



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)
All India Institute of Medical Sciences, Raipur (Chhattisgarh)
Tatibandh, GE Road,
Raipur-492 099 (CG)
www.aiimsraipur.edu.in

Advt. No. Admin./Tech. Gr.-B/02/2014/AIIMS. RPR

Dated: 25th Sept. 2014

Online applications are invited in the prescribed format from suitable candidates for filling up following **Group 'B'** posts on **CONTRACT BASIS** for a period of 11 months or till regular appointments are made against these posts, whichever is earlier, in All India Institute of Medical Sciences, Raipur. The details about the posts are as under: -

S. No.	Name of Post	Consolidated Pay (Rs.)	No. of post	UR	OBC	SC	ST
1	Technical Officer (Technical Supervisor)	Rs. 27000/-	7	5	1	1	0
2	Bio Medical Engineer	Rs. 27000/-	1	1	0	0	0
3	PACS Administrator	Rs. 27000/-	1	1	0	0	0
4	Radiographic Technician Grade- 1	Rs. 26000/-	6	5	1	0	0
5	Technical Assistant/ Technician	Rs. 26000/-	30	16	8	4	2
6	Prosthetic & Orthotic Technician	Rs. 26000/-	1	1	0	0	0
7	TB & Chest Disease Health Assistant	Rs. 26000/-	1	1	0	0	0
8	Electro Cardiograph Technical Assistant	Rs. 26000/-	1	1	0	0	0
9	Legal Assistant	Rs. 27000/-	1	1	0	0	0
10	CSSD Supervisor	Rs. 27000/-	1	1	0	0	0
11	CSSD Technician	Rs. 26000/-	3	3	0	0	0
12	Assistant Accounts Officer	Rs. 27000/-	1	1	0	0	0
13	Jr. Reception Officer	Rs. 26000/-	1	1	0	0	0
14	Junior Accounts Officer (Accountant)	Rs. 26000/-	6	6	0	0	0
15	Office Assistants	Rs. 26000/-	20	11	5	3	1
16	Personal Assistants	Rs. 26000/-	5	4	1	0	0
17	Private Secretary	Rs. 27000/-	5	4	1	0	0
18	Warden (Hostel Warden)	Rs. 26000/-	4	3	1	0	0
19	Chief Cashier	Rs. 27000/-	1	1	0	0	0
20	Librarian-I	Rs. 27000/-	2	2	0	0	0
21	Librarian-III	Rs. 26000/-	4	3	1	0	0
22	Assistant Store Officer	Rs. 27000/-	4	3	1	0	0
23	Store Keeper	Rs. 26000/-	15	9	3	2	1
24	Speech Therapist	Rs. 26000/-	1	1	0	0	0
Total			125	85	23	10	4

Director, AIIMS
Raipur (C.G.)

The number of vacancies is subject to change. Reservation will be as per Government of India policy.

- I. Application Process:** Online Applications are invited from Indian Nationals in the prescribed format for the posts of Group "B" Post in AIIMS Raipur on contract basis for 11 months only.

Essential qualifications, eligibility criteria for each post will be as mentioned below. Certificates / PG degrees recognized by MCI/Nursing Council of India /Other statutory Board are equivalent in the concerned subjects.

Detailed advertisement is hosted at the website of AIIMS Raipur i.e. www.aiimsraipur.edu.in.

- II Application Fees:** Application fees for General/OBC candidates is **Rs. 600/-**, fees for SC/ST candidates is Rs. **200/-**. Fees shall be paid through online transfer module only.
- III. Last Date of Application:** The on-line filling up of application form will start on **30-09-2014** and automatically close on **15-10-2014 at 5:00 pm**.
- IV. Annexures:** Photocopy of application form and the attested photocopies of the following along with the originals must be brought at the time of interview only.
1. 'No Objection Certificate – NOC' for those who are working in Central/State Government/Semi Government Autonomous Institutions from their respective organization.
 2. Degrees, Certificates, Mark -sheets, Age proof, Caste certificates and Experience Certificates etc.
- V. Age:**
1. Age limit refers to completed age as mentioned in eligibility criteria, in years as on last date of submission of application form.
 2. Age relaxation of 5 years for SC/ST, 3 years for OBC candidates as per rules.
 3. In the case of Orthopedic 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.
- VI. 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.
 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
- VII. 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.
- VIII. Site of Interview/written Examination:** Interviews/ written examination will be held at Raipur. No TA/DA will be paid for that.
- IX. Eligibility criteria:** These are given in the table below.

