



All India Institute of Medical Sciences, Bhubaneswar
Sijua, Post: Dumuduma, Bhubaneswar - 751 019

No.AIIMS/BBSR/Admin/ Regular Group A & B/2014/

28th February 2014

VACANCY NOTICE

ONLINE APPLICATIONS are invited in the prescribed pro-forma from suitable candidate for filing up following Group “C” posts on **DIRECT RECRUITMENT BASIS** in All India Institute of Medical Sciences, Bhubaneswar. The qualification and experiences etc. are as under. The detail Terms & Conditions are available on the website:www.aiimsbhubaneswar.edu.in

Sl. No.	Name of Post	Scale of Post Pay Band	Age Limit Year	Educational Qualifications	No. of Posts
1.	Pharmacist Grade-II	Rs.5,200-20,200 + GP Rs.2800/-	30 Years	<p>Essential:</p> <p>(i) Diploma in Pharmacy from a recognized Institution/Board.</p> <p>(ii) Should be a registered Pharmacist under the Pharmacy Act, 1948.</p> <p>Desirable:</p> <p>(i) Degree in Pharmacy from a recognised Institution/University.</p> <p>(ii) Experience in dispensing and / or storage and dispensing of drugs in a reputed hospital or institution or in drug store or a pharmaceutical concern.</p>	27 UR-14 OBC-7 SC-4 ST-2
2.	Artist (Modeller)	Rs.5,200-20,200 + GPRs. 2800/-	30 Years	<p>Essential:</p> <p>I. Diploma/Certificate in Fine Arts/ Commercial Arts/ Modelling from a recognized Institution/ University.</p> <p>II. 03 years' experience in illustration and modelling, preferably in a teaching Institution.</p> <p>Desirable:</p> <p><u>Qualification:</u> Degree in Graphic Design, preferably qualification in education, media and communication.</p> <p><u>Job Description:</u> The Principal duties of the Artist are to work in close Co-ordination with the Educational Medical Generalist and be responsible for providing computer graphic services based on existing methods (manual/computer) or new emerging technologies to the faculty to meet teaching, learning, research and dissemination need of the Institute: There are:-</p>	14 UR-8 OBC-3 SC-2 ST-1

				<ul style="list-style-type: none"> i. Designing and production of slides on screen presentations and printing materials/posters for scientific presentations, keeping in mind the principle of design. ii. Provide graphic inputs for the production of video/CD and multimedia presentations and new emerging techniques of presentations. iii. In addition, the current demands would mean a person who is capable of handling graphic data on computer and use graphic software including animation. 	
3.	Sanitary Inspector Grade-II	Rs.5,200-20,200 + GP Rs.2800/-	30 Years	<ul style="list-style-type: none"> 1. Matriculation or equivalent from a recognised board. 2. Certificate of Sanitary Inspector course. 3. Not less than 4 years of experience in the line, preferably in a Hospital of repute. 	18 UR-11 OBC-4 SC-2 ST-1
4.	Gas Steward (Gas Keeper)	Rs.5,200-20,200 + GP Rs.2800/-	35 Years	<p>For Direct Recruitment:-</p> <ul style="list-style-type: none"> 1. Trade Certificate or ITI Diploma in Mech. Eng. 2. Seven years practical experience in skilled capacity in a workshop or a mechanical construction equipment out of which at least 4 years should be in a big oil gas generator plant. 	02 UR-2
5.	Manifold Technicians (Gas Steward)	Rs.5,200-20,200 + GP Rs.2800/-	35 Years	<p>For Direct Recruitment:-</p> <ul style="list-style-type: none"> 3. Trade Certificate or ITI Diploma in Mech. Eng. 4. Seven years practical experience in skilled capacity in a workshop or a mechanical construction equipment out of which at least 4 years should be in a big oil gas generator plant. 	06 UR-5 OBC-1
6.	Lab-Technician	Rs.5,200-20,200 + GP Rs.2800/-	30 Years	<p>Essential:</p> <p>Degree in Science, from a recognized University.</p> <p>OR</p> <ul style="list-style-type: none"> I. 12th Class pass with Science subjects (in 10+2 system) or Intermediate (Science) or equivalent from a recognised University/Intuition. II. Diploma in Medical Laboratory Techniques from a recognised Institute and III. One year experience in a Medical Laboratory 	01 UR-1
7.	Stenographer (S)	Rs.5,200-20,200 + GP Rs.2400/-	27 Years	<ul style="list-style-type: none"> 1. 12th Class pass or equivalent qualification from a recognized Board or University. <p>OR</p> <p>Matriculation or equivalent qualification from a recognized board or University with 5 years' service (regular or ad-hoc) as Stenographer in Govt. Organization/Institution.</p> <ul style="list-style-type: none"> 2. Skill Test Norms <u>Dictation</u>: 10 minutes @ 80 w.p.m. <u>Transcription</u>: 50 minutes (English) & 65 mts (Hindi) (only on computers) 	18 UR-11 OBC-4 SC-2 ST-1

