



अखिल भारतीय आयुर्विज्ञान संस्थान पटना
ALL INDIA INSTITUTE OF MEDICAL SCIENCES PATNA

(An Autonomous organization under the Ministry of Health and Family Welfare, Government of India)

Advt No.AIIMS/Pat/1145/Gr 'B'/2013

Dated: 21.06.2013

Online-Applications are invited for filling up the following posts for College of Nursing and Hospital Services at All India Institute of Medical Sciences Patna on Deputation or Transfer / Direct Recruitment.

Sl. No.	Name of the Post	Pay Scale	Grade Pay	Group	No. of Posts	RESERVATION			
						OBC	SC	ST	UR
1	Staff Nurse Gr I (Sister Grade I – Nursing Sisters)	Rs. 9300-34800	Rs. 4,800	B	231	62	37	17	115
2	Staff Nurse Gr II (Sister Grade II)	Rs. 9300-34800	Rs. 4,600	B	600	162	90	45	303
3	Assistant Administrative Officer	Rs. 9300-34800	Rs. 4,600	B	01	---	---	---	01
4	Librarian Grade I	Rs. 9300-34800	Rs. 4,600	B	01	---	---	---	01
5	Assistant (NS)	Rs. 9300-34800	Rs. 4,200	B	01	---	---	---	01
6	PA to Principal (S)	Rs. 9300-34800	Rs. 4,200	B	01	---	---	---	01

**The number of Post(s) is tentative and is liable to change, based on the Institute's requirements*

*** Reservation Policy as per Government of India rules*

(Abbreviations: **UR** – Un reserved, **OBC** – Other Backward Classes, **SC**- Scheduled Caste, **ST** -Scheduled Tribe)

(i) Requirements for Deputation or Transfer

- Persons holding analogous post on regular basis with minimum five years of service in the immediately preceding Grade Pay and possessing the required qualification & experience.
- Documents to be submitted at the time of Interview:
 - Vigilance Clearance Certificate, Integrity Certificate and Last Five years APARs.
 - NOC from the parent department.
- Upper age limit for transfer/deputation is 56 years.

(ii) Eligibility criteria and Instructions for applicants at Annexure - I

Application and Application fee will be received through Online Payment mode via the official website of AIIMS Patna www.aiimspatna.org ONLY w.e.f. 27.06.2013 10.00 am.

Last date for receipt of complete online application along with the required fees is 31.07.2013 05:00 pm)

Deputy Director (Admn.)

Eligibility Conditions

Advt No.AIIMS/Pat/1145/Gr 'B'/2013

Sl. No.	Post Name	Qualification	Age Limit Direct Recruitment
1	Staff Nurse Gr I (Sister Grade I – Nursing Sisters)	<p>ESSENTIAL:</p> <p>(i) Recognized BSc.Nursing/ Post Basic BSc.Nursing Degree (ii) Valid registration as Nurse and Midwife (or alternate registration for male nurses in lieu of midwifery).</p> <p style="text-align: center;">AND</p> <p>(iii) 6 years experience in Nursing of which a minimum of 5 years as Nurse Grade – II / Staff Nurse in a tertiary care / teaching hospital.</p> <p style="text-align: center;">OR</p> <p>6 years experience in Nursing of which a minimum of 5 years nursing administrative experience in a tertiary care / teaching hospital after obtaining BSc. Nursing Degree/Certificate.</p> <p style="text-align: center;">OR</p> <p>Post Graduate Degree in Nursing(MSc. Nursing / Master of Nursing) with a minimum of 4 years experience in nursing out of which 2 years should be nursing service administration / hospital administration experience in a tertiary care / teaching hospital after MSc. Nursing .</p> <p>DESIRABLE:</p> <p>(i) Post Graduate Diploma in Health care management / Hospital Administration/ Nursing Administration from a Government recognised university/ institute. (ii) Good working knowledge of computers.</p>	Upto 40 Years
2	Staff Nurse Gr II (Sister Grade II)	<p>Essential:</p> <p>i) Matriculation or its equivalent from a recognised university/Board. ii) Certification in General Nursing and Midwifery from a recognised Institution or Equivalent qualification for male nurses. iii) Should be a registered 'A' grade Nurse and Midwife with a State Nursing Council or equivalent qualification for male nurses.</p>	Upto 30 years
3	Assistant Administrative Officer	<p>Essential:</p> <p>i) Degree of a recognised university or its equivalent. ii) 5 years of experience as office supdt. or in equivalent post and working knowledge of govt. rules and regulations.</p> <p>Desirable- PG Diploma in Personal Management/ Labour Laws/Administrative Law.</p>	Upto 40 years