S. No.	Name of Post	Age Limit between	Eligibility Criteria
1	Technical Officer (Technical Supervisor)	Not exceeding 35 years	B.Sc. in concerned stream OR 12th Class Pass with Science, And 5 years regular service In the grade of technician in concerned department at Central/State Govt./ PSU/Autonomous Hospital or minimum 150 bedded tertiary care hospital/ Medical College. AND Experience of 3 years working as Technician in concerned department at Central/State Govt./PSU/Autonomous Hospital or minimum 150 bedded tertiary care hospital/ Medical College. Desirable Qualification & Experience Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.
2	Bio Medical Engineer	21-35 Year	B.E./ B.Tech in Bio Medical Engineering from recognized Institution/University Or Diploma Bio Medical Engineering from a recognized Institution with 2 years experience in relevant field.
3	PACS Administrator	21-35 Year	Essential: BE/B. Tech in (Electronics/Comp.Sc) / MCA + 2 years experience in Medical IT systems/ PACS
4	Radiographic Technician Grade- 1	21-35 Year	B.Sc. (Hons.) (3 years) in Radiography from a recognised Univ./ Institution. OR (i) 10+2 with Science Subjects or equivalent from a recognised Board/ University. (ii) Diploma (2 years course) in Radiography Techniques from a recognised Institution (iii) 1 year experience as Radiographer
5	Technical Assistant/ Technician	25-35 year	B.Sc. in concerned stream OR 12th Class Pass with Science, And 5 years regular service In the grade of technician in concerned department at Central/State Govt./ PSU/Autonomous Hospital or minimum 150 bedded tertiary care hospital/ Medical College. Desirable Qualification & Experience Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.
6	Prosthetic & Orthotic Technician	21-30 Year	Bachelor's degree in Prosthetics & Orthotics from a Institution / University recognized by Rehabilitation Council of India Registration with the Rehabilitation Council of India Desirable: 2 years experience in the field

S. No.	Name of Post	Age Limit between	Eligibility Criteria
7	TB & Chest Disease Health Assistant	21-30 Year	B.Sc. (Hons) Nursing from a recognized Institute/University Or Diploma in Nursing with 2 years of relevant experience
8	Electro Cardiograph Technical Assistant	21-30 Year	10+2 in Science with Certificate/Diploma Course in Echocardiography from recognized institute and 2 years experience in the field.
9	Legal Assistant	Between 30-40 years	Graduate with experience of minimum period of three years assisting a qualified legal practitioner/ firm or as Legal Assistant in Legal Department of a Govt. Organisation.
10	CSSD Supervisor	(Between 21-35 years)	B. Sc with three years experience in the CSSD in any Govt/ PSU Hospital or similar in any hospital/institute of repute (Minimum 150 bed hospital). Preference will be given to candidates with Certificate/ Diploma course in CSSD Techniques from Govt/ Autonomous body in addition to above. Desirable Qualification & Experience Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.
11	CSSD Technician	Between 21-35 years	B. Sc. In CSSD OR 10+2 with Science with five years experience in the CSSD. Preference will be given to candidates with Certificate/ Diploma course in OT Techniques from recognized Hospital / Institutions Work experience shall be considered, if candidate has worked in private or public sector/Hospital of atleast 150 beds. Desirable Qualification & Experience Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.
12	Assistant Accounts Officer	Between 21-35 years	<u>Essential Qualification:</u> Graduate in Commerce or Economics or MBA Finance. OR Should be a Chartered Accountant OR Possessing a Degree <u>Experience:</u> 5 years' experience of handling accounts work as an Accountant in Govt. or in any reputed organisation.
13	Jr. Reception Officer	Up to 35 years	ESSENTIAL: 1. Degree from a recognized University. Desirable: 1. Post-graduate Diploma in Journalism/ Public Relations. 2. Experience in Public Relations/Publications/Printing/Publishing. 3. Exposure to working on Personal Computer.
14	Junior Accounts Officer (Accountant)	Between 21-30 years	Qualifications: 1. Graduate in Commerce. 2. Possessing two years Experience of handling accounts work in Government Organization.