8.	Stenographer	Rs.5,200-20,200 + GP Rs.2400/-	27 Years	<p>1. 12th Class pass or equivalent qualification from a recognized Board or University. OR Matriculation or equivalent qualification from a recognized board or University with 5 years' service (regular or ad-hoc) as Stenographer in Govt. Organization/Institution.</p> <p>2. Skill Test Norms <u>Dictation</u>: 10 mts @ 80 w.p.m. <u>Transcription</u>: 50 mts (English) & 65 mts (Hindi) (only on computers)</p>	16 UR-9 OBC-4 SC-2 ST-1
9.	Medical Record Technician (Record Clerk)	Rs.5,200-20,200 + GP Rs.2400/-	30 Years	<p>Essential:</p> <p>1. 12th Class pass, preferably in Science or equivalent from a recognised Board/ University and</p> <p>2. Certificate in Medical Records from a recognised institute or authority issued after not less than 6 months training course).</p> <p>Desirable:</p> <p>Experience of having handled medical records in a Hospital/Medical Institute, of repute.</p>	18 UR-11 OBC-4 SC-2 ST-1
10.	Dark Room Assistant Grade-II	Rs.5,200-20,200 + GP Rs.2400/-	30 Years	<p>Essential:</p> <p>i. Matriculation or its equivalent from a recognised Board/School.</p> <p>ii. Diploma or Certificate in Radiography (or minimum one year duration) from a recognised institution.</p> <p>Desirable:</p> <p>One year experience as Dark Room Assistant in a Hospital.</p>	05 UR-4 OBC-1
11.	Medical Record Technicians	Rs.5,200-20,200 + GPRs. 2400/-	30 Years	<p>Essential:</p> <p>1. 12th Class pass, preferably in Science or equivalent from a recognised Board/ University; and</p> <p>2. Certificate in Medical Records (from a recognised institute or authority issued after not less than 6 months training course)</p> <p>Desirable:</p> <p>Experience of having handled medical records in a Hospital/ Medical Institute or repute.</p>	20 UR-11 OBC-5 SC-3 ST-1
12.	Senior Mechanics (A/C & R)	Rs.5,200-20,200 + GP Rs.2400/-	35 Years	<p>(a) Matriculation or equivalent;</p> <p>(b) Must have undergone a minimum of 12 months. Refrigeration Mechanic or equivalent course in recognised Tech. Instt. And must have served one year's apprenticeship in a reputed firm or organisation of Air conditioning and Refrigeration Engineers. OR Two years apprenticeship in a reputed firm or organisation of air conditioning and Refrigeration Engineers; and</p> <p>(c) A minimum of 4 years' experience as an Air conditioning or Refrigeration</p>	06 UR-5 OBC-1

