

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR,
DUMUDUMA, BHUBANESWAR, ODISHA, PIN-751019**

Walk-in-Interview for contractual engagement at AIIMS, Bhubaneswar

Advertisement No. AIIMS/BBSR/Admin/37 (003)

Dt. 02/07/2013

Applications are invited from eligible candidates to appear for Walk-in interview for the following posts on contractual basis.

SI No.	Name of Post	No. Of Posts	Consolidated Monthly Emoluments	Date of Walk-in-Interview
1.	Asst. Store Officer	02	Rs. 21,600/-	16.07.2013
2.	Asst. Security Officer	01	Rs. 20,800/-	17.07.2013
3.	Librarian Grade – III	01	Rs. 20,800/-	18.07.2013
4.	Warden	02 (01 male + 01 Female)	Rs. 20,800/-	19.07.2013

For details of educational qualifications, age and eligibility etc., kindly visit the institute's website <http://www.aiimsbhubaneswar.edu.in>. The application form, which is available on the site, has to be downloaded filled in and brought along at the time of interview. Candidates are also requested to bring self-attested copies of certificates, testimonials and two copies of recent passport size colour photographs. The candidate if currently employed, will be required to submit "No Objection Certificate" from the employer at the time of interview.

The period of contractual engagement will be 11 months or till the joining of regular appointee whichever is earlier.

Candidates are requested to appear for interview at 10 AM at Board Room, AIIMS, Bhubaneswar on the dates mentioned against the written test and personal interview. Depending on the number of applicants a written test may be conducted followed by interview for the short listed candidates on the same day.

Administrative Officer,
AIIMS Bhubaneswar

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR,
DUMUDUMA, BHUBANESWAR, ODISHA, PIN-751019**

Walk-in-Interview for contractual engagement at AIIMS, Bhubaneswar

Advertisement No. AIIMS/BBSR/Admin/37 (003)

Dt. 02.07.2013

Applications are invited from eligible candidates to appear for Walk-in-Interview for the following posts on contractual basis. Candidates are requested to submit their applications in the prescribed format along with self-attested copies of certificates & testimonials, two copies of recent passport size colour photographs.

Sl No.	Name of Post	No. Of Posts	Consolidated Monthly Emoluments	Date of Walk-in-Interview
1.	Asst. Store Officer	02	Rs. 21,600/-	16.07.2013
2.	Asst. Security Officer	01	Rs. 20,800/-	17.07.2013
3.	Librarian Grade – III	01	Rs. 20,800/-	18.07.2013
4.	Warden	02 (01 male + 01 Female)	Rs. 20,800/-	19.07.2013

Eligibility:

A. Asst. Store Officer

1. Essential Qualification:
 - i. Master's Degree in Economics/Commerce/Statistics. Three years' experience in handling stores in Healthcare sector.
 - Or
 - ii. Bachelor's Degree in Economics/Commerce/Statistics. Five years' experience in handling stores in Healthcare sector.
2. Desirable:
 - i. Post-graduate Degree/Diploma in Materials Management from a recognised Institution.
3. Responsibilities:
 - i. This role is responsible for analyzing the procurement and construction patterns and providing inputs to improve and streamline the procurement process., issuing purchase orders., conducting quarterly physical verification of items, checking the personal registers, movement registers, stock registers, indent books and other registers maintained by the staff under his / her charge, interfacing with external stakeholders such as Banks for Letters of credit and Bank Guarantees etc.

B. Asst. Security Officer

1. Essential:
 - i. Armed Forces personnel of the rank of Subedar or Inspectors of Police from Civil/ Para Military Forces.

2. Desirable:
 - i. Experience for at least 5 years working in similar capacity preferably in a Hospital/Medical Institution of repute.
3. Responsibilities:
 - i. This role is responsible for assisting the Dy. Chief Security Officer / Security officer in the overall functioning of the department. The role is involved in the development of the institutes policies, standards and plans for fire and security; supervises the functioning of the security and fire staff; monitors and ensures that safety standards and fire prevention steps are being adhered to; maintains security systems; attends to breaches; tracks past incidents, analyzes them and take steps to prevent recurrence; ensures that fire handling procedures are followed and equipment is tested periodically; provides inputs in the design of emergency plans.

