



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 'C'/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 Direct Recruitment basis.

Sl. No.	Post Name	Pay Scale	Grade Pay	Group	No. of Posts	RESERVATION			
						OBC	SC	ST	UR
1	Lower Divisional Clerks	Rs. 5200-20200	Rs. 1,900	C	01	---	---	---	01
2	Hospital Attendant Grade III (Nursing Orderly)	Rs. 5200-20200	Rs. 1,800	C	40	10	5	3	22
3	Data Entry Operator Grade A	Rs. 5200-20200	Rs. 2,400	C	01	---	---	---	01
4	Cashier	Rs. 5200-20200	Rs. 2,400	C	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.*

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 A.M.

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

Eligibility criteria and Instructions for applicants at Annexure – I

Deputy Director (Admn.)

Eligibility Conditions**ANNEXURE - I****Advt No.AIIMS/Pat/1145/Gr 'C'/2013**

Sl. No.	Post Name	Qualification	Age Limit
1	Lower Divisional Clerks	(i) 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. (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi <u>only on computer.</u> (35 w.p.m. and 30 w.p.m. corresponding to 10500 KDPH/9000 on an average of 5 key depressions for each word.	Between 18 and 27 years of age
2	Hospital Attendant Grade III (Nursing Orderly)	Essential- 10 th /Matriculation Pass or equivalent Desirable- 1) recognised ANM / MPHW)(Multipurpose health worker course, OR 2) Experience of Having worked in a civil or military Hosp, or in a Nursing Home of repute.	Between 18 to 30 years.
3	Data Entry Operator	(i) Degree of a recognised university or equivalent. (ii) Should possess a speed of not less than 8000 key Depressions per hour for Data Entry work. Note: The speed of 8000 key Depressions per hour for Data Entry work is to be judged by conducting a speed test on the EDP Machine (9) by the competent Authority.	Up to 30 years
4	Cashier	Essential: Degree from a recognised University or equivalent Desirable- M Com and knowledge of M S Office & Internet.	30 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 till the time of Interview.
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 50 kb)
 - 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 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

6. Application Fees (Non – Refundable):

General/OBC Category - Rs. 500/-

SC/ST Category - Rs. 100/-

+ Transaction Charges as applicable with policy of concerned banks.

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

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

Physically Handicapped (OL): One leg (OL) affected, left or right category persons would be considered for the job 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 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 at the time of interview.

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 mean 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 Slip.
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:

Depending upon the number of applications received, 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. Intimation in this regard will be made through the Website of AIIMS Patna. Applicants are advised to refer to AIIMS Patna official website for update.
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.
 - i) Copy of on-line application form.
 - ii) Certificate showing the Date of Birth.
 - iii) Certificate of passing High School or its equivalent from a recognized University/Board.
 - iv) Caste certificate if applied under SC/ST/OBC category issued by the competent authority.
 - v) Disability Certificate, if applied under OH-(OL) category.
 - vi) No Objection Certificate" if in regular employment.
 - vii) Experience certificate, if any.
 - viii) Government of India approved Photo Identity Card

- 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 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.)