



# अखिल भारतीय आयुर्विज्ञान संस्थान, 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](http://www.aiimsbhopal.edu.in)

Advt. No: Admin/AIIMS/Bhopal/Rect.Cell/2019/02

Date: 01/02/2019

## RECRUITMENT NOTIFICATION

### NON-FACULTY POSTS AT AIIMS, BHOPAL ON CONTRACTUAL BASIS

Applications are invited from Indian Nationals fulfilling the eligibility criteria as mentioned below for the following posts purely on contractual basis at AIIMS, Bhopal. The appointment will be for the period not exceeding 06 months or till the joining of regular appointee whichever is earlier:

S.NO.	NAME OF POST, ESSENTIAL QUALIFICATION & EXPERIENCE	AGE LIMIT	TOTAL NO. OF POSTS
1.	<b><u>Technical Assistant/Technician</u></b>  <u>Essential Qualification &amp; Experience:</u>  (i) B. Sc. in Medical Lab Technology or equivalent. (ii) 5 years experience in the concerned field. OR (i) Diploma in Medical Lab Technology or equivalent. (ii) 8 years' experience in the concerned field. OR (i) For posts in Anesthesia/Operation Theatre, B.Sc. in OT Techniques or equivalent with 5 years' experience in concerned field. (ii) 10+2 with Science with Diploma in OT Techniques or equivalent with 8 years' experience in concerned field.	Between 25-35 years of age	40 (UR-20, SC-06, ST-03, OBC-11)
2.	<b><u>Programmer (Data Processing Assistant)</u></b>  <u>Essential Qualification:</u>  BE/B.Tech (Comp. Sc./Comp.Engg.) OR Post Graduation in Computer Application from a recognized University or Institution.	Between 18-30 years of age	02 (UR)
3.	<b><u>Pharmacist Grade II</u></b>  <u>Essential Qualification:</u> (i) Diploma In Pharmacy from a recognised University/Institution (ii) Should be a registered Pharmacist under Pharmacy Act 1948  <u>Desirable:</u> Experience in manufacture/ storage/testing of transfusion fluids in a reputed hospital or industry.	Between 21-27 years of age	27 (UR-14, SC-04, ST-05, OBC-04)
4.	<b><u>Sanitary Inspector Grade II</u></b>  <u>Essential Qualification &amp; Experience:</u> (i) Pass in Class 12 + Health Sanitary Inspector course (1 year duration) from a recognized university / institution (ii) Not less than 4 years of experience in a 200 bedded hospital	Between 18-35 years of age	18 (UR-09, SC-03, ST-04, OBC-02)

5.	<p><b><u>Stenographer</u></b></p> <p><b><u>Essential Qualification:</u></b>  (i) 12th Class or equivalent qualification from a recognized Board or University.  (ii) Skill Test Norms:  Dictation : 10 Minutes @ 80 WPM  Transcription – 50 Minutes English or 65 Minutes Hindi on a Computer</p> <p><b><u>Desirable:</u></b>  Excellent command over Hindi and English (Written and spoken)</p>	Between 18-27 years of age	20 (UR-10, SC-03, ST-04, OBC-03)
6.	<p><b><u>Medical Record Technician</u></b></p> <p><b><u>Essential Qualification &amp; experience:</u></b>  B.Sc. (Medical Records)</p> <p style="text-align: center;">Or</p> <p>10+2 (Science) from a recognized board with At least 6 month Diploma/Certificate course in Medical Record Keeping from a recognized Institute / University and 2 years' experience in Medical Record Keeping in a Hospital Setup</p> <p style="text-align: center;">And</p> <p>Ability to use computers – Hands on experience in office applications, spread sheets and presentations. Typing speed of 35 words per minute in English or 30 words per minute in Hindi</p>	Between 18-30 years of age	18 (UR-09, SC-03 ST-04, OBC-02)
7.	<p><b><u>Electrician</u></b></p> <p><b><u>Essential Qualification &amp; Experience:</u></b>  (i) 10th Class /Standard or equivalent  (ii) ITI Diploma Certificate in Electrician Trade  (iii) Electrical Supervisory certificate of Competency; and  Practical experience of 5 years in erection and running /maintenance of different types of HT and LT electrical installations including UG cable systems.</p>	Not exceeding 35 years	06 (UR-05, OBC-01)
8.	<p><b><u>Dispensing Attendants</u></b></p> <p><b><u>Essential Qualification:</u></b>  (i) Diploma In Pharmacy from a recognised University/Institution  (ii) Should be a registered Pharmacist under Pharmacy Act 1948</p>	Between 21-27 years of age	04 (UR-03, OBC-01)
9.	<p><b><u>Gas/Pump Mechanic</u></b></p> <p><b><u>Essential Qualification &amp; Experience:</u></b>  10+2 in Science with 5 years experience in Medical Gas Pipeline System in a 200 Bedded Govt. Hospital</p> <p style="text-align: center;">OR</p> <p>Trade Certificate or ITI Diploma in Mechanical Engg. With 3 years experience in Medical Gas Pipeline System in a 200 Bedded Hospital</p>	Between 18-30 years of age	02 (UR)
10.	<p><b><u>Junior Scale Steno (Hindi)</u></b></p> <p><b><u>Essential Qualification:</u></b>  1. 12TH Class or equivalent qualification from a recognized board or university.  2. Skill test Norms: Hindi shorthand at a speed of 64 words per minute and transcription at a speed of 11 words per minute and mistakes should not exceed 8 %.</p> <p><b><u>Desirable :</u></b>  Excellent command over Hindi (written and spoken)</p>	Between 21-30 years of age	01 (UR)

