



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: The Ministry of Health & Family Welfare, Government of India has set up an autonomous Institution of National Importance - AIIMS Bhopal, dedicated to Medical Education Healthcare and Research. Applications are invited from Indian Nationals in the prescribed form through online mode for filling up of various **Group A, B & C posts in Nursing College, AIIMS Bhopal on substantive basis**. Essential qualification, eligibility for each post will be as per All India Institute of Medical Sciences, New Delhi and Indian Nursing Council (INC).

II. Last date Application filing will close at 5:00 PM Tuesday the 16th July, 2013

III. Application Process: 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

IV. Application fee: Application fee 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: Bank of Baroda Account No. 45340100000148, IFSC code BARBOAIIMSX. This fee once remitted will not be refunded.

V. Applicants from other Institutions: Those who are working in Central/State Government /Semi Government Autonomous institutes will have to submit "No Objection Certificate" from their respective organization at the time of interview only. Please do not post or send hard copies.

VI. Attested photocopies of Degrees, Certificates, Mark sheets, Age proof, Caste certificates etc. may be annexed to the hard copy of the application to be produced in original along with photocopy for verification at the time of interview.

VII. 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.

Clarifications & Enquiries: recruitment@aiimsbhopal.edu.in

VIII. 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

IX. 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

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

XI. 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 |

Clarifications & Enquiries: recruitment@aiimsbhopal.edu.in

| | | | | | |
|---|---|---|---|----------|--|
| 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 |
| 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

Clarifications & Enquiries: recruitment@aiimsbhopal.edu.in