



अखिलभारतीय अयुर्विज्ञानसंस्थान, 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/Rectt. Cell/Gr. A/Non- Faculty/ 2018 /02 Date: 03/03/2018

**RECRUITMENT OF NON-FACULTY POSTS (GROUP A) 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):

S.N.	Name of Post, Pay scale & Grade Pay, Essential Qualifications & Experience etc.	Age Limit for Direct Recruits	Total no. of Posts
1.	<p><u>Deputy Medical Superintendent</u> <u>Group 'A'</u> Pay Band -3 of Rs. 15,600-39,100 with Grade Pay of Rs. 6,600 + NPA</p> <p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none">1. A recognized medical qualification included in I or II Schedule or Part II of the 3rd Schedule (other than the licentiate qualifications) to the Indian Medical Council Act 1956 Holders of educational qualifications included in Part-II of the 34th Schedule should fulfill the conditions stipulated in subsection (3) of the Section 13 of the Indian Medical Council Act. 1956.2. MD (Hospital Administration) / MHA recognized by Medical Council of India Or3. MD/MS in any clinical specialty with 3 years' experience in Hospital administration of a 200 bedded hospital.	Between 21-40 years of age	06 (UR-05, OBC-01)
2.	<p><u>Public Relation Officer</u> <u>Group 'A'</u> Pay Band -3 of Rs. 15,600-39,100 with Grade Pay of Rs. 6,600</p> <p><u>Essential Qualification & Experience:</u> A Degree from a recognized University / institution with a Post-Graduation / Diploma in Public Relations / Corporate Communication / Journalism / Mass Communication with 10 years' experience in the field of Public Relations / Corporate Communication / Journalism / Mass Communication.</p>	Between 30-45 years of age	01 (UR)
3.	<p><u>Accounts Officer</u> <u>Group 'A'</u> Pay Band -3 of Rs. 15,600-39,100 with Grade Pay of Rs. 5,400</p> <p><u>Essential Qualification & Experience:</u> Graduate in Commerce with at least 55% in aggregate,</p>	Between 21-35 years of age	02 (UR)

	Experience: 3 Years' experience in Supervisory capacity in Govt. Organization. <u>Desirable :</u> Chartered Accountant/ Cost Accountant or MBA (Finance).		
4.	Law Officer Group 'A' Pay Band -3 of Rs. 15,600-39,100 with Grade Pay of Rs. 5,400 <u>Essential Qualification& Experience:</u> 1. Degree in law or equivalent. 2. Should be a qualified legal practitioner with experience of minimum period of six years.	Between 30-45 years of age	01 (UR)
5.	Senior Dietician (Assistant Food Manager) Group 'A' Pay Band -3 of Rs. 15,600-39,100 with Grade Pay of Rs. 5,400 <u>Essential Qualification& Experience:</u> 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. and 6 years' experience in the line preferably in 200 bedded Hospital	Between 21-40 years of age	01 (UR)

Note :-

- The above vacancies are provisional and subject to variation. The Director, AIIMS, Bhopal reserves the right to vary the vacancies including reserved vacancies, as per the Govt. of India Rules/Circulars, guidelines and the direction issued on the subject.
- Reservation will be as per Government of India Policy.
- The cut-off date to determine the maximum age limit, essential qualification & experiences will be the last date of submission of online application i.e 01.04.2018 (Sunday).
- The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.
- Post wise suitability for identified categories of Persons with Disability (PwD):

Sr. No.	Name of the Post	Categories of Disabled Eligible for the post
1	Deputy Medical Superintendent	OA/OL
2	Public Relation Officer	OA/OL/BL/B/LV
3	Accounts Officer	OA/OL/BL/HH
4	Law Officer	OL/BL/OAL/B/LV

ABBREVIATIONS USED :

OL=One Leg, BL=Both Leg, OA=One Arm, OAL=One Arm and One Leg, B=Blind, LV=Low Vision, HH= Hearing Handicapped.

- 4% of the total posts will be horizontally reserved for PH Candidates as per Reservation Rules. The Reservation of PH will be applicable for the post for which it is identified for.
- The definition of different categories of disabilities, for the purpose of age relaxation, will be same as per Govt. of India instructions.
- 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.
- Only such persons would be eligible for reservation under PH 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.

