



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

(An Autonomous institute under Ministry of Health & Family Welfare Govt. of India)

**Advt.No.AIIMS/Pat/2936/Gr'C'-I/2013**

Sr.No क्रम सं०	Post पद	Pay Scale & GP वेतनमान	No. of Posts पदों की संख्या
1.	Pharmacist Grade II (फार्मासिस्ट ग्रेड – II)	Rs 5200-20200+ GP 2800	10
2.	Junior Warden (Housekeeper) जूनियर वार्डन (हाऊसकीपर)	Rs 5200-20200+ GP 1900	10
3.	Laboratory Attendant Gr-II लेबोरेटरी अटेंडेंट ग्रेड – II	Rs 5200-20200+ GP 1900	35
4.	Laboratory Technician (लेबोरेटरी टेक्निसियन)	Rs 5200-20200+ GP 2800	01
5.	Stenographer (स्टेनोग्राफर)	Rs 5200-20200+ GP 2400	15
6.	Medical Record Technician (Record Clerk) मेडिकल रिकॉर्ड टेक्निसियन (रिकॉर्ड क्लर्क)	Rs 5200-20200+ GP 2400	38
7.	Artist (Modeller) आर्टिस्ट (मोडेलर)	Rs 5200-20200+ GP 2800	04
8.	Dark Room Assistant Grade – III डार्क रूम असिस्टेंट ग्रेड – III	Rs 5200-20200+ GP 2400	05
9.	Sanitary Inspector Grade – II सेनीटरी इन्स्पेक्टर ग्रेड – II	Rs 5200-20200+ GP 2800	10
10.	Library Attendant Grade – II लाइब्रेरी अटेंडेंट ग्रेड – II	Rs 5200-20200+ GP 2000	03
11.	Junior Medical Record Officer (Receptionists) जूनियर मेडिकल रिकॉर्ड ऑफिसर (रिसेप्शनिस्ट)	Rs 5200-20200+ GP 2800	08
12.	Electrician (इलेक्ट्रिशियन)	Rs 5200-20200+ GP 2400	06
13.	Senior Mechanics (A/C &R) सिनियर मेकेनिक्स (ए.सी./फ्रिज)	Rs 5200-20200+ GP 2400	04
14.	Senior Mechanics (E&M) सिनियर मेकेनिक्स (ई. & एम.)	Rs 5200-20200+ GP 2400	02
15.	Gas Steward (Gas Keeper) गैस स्टिवर्ड (गैस कीपर)	Rs 5200-20200+ GP 2800	04

- i) Number of posts might vary as per requirements of the Institute. Reservation as per Government of India rules.
- ii) Online applications can be submitted from 01.12.2013 to 31.12.2013. Submission of application and payment of application fess is through ONLINE mode only through the official website of AIIMS Patna ([www.aiimspatna.org](http://www.aiimspatna.org)).
- iii) The Eligibility conditions and General conditions appended at ANNEXURE – I

**Deputy Director (Admin)**



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ALL INDIA INSTITUTE OF MEDICAL SCIENCES PATNA

**Advt. No.AIIMS/Pat/2936/Gr 'C'-I /2013 (Annexure – I)**

**G E N E R A L C O N D I T I O N S**

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 website w.e.f 01.12.2013 10.00 A.M. to 31.12.2013 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 on the specified last date of receipt of application.
3. 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)
  - Scanned signature of the candidate (in JPG format)
  - Online payment of the required application fee
4. Individual application and application fee to be submitted/remitted for each post(s) (in case of candidates applying for more than one post).
5. The On-line Registration will be terminated by 05:00 PM on 31.12.2013. The candidature of such applicants who fail to complete the online application process, submission and payment of application fees by the stipulated date and time will not be considered and no correspondence in this regard will be entertained.
6. 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

**7. 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.**

8. **Preview of the candidate Photo and Signature must be clearly visible to candidate**, if photo/signature image is shown 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.

9. Upper age limit is relaxable up to 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).**

10. Selection Methodology:

Written test

Interview

Skill test (if applicable /as mentioned against the post concerned)

(i) In case of less number of applicants Written Test may not be applicable and in such cases Only Interview and or Skill Test will be conducted.

11. Candidates applying under any of the reserved category viz. SC/ST/OBC/PH 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.

12. 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 and complete in all respects. Mere appearance for the written examination/ interview/ skill test 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 : [recruitment@aiimspatna.org](mailto:recruitment@aiimspatna.org) please quote your Application ID & Post Applied in the Subject line of your email.