				<p>Serviceman or a Mechanic or in any other skilled capacity or in the maintenance and installation of various types of Air conditioning and Refrigeration appliances.</p> <p>Note: - Para (b) is relaxable in the case of persons having 6 years' experience in the air conditioning and refrigeration side.</p>	
13.	Senior Mechanics (E & M)	Rs.5,200-20,200 + GP Rs.2400/-	35 Years	<p>1. Trade certificate or ITI Diploma in Mechanical Engineering from a recognised Institution.</p> <p>2. 8 years practical experience in skilled capacity in workshops or on mechanical construction equipment</p> <p>Trade Test</p> <p>As in Annexure</p> <p>TRADE TEST FOR THE GRADE OF SENIOR MECHANIC (E&m)</p> <p>Dral</p> <p>A. Must be literate</p> <p>B. Knowledge of the principles of the working of various types of workshop mechanical equipments.</p> <p>C. Knowledge of right type of tools, instruments, jigs and fixtures used in workshops.</p> <p>D. In the case of senior Mechanics specially being tested for Heavy Construction Equipment, Generating sets, Heavy Duty Pumps, Knowledge or the actual working of the particular class of equipment for which Trade Test is being conducted.</p> <p>Practical</p> <p>A. To establish ability to dismantle and refit any major assembly or sub-assembly of mechanical equipment.</p> <p>B. Ability to programme the maintenance or overhaul of mechanical equipment.</p> <p>C. In the case of Senior Mechanics intended for aby special equipment, a practical test to establish ability to handle repair and maintenance works on the particular class of equipment.</p>	02 UR-2
14.	Library Attendant Grade-II	Rs.5,200-20,200 + GP Rs.2000/-	30 Years	<p>Essential:</p> <p>1. Matriculation or equivalent</p> <p>2. Experience of having worked in a Library for at least 2 years</p> <p>OR</p> <p>Certificate in Library Science/Librarianship from a recognised Institution.</p> <p>Desirable:</p>	03 UR-3

				Knowledge of typing	
15.	Driver (Ordinary Grade)	Rs.5,200-20,200 + GP Rs.1900/-	30 Years	<p>i. Valid Driving Licence for driving heavy vehicles.</p> <p>ii. Knowledge of Motor Mechanism</p> <p>iii. Experience : 3 years</p> <p>Desirable:</p> <p>8th passed 3 years' service as Home Guard/Civil Volunteer.</p>	16 UR-9 OBC-4 SC-2 ST-1
16.	Mechanic (A/C & R)	Rs.5,200-20,200 + GP Rs.1900/-	30 Years	<p>1. Pass in Matriculation or equivalent</p> <p>2. Must have undergone a minimum of 12 months Refrigeration Mechanic or equivalent course in a recognised Technical Institute and must have served one year's apprenticeship in reputed firm or organisation of Air-conditioning and Refrigeration Engineers.</p> <p>OR</p> <p>Two years apprenticeship in a reputed firm or organisation of Air conditioning and Refrigeration Engineers.</p> <p>3. A minimum of one years' experience as an Air Conditioning or refrigeration serviceman or as a Junior Mechanic or in any other skilled capacity on the maintenance and installation of water coolers, refrigerators, room air conditioners and small air conditioning and cold storage plants.</p> <p>Note: -In case of candidates with years' experience clause 2 may relaxed.</p> <p>Trade Test:</p> <p>(a) Use of leak detector in testing leak</p> <p>(b) Soft soldering</p> <p>(c) Simple filling and fitting</p> <p>(d) Dismantle and assemble a water pump</p> <p>(e) Pump down a system up to 15 H.P</p> <p>(f) Oiling and greasing</p> <p>(g) Charge oil and gas in a system up to H.P</p> <p>(h) Dismantle and assemble a compress up to 5 H.P</p> <p>(i) Cut a compressor gasket of any type and size.</p>	06 UR-5 OBC-1
17.	Lower Division Clerk (LDC)	Rs.5,200-20,200 + GP 1900/-	27 Years	<p>1. 12th Class or equivalent qualification from a recognized Board or University. Or Matriculation or equivalent qualification from a recognized board or university with 5 years' service (regular or ad-hoc) as Lower Division Clerk in Govt. Organization/Institution.</p> <p>2. A typing speed of 35 w.p.m. in English or 30 w.p.m. in <u>only oncomputer.</u></p>	36 UR-20 OBC-9 SC-5 ST-2
18.	Mechanic (E & M)	Rs.5,200-20,200 + GP Rs.1900/-	30 Years	<p>Academic Qualification:</p> <p>Should have passed ITI diploma certificate in the trade.</p> <p>Professional Knowledge:</p> <p>Trade certificate from a recognized vocation training institute. Three years practical experience in a workshop/department dealing with operation and</p>	04 UR-3 OBC-1

