sr. No.	Name of Post	Group	Pay Band and Grade Pay	Age Limit	No. of Post	UR	OBC	SC	ST
1	Medico Social Service Officer Grade I	B	Pay Band-2: Rs.9300-34800 with Grade Pay of Rs.4600/-	Between 21-35 years	03	03	-	-	-
2	Gas Officer	B	Pay Band-2: Rs.9300-34800 with Grade Pay of Rs.4600/-	Between 30 to 40 years of age	01	01	-	-	-
3	Dietician	B	Pay Band-2: Rs.9300-34800 with Grade Pay of Rs.4600/-	Between 21 – 35 years.	02	02	-	-	-
4	Technical Assistant/ Technician	B	Pay Band-2: Rs.9300-34800 with Grade Pay of Rs.4200/-	Between 25-35 years.	30*	16	08	04	02
5	Stenographer	C	Pay Band-1: Rs.5200-20200 + GP Rs. 2400	Between 18-27 years.	08	05	02	01	-
6	Cashier	C	Pay Band-1: Rs.5200-20200 + GP Rs. 2400/-	Between 21-30 years.	01	01	-	-	-
7	Upper Division Clerk	C	Pay Band- 1: Rs.5200-20200 + GP Rs. 2400/-	Between 21-30 years.	03	03	-	-	-
8	Lower Division Clerk	C	Pay Band-1: Rs.5200-20200 + GP Rs. 1900	Between 18-30 years.	30*	16	08	04	02
Total					78	47	18	9	4

***Inclusive of 01 (one) post for PwD (Person with disabilities) candidate for the post of Technical Assistant/Technician and Lower Division Clerk respectively.**

Detailed eligibility Criteria is as follows:

Sr. No.	Name of Post	Group	Pay Band and Grade Pay	Age Limit	Qualification	No. of Post
1.	Medico Social Service Officer Grade I	B	Pay Band-2: Rs.9300-34800 with Grade Pay of Rs.4600/-	Between 21-35 years (Upper age relaxable for Central Government Servant up to 40 years in accordance with the instructions or orders issued by the Central Government)	Essential: (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 Desirable: Ability to use computers - Hands on experience in office applications, spread sheets and presentations.	UR-03
2.	Gas Officer	B	Pay Band-2: Rs.9300-34800 with Grade Pay of Rs.4600/-	Between 30 to 40 years of age	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. Must be capable of carrying out work associated with the Medical Gas Management distribution line, taps, cocks and outlets.	UR-01
3.	Dietician	B	Pay Band-2: Rs.9300-34800 with Grade Pay of Rs.4600/-	Between 21 – 35 years.	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. 2) 3 years' experience in the line preferably in a more than 300 bedded Hospital/Health Care Institute.	UR-02

4.	Technical Assistant/ Technician	B	Pay Band-2: Rs.9300-34800 with Grade Pay of Rs.4200/-	Between 25-35 years.	Qualifications: Essential: a) B. Sc. In Medical Lab Technology or equivalent. b) 5 Years experience in the concerned field or c) Diploma in Medical Lab Technology or equivalent. d) 8 Years experience in the concerned field or e) For posts in Anaesthesia/ Operation Theatre, B.Sc. in OT techniques or equivalent with 5 years experience in concerned field. f) 10+2 with science with Diploma in OT techniques or equivalent with 8 years experience in concerned field	30 (UR-16, OBC-08, SC-04, ST-02)
5.	Stenographer	C	Pay Band-1: Rs.5200-20200 + GP Rs. 2400	Between 18-27 years.	Essential: i. 12th Class or equivalent qualification from a recognized Board or University. ii. Skill Test Norms: Dictation : 10 Minutes @ 80 WPM Transcription – 50 Minutes English or 65 Minutes Hindi on a Computer Desirable: Excellent command over Hindi and English (Written and spoken)	08 (UR-05, OBC-02, SC-01)
6.	Cashier	C	Pay Band-1: Rs.5200-20200 + GP Rs. 2400/-	Between 21-30 years.	Degree in Commerce of recognized University or equivalent and 1. At least 2 years' experience of handling accounts work of a Government Organization. and 2. Having proficiency in Computer application.	UR-01
7.	Upper Division Clerk	C	Pay Band- 1: Rs.5200-20200 + GP Rs. 2400/-	Between 21-30 years.	1. Degree of recognized University or equivalent 2. Proficiency in computers.	UR-03
8.	Lower Division Clerk	C	Pay Band-1: Rs.5200-20200 + GP Rs. 1900	Between 18-30 years.	Essential: 1. 12th Class or equivalent qualification from a recognized Board or University 2. Skill test norms on computer – Typing speed @35 w.p.m.in English or 30 w.p.m. in Hindi (Time allowed – 10 minutes) (35 w.p.m. or 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 key depressions for each word) Desirable: 1. Basic Computer literacy.	30 (UR-16, OBC-08, SC-04, ST-02)

Note:

1. Age and all other qualifications will be counted as on the last date of application.
2. The above vacancies are provisional and subject to variation. The Director, AIIMS, Raipur reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India rules/circulars and requirements. **The reservation will be followed as per Government of India Rules.**
3. Relaxation in age will be as per the prevailing rules of Government of India.