C. Librarian Grade III

1. Essential Qualification:
 - i. B.Sc. Degree of a recognized University or equivalent;
 - ii. Degree or equivalent Diploma in Lib. Science of a recognized Institution or University; and
 - iii. Two years' experience in a library of standing.
2. Ability to use computers.
3. Responsibilities:
 - i. This role shall respond to daily requests for information services, issue / receive books / journals, train library users to use the library catalogue, internet and other electronic resources, trace bibliographical details like ISBN, place of publication on the data sheets for the old titles to be entered into computer database and maintain necessary records.
 - ii. This role shall also carry out manage the book bank, provide bibliographical / documentation and binding services.

D. Warden

1. Essential Qualification:
 - i. Possessing a Degree plus a Certificate/Diploma in House Keeping/ Materials Management/Public Relations/ Estate Management.
2. Responsibilities:
 - i. This role is responsible for the overall and efficient functioning of the hostels. This role looks into hostel related activities such as management of the mess/cafeteria, maintenance of hostel equipment and furniture; attends to student issues, coordinates with engineering to ensure that necessary repairs are carried out; maintains hostel accounts/inventory; coordinates with the security in-charge for hotel security.

Age limit: (As on 01.07.2013) - Not exceeding 35 years.

The applicants should satisfy themselves regarding their eligibility for the aforesaid post and must fulfill all the eligibility criteria on or before 01.07.2013, failing which their candidature will be rejected.

Period of engagement: Contractual engagement will be for 11 months or till the joining of regular appointee whichever is earlier. Engagement on contractual basis will not confer any claim as of right or otherwise for consideration for regular engagement in AIIMS, Bhubaneswar.

Reservation rules of Government of India will be applicable as per rule. Candidates applying under any of the reserved category viz. SC/ST/OBC will be considered subject to submission of Caste certificate on a prescribed format issued by the competent authority.

Essential documents: All the original certificates/documents will be verified at the time of Interview. All candidates must bring the following original certificates along with one set of photocopy, duly attested, viz.:

1. Certificate showing the Date of Birth.
2. Certificate of passing High School or its equivalent from a recognized University/Board.
3. Certificate showing qualifying examination from recognized Institution.
4. Caste certificate if applied under SC/ST/OBC category issued by the competent authority.
5. "No Objection Certificate" if in employment.
6. Experience Certificate, if any.

Taxes will be deducted as per government of India rules

Date of interview: Candidates are requested to appear for interview at 10 AM at Board Room, AIIMS, Bhubaneswar on the date mentioned against the post.

Administrative Officer
AIIMS, Bhubaneswar

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR,
DUMUDUMA, BHUBANESWAR, ODISHA, PIN-751019**

APPLICATION FOR THE POST OF

1. Full Name in Block letters :
2. Father's/Husband Name :
3. Date of Birth :
4. Age (as on 01.07.2013) :
5. Sex :
6. Permanent Address in Full :
7. Present Address in Full :

Affix passport size self-attested colour photograph here.

8. Nationality (State whether by birth or by domicile):

9. Do you belong to Schedule Caste/Schedule Tribe/OBC? :

10. Details of Examination passed from Matriculation/School leaving certificate onwards:

Sl.No	Name of School/College with Address	Examination Passed & Year of passing	Division/ Class Obtained

11. (a) Experience

Sl.No	Name of the Institution	Name of the Employer	Post(s) held		Nature of duty
			From	To	

b) Whether No Objection Certificate from the Employer is attached, if not, reason thereof:

Declaration

I hereby declare that the entries made in this form as above is true and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect my candidature/services are liable to be terminated without any notice.

Place:
Date:

Signature of applicant