				maintenance of mechanical plants.	
19.	Wireman	Rs.5,200-20,200 + GP Rs.1900/-	30 Years	<p><u>Academic Qualification:</u></p> <p>Should have passed ITI diploma certificate in the trade.</p> <p><u>Professional Knowledge:</u></p> <p>Electrical workman permit/workman's competency certificate electrical workmen/lineman licence (certificate of competency Class-II) or any other equivalent certificate with at least 5 years' experience in the line. Trade test</p>	20 UR-11 OBC-5 SC-3 ST-1
20.	Plumber	Rs.5,200-20,200 + GP Rs.1900/-	30 Years	<p><u>Academic Qualification:</u></p> <p>Should have passed ITI trade certificate course or equivalent in the trade with at least 5 years practical experience in the trade.</p> <p><u>Professional Knowledge:</u></p> <p>Should have at least 5 years' experience as under.</p> <ol style="list-style-type: none"> Should have a working knowledge of the various types of specials used in the plumbing trade of all types of pipes or different materials and be able to estimate requirements for any job entrusted to him. Should have a thorough knowledge of working with various tools used in the trade such as wrenches, spanners, caulking tools, stocks and dies etc. Should be able to make leak-proof joints for all types of pipes (of different materials). Should have a good knowledge of materials that go to form joints and be able to estimate requirement thereof. Should be able to follow drawing and sketches and execute work according to lay out. Should possess plumbing licences in localities where such licences are issued by local authorities. Must be able to carry out overhaul of bibcock, ball valves, sluice valves, including grinding and seating. 	15 UR-9 OBC-3 SC-2 ST-1
21.	Lineman (Electrical)	Rs.5,200-20,200 + GPRs. 1900/-	30 Years	<p>FOR DIRECT RECRUITMENT:-</p> <ol style="list-style-type: none"> 8th Class-II Licence of Lineman (Elect.) from Delhi Admn. Or any other competent authority. Five years' experience as Lineman (Elect.) 	02 UR-2
22.	Operator (E & M) / Lift Operators	Rs.5,200-20,200 + GPRs. 1900/-	35 Years	<p>FOR DIRECT RECRUITMENT(IT MAY PLEASE BE NOTED THAT THE ESSENTIAL QUALIFICATIONS PERSCRIBED ARE RELAXABLE AS COMMISSION'S DISCRETION IN CASE OF CANDIDATES OTHERWISE WILL QUALIFIED)</p> <p><u>Academic Qualification:</u></p> <p>Should have possess ITI Diploma or equivalent qualification in the trade</p>	12 UR-8 OBC-3 SC-1

				<p>Professional Qualification:</p> <p>Electrical workman permit/workman's competency certificate electrical workman's licence (certificate of competency Class-II) or any other equivalent certificate with practical experience of 5 years in handling E & M plants i/e running, maintenance, knowledge of I.C. engines electric wiring, motors, pumps, generating sets.</p>	
23.	Office Attendant Grade-II	Rs.5,200-20,200 + GP Rs.1800/-	25 Years	<p>Essential:</p> <p>Middle School Standard pass</p> <p>Desirable:</p> <p>Training in 'Basic' and 'Refresher' course in Home Guards and Civil Defence.</p>	<p>32</p> <p>UR-17 OBC-8 SC-5 ST-2</p>
24.	Tailor Grade-III	Rs.5,200-20,200 + GP Rs.1800/-	30 Years	<p>Essential:</p> <p>(i) 8th standard pass from a recognised school/Board</p> <p>(ii) Certificate from III or any other recognised Institution in the trade of Tailoring.</p> <p>Desirable:</p> <p>Experience in stitching of various types of clothes.</p>	<p>02</p> <p>UR-2</p>