11.	<p><b><u>Lab Attendant Gr. II</u></b></p> <p><u>Essential Qualification:</u> (i) 10+2 with science. (ii) Diploma in Medical Lab Technology.</p> <p><u>Desirable:</u> Experience 2 years in relevant field.</p>	Between 18-27 years of age	41 (UR-21, SC-06, ST-08, OBC-06)
12.	<p><b><u>Wireman</u></b></p> <p><u>Essential Qualification &amp; Experience:</u> (i) 10<sup>th</sup> Class /Standard or equivalent (ii) ITI Diploma Certificate in Electrician Trade (iii) Electrical workman certificate of Competency; and (iv) Practical experience of 5 years in electrician trade.</p>	Between 18-30 years of age	20 (UR-10, SC-03, ST-04, OBC-03)
13.	<p><b><u>Plumber</u></b></p> <p><u>Essential Qualification &amp; Experience:</u> (i) ITI Diploma Certificate/equivalent in the trade with at least 5 years practical experience Should have the following experience: Working knowledge of the various types of specials used in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him. Working with various tools used in the trade such as wrenches, spanners, caulking tools, stocks and dies etc. Make leak proof joints for all types of pipes. Knowledge of materials that go to form joints and be able to estimate requirements thereof. Able to follow drawings and sketches and execute work according to lay out. Able to carry out overhaul of bibcock's, ball valves, sluice valves including grinding and seating. Possess Plumbing License.</p>	Between 18-30 years of age	15 (UR-08, SC-02, ST-03, OBC-02)
14.	<p><b><u>Store Keeper-cum-Clerk</u></b></p> <p><u>Essential Qualification &amp; Experience:</u> (i) Graduate from a recognised university with one year experience in handling stores.</p> <p><u>Desirable:</u> Post-graduate Degree/Diploma in Materials Management from a recognised Institution.</p>	Up to 30 years	09 (UR-05, SC-01, ST-02, OBC-01)
15.	<p><b><u>Mechanic (Air Conditioning &amp; Refrigeration)</u></b></p> <p><u>Essential Qualification &amp; Experience:</u> (i) Matriculation or equivalent. (ii) ITI/Diploma certificate in Refrigeration and Air Conditioning from a recognized institute/polytechnic of a minimum of 12 months. (iii) 2 Years experience in installation and maintenance of Refrigeration and Air Conditioning systems</p>	Between 18-40 years of age	06 (UR-05, OBC-01)
16.	<p><b><u>Driver (Ordinary Grade)</u></b></p> <p><u>Essential Qualification &amp; Experience:</u> (i) 10th pass from a recognized Board. (ii) LMV and HVM commercial license. (iii) 2 years' experience of driving commercial vehicle.</p>	Between 18-27 years of age	02 (01UR, 01ST)

## NOTES:-

- i. The above vacancies are provisional and subject to variation. The Director, AIIMS, Bhopal reserves the right to increase/vary the vacancies.
- ii. Reservation and age relaxation will be as per guidelines of MOHFW based on the Government of India Policy issued from time to time.
- iii. The cut-off date to determine the maximum age limit, essential qualifications & experience will be the last date of submission of application i.e. **15/02/2019 (Friday)**.
- iv. The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualifications.
- v. The emoluments will be consolidated in nature as determined by the competent authority. The appointment can be terminated by the competent authority, any time before 06 months also, without assigning any reason thereof.
- vi. Reservation for Persons with Disability (PWD) will be as per Govt. of India guidelines.

## **GENERAL CONDITIONS**

### **APPLICATION PROCESS:-**

- Desirous and eligible candidates may send in hardcopies of filled out application forms in prescribed format (**Annexure-A**), along with self-attested photocopies of their proof of date of birth, eligibility qualification mark sheets, degrees, experience certificate, and other relevant documents in support of fulfillment of eligibility for the post applied by speed post/ registered post only to the following address:

**Assistant Controller of Examinations  
Exam Section  
All India Institute of Medical Sciences (AIIMS)  
1st Floor of Medical College Building  
Saket Nagar, Bhopal-462020 (MP).**

- **The envelop must be superscribed as “Application for post of ..... (CONTRACTUAL)”.**
- The duly filled application form along with annexures must reach to aforementioned address on or before 5:00 pm of **15/02/2019 (Friday) by speed post/ registered post ONLY**. Delivery of the application and supporting documents (as mentioned above) by hand / in person/ courier will NOT be entertained. Institute will not be responsible for late receipt of applications due to post delay in any case.
- In case a candidate wishes to apply for more than one post, he/she is required to fill in the application form separately and separate application fees will be applicable
- Application lacking complete information and non-remittance of requisite application fee as well as failure to submit duly signed application form along with self-attested photocopies of their eligibility qualification mark sheets, degrees, experience certificate, NOC and other relevant testimonials are liable to be rejected without any further communication.