4	Librarian Gr I	<p>ESSENTIAL: (i) Post Graduate + Bachelor's Degree in Library and Information Science or equivalent (ii) 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. (iii) 5 years regular service in the grade of Librarian Gr.II / 8 years regular service in the grade of Librarian Gr.III in an academic institute / University (iv) Excellent Computer skills</p> <p>DESIRABLE: Masters / Post graduate degree in Library and Information science or equivalent. With requisite / equivalent experience</p>	Upto 40 Years
5	Assistant (NS)	<p>i) Degree of a recognised university or its equivalent. ii) 5 years of experience as UDC or in equivalent post and working knowledge of govt. rules and regulations. iii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi. iv) Good working knowledge of Computers</p> <p>Desirable: Experience of working in an Academic or Health care unit</p>	40 years
6	PA to Principal (S)	<p>(i) Graduate in any discipline from a recognised University / Institution (ii) Advanced working knowledge of Computers (iii) Skill Test norms/Test in Shorthand: – Dictation – 07 mins @ 120 wpm – Transcription – 45 mins (English), 60 mins (Hindi) on a Computer (iv) Excellent command over English and Hindi (Written and Spoken)</p> <p>Desirable: Experience in Public Relations/ Publications will be an added advantage</p>	Upto 40 years

GENERAL CONDITIONS

1. The aspiring applicants satisfying the eligibility criteria in all respect can submit their ONLINE application. The On-line application(s) will be available on AIIMS, PATNA web site www.aiimspatna.org w.e.f 27.06.2013 10.00 A.M. to 31.07.2013 5:00 P.M. No documents including the printed / hard copy of on-line application are required to be sent by post. However, all the applicants are advised to keep one printed / hard copy of their application for further reference.
2. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility (Essential & Upper age limit) for the aforesaid post and must fulfill all the eligibility criteria by 31.07.2013.

For filling up of Online application, candidates must have the following pre requisites ready

- Valid e-mail ID
 - Scanned Passport size photograph (in JPG format sized less than 50kb.)
 - Scanned signature of the candidate (in JPG format sized less than 30 kb.)
 - Online payment of the required application fee
3. Individual application and application fee is required to be submitted/remitted for each post(s) (in case of candidates applying for more than one post).
 4. The On-line Registration and application will be terminated by 05:00 PM on 31.07.2013. The candidature of such applicants who fail to complete the online registration along with application by the stipulated date and time will not be considered and no correspondence in this regard will be entertained.
 5. A candidate must be
 - a) A Citizen of India, or
 - b) A Subject of Nepal, or
 - c) A subject of Bhutan, or
 - d) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia, and Vietnam with the intention of permanently settling in India

Note: - 1. A candidate belonging to categories (b), (c) and (d) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India

2. The candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the institute but the offer of appointment may be given only after necessary eligibility certificate has been issued to him by the Government of India

3. Candidates who acquired their qualifying nursing degree / diploma outside India must produce the proof of recognition by Government of India for the qualifying nursing degree / diploma (as the case may be) at the time of Interview, without which the offer of appointment shall not be made.

6. **Application Fees (Non – Refundable):**

General/OBC Category Rs.500/-

SC/ST category Rs.100/-

+ Transaction Charges as applicable with individual banks.

Payment should be made only through online payment mode. Payment through any other medium will not be accepted.

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

Physically Handicapped (OL): One leg (OL) affected, left or right category persons would only be considered under Physically Handicapped quota. Candidates will be considered for selection to such post by general standard of merit. Persons suffering from Not Less than 40% of disability alone will be eligible for the benefit of reservation and other relaxations as permissible under the rules. A certificate of disability /Physical handicap from competent authority to be submitted.

7. Preview of the candidate Photo and Signature must be clearly visible to candidate, if photo/signature image is coming small or not visible in preview on website online then it means photo/signature is not as per the AIIMS, PATNA prescribed format and your application will be rejected. So, be careful while uploading your photo and signature. Both must be visible clearly on Registration Form.
8. 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 the last date of registration of application as specified above.
Note: * Government Servants means Permanent (Regular) employees of Central/State Government.