GENERAL CONDITIONS

1. The aspiring applicants satisfying the eligibility criteria in all respect can submit their applications only through ON-LINE mode. The On-Line registration of applications is made available on AIIMS, Bhubaneswar web site www.aiimsbhubaneswar.edu.in from **12th March 2014, 10.00 AM to 31st March 2014, 5.00 PM**. No documents including the Registration Slip of On-line application form is required to be sent, however, all the applicants are advised to keep a copy of online application form with them.
2. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for and must fulfill all the eligibility criteria on or before 31st March 2014 failing which their application will be rejected.
3. **The On-Line Registration will be closed by 05.00 PM on 31st March 2014.** The candidature of such applicants who fails to complete the online registration by the stipulated date and time will not be considered and no correspondence in this regard will be entertained.
4. The separate online application form duly completed in all respect may be filled for the separate post (s) in case candidate applies for more than one post.
5. **Probation period will be 02 Years from the date of appointment.**
6. Application Fees: For Unreserved/OBC candidates is Rs.500/- (Rs.200/- for SC/ST Candidates). The application fee once remitted shall not be refunded. The candidate can pay the prescribed application fee online through Internet Banking. Transaction/Processing fee, if any, as applicable, will be payable to the Bank by the candidate **to the AIIMS Account Number: 557820110000006, Bank of India, MICR No: 751013019, IFSC Code: BKID0005578.**

Note: The Physically Handicapped candidates are not required to deposit any fee.

7. **Preview of the candidate Photo and Signature must be clearly visible**, if photo/signature image is displayed small or not visible in preview on website, which means 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. Both must be visible clearly on Registration Slip.
8. The candidates are advised to bring Admit Card downloaded from AIIMS, Bhubaneswar website at the time of Written Test/Interview and hand over the same to the Invigilator during marking their attendance, failing which their candidature/performance in the Written Test/Interview will not be considered.
9. Upper age limit is relaxable by 5 years for SC/ST candidates and Government Servants, 3 years for OBC and 10 years for the Physically Handicapped Persons. **The upper age limit shall be determined as on last date of receipt of applications.**
10. The Written Test/Interview will be **held at Bhubaneswar only**. The candidates are advised to download their Admit Card from AIIMS, Bhubaneswar website

www.aiimsbhubaneswar.edu.in as no Admit Card will be sent by post. The Admit Cards will be hosted on AIIMS, Bhubaneswar website.

11. On the basis of written test the candidates will be short-listed for Interview. Date and Time of Interview will be intimated to such candidates separately in due course.
12. i) Candidates applying under any of the reserved category viz. SC/ST/OBC will be considered subject to submission of Caste Certificates on a prescribed format issued by the Competent Authority at the time of Interview. Community should be clearly mentioned in the certificate.
ii) **OBC Candidate's eligibility will be based on Castes borne in the Central List of Government of India.** OBC candidates should not belong to Creamy Layer. Their Sub-caste should match with the entries in the Central List of OBC, failing which their candidature will not be considered under any of the applied reserved category and will be treated as UR.
iii) Physical Disability Certificate should be issued from a duly constituted and authorized Medical Board.
13. All the original certificates/documents will be verified at the time of Interview. On the basis of written test, the shortlisted candidates must bring all original certificates of Essential and Desirable Qualifications along with one set of photocopy, duly attested, viz:
 - i) Copy of downloaded on-line application form.
 - ii) Copy of downloaded Admit Card.
 - iii) Certificate showing the Date of Birth.
 - iv) Caste Certificate if applied under SC/ST/OBC category issued by the Competent Authority.
 - v) Disability Certificate, if applied under PH Category.
 - vi) 'No Objection Certificate' if in regular employment.
 - vii) Experience certificate, if any.
14. Those who are in employment must submit a **"NO OBJECTION CERTIFICATE"** from the employers at the time of Interview.
15. ***Any dispute in regard to any mater referred to herein shall be subject to the jurisdiction of Bhubaneswar and Cuttack Courts only.***

**Administrative Officer
AIIMS, Bhubaneswar**