## REMUNERATION (CONSOLIDATED) ON MONTHLY BASIS:

S. No.	Name of post	Monthly Consolidated remuneration (in Rs.)
1	Technical Assistant/Technician	32270/-
2	Programmer (Data Processing Assistant)	40970/-
3	Pharmacist Grade II	27000/-
4	Sanitary Inspector Grade II	27000/-
5	Stenographer	24500/-
6	Medical Record Technician	24500/-
7	Electrician	24500/-
8	Dispensing Attendants	24500/-
9	Gas/Pump Mechanic	24500/-
10	Jr Scale Steno (Hindi)	24500/-
11	Lab Attendant Gr. II	20000/-
12	Wireman	20000/-
13	Plumber	20000/-
14	Store Keeper-cum-Clerk	20000/-
15	Mechanic (Air Conditioning & Refrigeration)	20000/-
16	Driver (Ordinary Grade)	20000/-

## APPLICATION FEES:

- Rs. 1,000/- (Rupees One Thousand only).
- Payment is to be made to AIIMS, Bhopal through Demand Draft only payable at Bhopal addressed to The Director, AIIMS Bhopal and is to be submitted with the application form.
- Application fee once remitted shall not be refunded under any circumstances by the Institute.
- No fee shall be payable for SC/ST/PWD/Women Candidates.

## SELECTION PROCEDURE:

- On the basis of Multiple-Choice Question (MCQ) Test.
- A Skill test may be conducted after MCQ test in respect of shortlisted candidates who secures a threshold mark in MCQ Test.
- Before applying, candidates should ensure that they fulfill the eligibility criteria for the post. AIIMS, Bhopal would call all the candidates who had applied for the post with the requisite fee for the MCQ test and shall determine their eligibility only at the time of selection.

## OTHER CONDITIONS:

1. **Tenure:** The assignments are purely on contract basis for a period of Six months or till the time of regular recruitment whichever is earlier. This appointment will not vest any right to claim by the candidate for regular appointment or permanent absorption in the Institute or for continued contractual appointment and cannot be regularized after stage.
2. **Remuneration:** The contract will entitle the contractual appointee to a consolidated monthly remuneration as mentioned above. The contractual appointee will not be entitled to any other allowances, financial benefits or concessions as admissible to the regular employees of the Institute.
3. **Expiry of Contract:** The contract will automatically expire on completion of six months unless renewed with mutual consent for the decided period. The contractual appointment can be terminated at any time, by either side, by giving 30 days' notice or salary in lieu thereof. Director, AIIMS, Bhopal reserves the right to right to extend the period of contract for another 6 months depending upon satisfactory performance of the

candidate.

4. **Leave:** The leave entitlement of the appointee shall be governed in terms of instructions contained in DoP&T OM No.12016/3/84-Estt.(L) dated 12.04.1985 as amended from time to time.
5. **Accommodation:** No hostel or any other accommodation will be provided by the Institute.
6. The candidate who is already in Central/ State Government / Semi Government/ Autonomous Institutions service shall submit "No Objection Certificate" from the present employer at the time of written examination (MCQ-test etc.).
7. ***The candidate applying in response to this advertisement should satisfy themselves regarding their eligibility in all respects.***
8. No travelling or other allowances will be paid to the candidate for appearing in written examination or for joining the post.
9. Canvassing of any kind will lead to disqualification.
10. Private practice of any type is prohibited.
11. He/ She is expected to conform to the rules of conduct and discipline as applicable to the Institute employees.
12. The decision of the Director, AIIMS, Bhopal regarding selection of the candidate will be final and no representations will be entertained in this regard.
13. **The candidate should not have been convicted by any Court of Law.**
14. 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 contractual services and any action can be taken as deemed fit by the appointing authority.
15. *Applications incomplete in any aspect will be summarily rejected.*
16. 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.
17. All information / updates pertaining to this advertisement including date of exam, result, joining etc. will be displayed on the AIIMS, Bhopal website which is [www.aiimsbhopal.edu.in](http://www.aiimsbhopal.edu.in)
18. No individual intimation will be sent by AIIMS, Bhopal to applicants. It will be the responsibility of applicants to keep abreast of the developments by visiting institute's website on regular basis.
19. 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, if any.
20. During the course of employment Candidate shall be maintain strict discipline, punctuality at work place and not indulge in any activities detrimental to the interest of the institution. The employment may be terminated by the competent authority at any time if the candidate is found indulging in unprofessional/illegal activities like strike, protest, Dharna Pradarshan etc.
21. All disputes will be subject to jurisdictions of Court of Law at Bhopal/ Jabalpur.

**Dy. Director (Admin.)  
AIIMS Bhopal**