S. No.	Name of Post	Age Limit between	Eligibility Criteria
15	Office Assistants	Between 21-40 years	<ol style="list-style-type: none"> 1. Degree of a recognised university or its equivalent. 2. 5 years of experience as UDC or in equivalent post and working knowledge of govt. rules and regulations. 3. Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi. 4. Good working knowledge of Computers <p>Desirable Qualification & Experience Experience of working in an Academic or Health care unit Preference will be given to applicant already working in State/Central Govt/PSU/Autonomous bodies.</p>
16	Personal Assistants	Between 21-40 Years	<ol style="list-style-type: none"> 1. Matriculation/ 10+2 board exam 2. Skill norms: Dictation – 10 mins @ 80 wpm Transcription – 50 mins (English), 65 mins (Hindi) on a computer , Typing 100 wpm (English) (certificate from State Council for Vocational Training required) 3. Excellent command over English and Hindi (Written and verbal) AND 4. 5 years of experience of similar work from a institute of repute. <p>Desirable Qualification & Experience 1. Graduate in any discipline from a recognised University 2. Preference will be given to applicant already working in State/Central Govt / PSU / Autonomous bodies.</p>
17	Private Secretary	Between 21-35 years	<ol style="list-style-type: none"> 1. Graduate in any discipline from a recognised University 2. Skill Test norms: Dictation – 10 mins @ 80 wpm Transcription – 50 mins (English), 65 mins (Hindi) on a computer , Typing 100 wpm (English) Stenographers with 5 years of regular service in the grade, and qualifying a Departmental Test for a speed of 100 w.p.m. in Stenography(English/ Hindi) 3. Excellent command over English and Hindi (Written and verbal) <p>Desirable Qualification & Experience Preference will be given to applicant already working in State/Central Govt./PSU/Autonomous bodies.</p>
18	Warden (Hostel Warden)	Between 30-45 Years	<p>Qualifications:</p> <ol style="list-style-type: none"> 1. Graduate from recognized University/ Institute. 2. Diploma/ Certificate in House Keeping/ Material Management/ Public Relations/ Estate Management. <p>Possessing two years' Experience of handling hostels in Government/ Reputed Organization.</p>
19	Chief Cashier	Between 21 to 35 Years	<p>Qualifications:</p> <ol style="list-style-type: none"> 1. Graduate in Commerce. 2. Possessing five years' Experience of handling cash and accounts work in Government Organization.
20	Librarian-I	Between 21-35 years	<p>Qualifications:</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Bachelor Degree in Library Science or Library and Information Service from a recognized University/Institute. <p>Or</p> <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>and</p> <ol style="list-style-type: none"> 2. 5 years' experience in a library of repute. 3. Ability to use computers- Hands on experience in office applications, spread sheets and presentations. <p>Desirable: Diploma in Computer Application from a recognized University or Institute.</p>

S. No.	Name of Post	Age Limit between	Eligibility Criteria
21	Librarian-III	Between 21-30 years	<p>Qualifications:</p> <p>Essential B.Sc. Degree or equivalent from a recognised University : and Bachelor's Degree or equivalent in Library Science from a recognised University or Institute.</p> <p>Desirable Two years 'experience of acquisition of books, periodicals, and documentation work in a library of standing or repute- Typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p>
22	Assistant Store Officer	Between 21-35 years	<p>Qualifications:</p> <p>A) (i) Master's Degree in Economics/ Commerce/ Statistics. (ii) Three years' experience in handling stores, preferably medical Stores in Govt., Public or Private Sector.</p> <p>OR</p> <p>(B) (i) Bachelor's Degree in Economics/ Commerce/ Statistics. (ii) Post-graduate Degree/Diploma in Material Management of a recognized University/Institution or equivalent. (iii) Three years' experience in handling stores, preferably medical Stores in Govt., Public or Private Sector.</p>
23	Store Keeper	Between 21-35 years	<p>Qualifications:</p> <p>Master's Degree in Economics/ Commerce/ Statistics OR (i) Bachelor' degree in Economics/ Commerce/ Statistics. (ii) Post-graduate Degree/ Diploma in Material Management of a recognised University /Institution or equivalent.</p> <p>OR</p> <p>(i) Degree of a recognised University or equivalent & (ii) Post-graduate degree/ Diploma in Material Management of a recognised University/Institution;</p> <p>OR</p> <p>(i) Diploma in Pharmacy from a recognised Institution/ Boards; (ii) Three years' experience in drug store of a hospital or a well established pharmaceutical govt concern / pvt. Institute of repute.</p> <p>Desirable Qualification & Experience Three years' experience in storing, distribution & handling of drugs, preferably medical stores in Govt. public or private Sector. & experience in keeping accounts of the same.</p>
24	Speech Therapist	Between 21-35 years	<p>Essential: B.Sc. Degree in Speech and Hearing from a recognized Institution/University.</p> <p>Desirable: (i) M.Sc. in Speech and Hearing (ii) Clinical experience in a hospital in the field</p>

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. He/She may have to work in shifts and can be posted at any place in the institute.
5. He/She is expected to conform to the rules of conduct and discipline as applicable to the institute employees.
6. The candidate should not have been convicted by any Court of Law.
7. 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 appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
8. The decision of the competent authority regarding selection of candidates will be final and no representation will be entertained in this regard.
9. Applications incomplete in any aspect will be summarily rejected.
10. 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.
11. The appointment will be subject to review.
12. All disputes will be subject to jurisdictions of Court of Law at Raipur.