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 03.03.2018 (Saturday). The last date of online submission of applications will be 01.04.2018 (Sunday). 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.
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.

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 and other relevant testimonials by speed post/registered post only on or before 05:00 PM of 11.04.2018 (Wednesday) to the following address:

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 'A' post of

In absence of submission of duly filled and signed hardcopy of application along with relevant

enclosures within due date, the candidature of the applicant shall be summarily rejected. Institute will not be responsible for any postal delay at any stage.

4. **Documents:** Printed copy of on-line application form and the attested photocopies of the following along with the originals must be produced at the time of interview:
- (I) *'No Objection Certificate -NOC'* would be applicable from their respective organization, for those candidates who are working in Central/State Government /Semi Government / Govt. Autonomous Institutions.
 - (II) *Degrees, Certificates, Mark-sheets, Age proof, Caste certificates and Experience Certificates etc.*
 - (III) *Medical Council Registration etc. wherever applicable and,*
 - (IV) *Any other relevant document to support of candidature.*

The applicant 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 and signature images are displayed small or not visible in preview on online application that will be understood that the photo/signature are not as per the AIIMS, Bhopal prescribed format and in that case, your application will be rejected. In order to avoid the same, the applicants are advised to be careful while uploading their photo and signature. Both must be visible clearly on Online Application Form.

5. In case a candidate wishes to apply for more than one post, he/she is required to fill in separate application through On-line mode only and also should pay/deposit separate application fees, as prescribed in the advertisement.
6. **Age Relaxation** :- Relaxation in age as shall be applicable, as per Government of India rules.
7. Applicants applying under any of the reserved category posts, viz. SC/ST/OBC/PH will be considered subject of production 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 be 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 for the post(s).
8. **Shortlisting:** Based on online application form with proper submission of hard copy of the same with relevant documents in support of eligibility for the post advertised, Scrutiny/Selection Committee may short-list candidates for written test/interview. Candidates called for the interview will have to produce all the relevant original documents in proof of details furnished in their application at the time of interview.
9. **Mode of selection:** Interview and / or Written Test, depending upon the number of candidates.

10. **APPLICATION FEES:** Rs. 1,000/- (Rupees One Thousand Only).

The applicant should pay prescribed application fees through **On-line mode only via payment gateway of AIIMS, Bhopal**. Transaction/ Processing fee, if any, as applicable will be payable to the bank by the applicant.

Application fee once remitted shall not be refunded under any circumstances.

Only SC/ST/PWD/Women Candidates are exempted from payment of application fee.

11. Applications without the prescribed fee or incomplete in any respect would not be considered and summarily be rejected.

12. 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.
13. The decision of the Competent Authority of AIIMS Bhopal in all matters of this recruitment pertaining to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection (written test/interview), conduct of examination(s), allotment of examination centers, selection and allotment of posts/organizations to selected candidates etc. will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
14. Canvassing of any kind will lead to disqualification of candidature.
15. The prescribed qualification is minimum and merely possessing the same does not entitle any candidate for the selection.
16. 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.
17. All the appointees are expected to conform 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 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.
20. The decision of the competent authority regarding selection of candidates will be final and binding and no representation will be entertained in this regard.
21. 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.
22. All disputes will be subject to jurisdiction of Hon'ble High Court, Jabalpur (M.P.) and CAT, Jabalpur Branch.
23. Request for conduct of Interview through Telephone/video conference or in any other mode will not be considered.
24. 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.

25. Name of the shortlisted candidates will be displayed in the Institute website and intimation shall be sent on e-mail provided by applicants in their application forms. No separate intimation will be sent by post. Beside, all information regarding Interview schedule/updates pertaining to this advertisement including written test, interview and result etc. will be displayed on the AIIMS Bhopal official website www.aiimsbhopal.edu.in

For Clarification & Enquiries:

Mail to : recruitment@aiimsbhopal.edu.in

Contact No. : 0755- 2672334

Deputy Director (Admin.)
AIIMS Bhopal

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