GENERAL CONDITIONS

1. The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ON-LINE** mode. The On-line registration of applications will be available on AIIMS Raipur website www.aiimsraipur.edu.in from **10.03.2016** (10:00 A.M.) to **09.04.2016** up to 5:00 P.M.
2. 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 detail of the required application fee.

GUIDELINES FOR SCANNING THE PHOTOGRAPH & 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 200 x 230 pixels (preferred)
- Size of file should be between 20 kb–50 kb
- Ensure that the size of the scanned image is not more than 50 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 the 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 – 20 kb
- Ensure that the size of the scanned image is not more than 20 KB

3. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the aforesaid post and must fulfill all the eligibility criteria on or before **09.04.2016**, failing which their application will be rejected.
4. The On-line Registration will be terminated **by 05:00 PM on 09.04.2016**. The candidature of such applicants who fail to complete the online registration by the stipulated date and time will not be considered and no correspondence in this regard will be entertained.
5. **Application Fees:** For General/OBC Category **Rs. 500/-** and for SC/ST category **Rs. 200/-** is required to be remitted online only. Any other instrument of payment is not acceptable. Please make sure to correctly mention the

Transaction number, Date/Time and Bank of which remittance is made in your application form for reconciliation. Also make sure to get the confirmation of the successful remittance by your bank and retain the proof of the same which may be required at the time of Written Test. The Application fee is non-refundable. No application fees is required for PWD candidates.

6. **While applying online, in the preview of the form, the candidate's Photo and Signature must be clearly visible to candidate**, if photo/signature image is small in size or not visible in preview on website, then it means that the photo/signature is not as per the AIIMS prescribed format and your application will be rejected. So, be careful while uploading your photo and signature.
7. **Candidates should fill in the online application form, take a print out and must submit it along with self attested copy of all the required documents by Speed Post /Registered Post to Administrative Officer, AIIMS, Tatibandh, Raipur (C.G.) Pin 492099 within 15 (Fifteen) days from the last date of application. The envelope should be super-scribed "APPLICATION FOR THE POST OF.....".**
8. The candidates are advised to bring copy of application form at the time of Written Test along with Admit Card/Call Letter at the Examination Centre and hand over the same to the Invigilator during marking their attendance, failing which their candidature/performance in the written test will not be considered.
9. The written test will be held **in Raipur only if the applicants are more than 5 times the number of posts**. The candidates are advised to download their Admit Card from AIIMS Raipur web site www.aiimsraipur.edu.in as no admit card will be sent by post. The Admit Cards will be hosted on AIIMS Raipur website.
9. The separate application form duly completed in all respect may be filled for the separate post (s) in case candidate applies for more than one post.

Selection Methodology:

- (i) Written Tests
- and/or**
- (ii) Skill Test*

*To be decided as per concerned rules/orders of Govt. of India

10. The decision of Director, AIIMS Raipur in this regard shall be final and binding. The offer of appointment when made will be provisional and subject to

verification of credentials (Educational & Personal) by competent authority. The vacancies are provisional and subject to variation. The Director, AIIMS, Raipur reserves the right to vary the vacancies including reserved vacancies. No correspondence whatsoever would be entertained in this regard

11. Candidates applying under the reserved category viz. OBC, SC, ST will be considered subject to submission of Caste Certificate on a prescribed format issued by the **Central Government of India** which mentions that the Candidate does not belong to Creamy Layer/Non Creamy Layer. Date of issue of Certificate should not be earlier than 1 year from the last date of submission of Application Form, **which is 09.04.2016 (AN) i.e. should not be issued before 09.04.2015,** failing which their candidature will not be considered under any of the applied reserved category and will be treated as UR.
12. For SC, ST– Certificate should be issued by Tehsildar or above rank authorities prescribed by Govt. of India in format of State/Central Government.
13. The period of probation shall be of 02 years.
14. Those who are working in Central/State Government/Semi Government/Autonomous Institution must submit a **“NO OBJECTION CERTIFICATE”** from the employers at the time of selection.
15. Canvassing of any kind will lead to disqualification.
16. The selected candidate may have to work in shifts and can be posted at any place in the institute.
17. The selected candidate is expected to confirm to the rules of conduct and discipline as applicable to the institute employees.
18. The candidate should not have been convicted by any Court of Law.
19. 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/her appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
20. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
21. The appointment will be subject to review and probation for two years.
22. No TA/DA will be paid.
23. All disputes will be subject to jurisdictions of Court of Law at Raipur.
24. Appointment of selected candidates is subject to his/her being declared medically fit by competent Medical Board.
25. Name of the shortlisted candidates will be displayed in the institute website. No

separate Individual intimation will be sent. Beside, all information regarding Written Test and/or Skill Test schedule etc. will also be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit / access the website in time. Candidates are requested to regularly visit the Institute website i.e. www.aiimsraipur.edu.in for updated information regarding the recruitment.

26. 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.
27. The applicant will be responsible for the authenticity of submitted information, other documents and photograph. Submission of any false and/or suppression /concealment of facts shall lead to rejection/ cancellation of selection/recruitment.
28. No correspondence/queries will be entertained from candidates regarding, conduct and result of written Test and reasons for not being called for Written Test.
29. In case of need of any assistance or clarifications please contact: recruitment@aiimsraipur.edu.in - please mention your Application ID & Post applied in the Subject line of your e-mail.
30. For any updates please visit the Institute website i.e. aiimsraipur.edu.in regularly.

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