9. Selection Methodology for Direct Recruitment:

A) For Staff Nurse Grade I & Staff Nurse Grade II :

Written test will be held on **25.08.2013* in PATNA Only**. (Timing - Staff Nurse Gr.I written test – 10:00 am to 1:00 pm & Staff Nurse Gr.II written test 2:00 pm to 5:00 pm)The candidates are advised to download their Admit Card from AIIMS, PATNA web site www.aiimspatna.org as no admit card will be sent by post. The Admit Cards along with Instructions for written test will be hosted on AIIMS, PATNA website by 16.08.2013.

*Date for the written test is tentative and applicants are advised to refer to official website of AIIMS Patna (www.aiimpatna.org) for updates (if any).

Written Tests for Staff Nurse Grade I & Staff Nurse Grade II

The Centre(s) for Written tests will be in **PATNA ONLY**

Duration: 3 hours

Maximum Marks: 170

Objective type / Multiple Choice Questions.

No negative marking.

Written Test for Staff Nurse Grade – II:

The Syllabus for the written examination will be based on the Syllabus / Curriculum of Diploma in General Nursing & Midwifery, General knowledge, English and Basic Computer applications.

Written Test for Staff Nurse Grade – I:

The Syllabus for the written examination will be based on the Syllabus / Curriculum of Bsc.Nursing and Computer applications in Nursing.

On the basis of the merit of written test candidates **3 times** the number of Posts advertised will be short listed for Interview. Interview shall be of 30 marks weightage. Appearance in the interview is mandatory. Date and Time of Interview will be intimated to such candidates in the due course.

B)For the posts of Assistant Administrative Officer, Librarian Gr.I, Assistant (NS), PA to Principal (S) : Depending upon the number of applications, it will be decided whether the selection shall be made on the basis of written test, interview and skill test or only interview and skill test.

10. 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. OBC candidates should not belong to Creamy Layer. Their caste should be tallied with 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.
11. 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 (relevant to the post(s) applied) along with one set of photocopy, duly attested, viz.:
 - i) Copy of downloaded Registration Slip of on-line application form.
 - ii) Copy of downloaded Admit Card.
 - iii) Certificate showing the Date of Birth.
 - iv) Certificate of passing High School or its equivalent from a recognized University/Board.
 - v) Certificate of Diploma in General Nursing and Midwifery / BSc. Nursing from recognized Institution (for nursing posts). Other relevant qualification certificates for other posts.

- vi) Registration certificate as “A” grade Nurse and Midwife from State Nursing Council.
 - vii) Caste certificate if applied under SC/ST/OBC category issued by the competent authority.
 - viii) Disability Certificate, if applied under OH-(OL) category.
 - ix) No Objection Certificate if in regular employment.
 - x) Experience certificate.
- 13 The offer of appointment when made will be provisional and subject to verification of credentials (Educational & Personal) by competent authority.
 - 14 The period of Probation shall be of 2 years.
 - 15 The vacancies are provisional and subject to variation. The Director, AIIMS, Patna reserves the right to vary the vacancies including reserved vacancies.
 - 16 No TA/DA shall be admissible for appearing in the written test or Interview.
 - 17 Appointment of selected candidates is subject to his/her being declared medically fit by competent Medical Board.
 - 18 Those who are in regular employment must submit a “NO OBJECTION CERTIFICATE” from the employers at the time of Interview.
 - 19 The candidates must ensure that they fulfill eligibility criteria and that the particulars furnished by them in the application are correct in all respects. Mere appearance for the written examination by a candidate does not imply that the candidate is eligible for the post. If at any stage it is found that the candidate has furnished any incorrect information or has suppressed material fact(s), his/her candidature will stand cancelled. If any of these shortcoming(s) is/are detected even after the appointment, his/her services will be summarily terminated as well as other necessary legal proceedings might be initiated.
 - 20 Decision of the AIIMS, Patna in all matters regarding conduct of examination, interview, verification of documents and selection would be final and binding on all candidates. No correspondence whatsoever would be entertained in this regard.
 - 21 Canvassing in any form shall lead to the disqualification of the candidate concerned. No communication: telephonic / in-person/ postal or whatsoever in this regard will be entertained during any time of the selection process.
 - 22 Director AIIMS Patna reserves the right to fill any or all of the advertised posts or not to fill the same without assigning any reason.
 - 23 In case of any assistance or clarifications please contact: nursingrecruitment@aiimspatna.org . Please quote your application ID & Post Applied in the Subject line of your email.

Deputy Director (Admn)