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES PATNA:Advt.No.AIIMS/Pat/2936/Gr'C'- I/2013 - ANNEXURE - I**

S.N	POST	PAY SCALE & GP	No. Of Posts	AGE LIMIT FOR DIRECT RECRUITMENT	EDUCATION AND OTHER QUALIFICATIONS	Broad Areas of study / Syllabus for written test
1	Pharmacist Grade II	Rs 5200-20200+ GP 2800	10	18 to 30 years	<p><b>Essential</b>  <b>(i)</b> Diploma in Pharmacy form a recognised Institution/Board  <b>(ii)</b> Should be a registered Pharmacist under the Pharmacy Act, 1948</p> <p><b>Desirable</b>  <b>(i)</b> Degree in Pharmacy form a recognised Institution/University  <b>(ii)</b> Experience in dispensing and/ or storage and dispensing of drugs in a reputed hospital or institution or in a drug store or a pharmaceutical concern</p>	<p>One Question paper Containing MCQ only</p> <p>I - Pharmacy (D-Pharma level)</p>
2	Junior Warden (House keeper)	Rs 5200-20200+ GP 1900	10	18 to 30 years	<p><b>Essential:</b>  <b>(i)</b> Matriculation from a recognized Board/University.  <b>(ii)</b> Experience in store keeping / Public relations or Estate management for not less than 1 year.</p> <p align="center"><b>OR</b></p> <p>A certificate of formal training in Store keeping/ Materials Management /Public Relations / House Keeping.</p>	<p>One Question paper Containing MCQ only</p> <p>I - General Awareness                      II - Reasoning</p>
3	Laboratory Attendant Grade II	Rs 5200-20200+ GP 1900	35	18 to 27 years	<p>12th with Science OR 10th with Science + 5 years regular service (Regular or Ad-hoc) as Laboratory Attendant in any Govt. / Autonomous Medical College Hospital.</p>	<p>One Question paper Containing MCQ only</p> <p>I - General Awareness                      II - Reasoning</p>

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4	Laboratory Technician	Rs 5200-20200+ GP 2800	01	Between 18 to 27 years	<p><b>Essential</b> Degree in Science, from a recognized University</p> <p align="center"><b>OR</b></p> <p><b>(i)</b> 12th Class pass with Science subjects (in 10+2 system) or Intermediate (Science) or equivalent from a recognised University/Institution. <b>(ii)</b> Diploma in Medical Laboratory Techniques from a recognised Institute. and <b>(iii)</b> One year experience in a Medical Laboratory</p>	<p>One Question paper Containing MCQ only I - General Awareness II- Elementary Science</p>
5	Stenographer	Rs 5200-20200+ GP 2400	15	Between 18 to 27 years	<p><b>(i)</b> 12th Class pass or equivalent qualification from a recognized Board or University.</p> <p align="center"><b>OR</b></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> <p><b>(ii)</b> Skill Test Norms Dictation: 10mts @80 w.p.m. Transcription" 50 mts (English) &amp; 65 mts (Hindi) (Only on Computers)</p>	<p>One Question paper Containing MCQ only I- General Awareness I - General Intelligence III - English language &amp; Comprehension</p> <p>Skill Test : Skill test will be conducted for the candidates shortlisted after written test.</p>
6	Medical Record Technician (Record Clerk)	Rs 5200-20200+ GP 2400	20	Between 18 and 30 years	<p><b>Essential :-</b> <b>(i)</b> 12th Class pass, preferably in Science or equivalent from a recognised Board/University; and <b>(ii)</b> Certificate in Medical Records (from a recognised institute or authority issued after not less than 6 months training course)</p> <p><b>Desirable :-</b> Experience of having handled medical records in a Hospital/Medical Institute, of repute.</p>	<p>One Question paper Containing MCQ only I - General Awareness II - Knowledge of basic Medical Records</p>

7	Artist (Modeller)	Rs 5200- 20200+ GP 2800	04	Between 18 and 30 years	<p><b>Essential</b></p> <p><b>(i)</b> Diploma/Certificate in Fine Arts / Commercial Arts/Modelling from a recognized Institution/ University.</p> <p><b>(ii)</b> 03 years experience in Illustration and modelling, preferably in a teaching Institution.</p> <p><b>Desirable:-</b></p> <p>Qualification: Degree in Graphic Design, preferably qualification in education, media and communication.</p> <p><b>Job Description:</b> 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> <p><b>(i)</b> Designing and production of slides, on screen presentations and printing materials/posters for scientific presentations, keeping in mind the principle of design.</p> <p><b>(ii)</b> Provide graphic inputs for the production of video/CD and multimedia presentations and new emerging techniques of presentations.</p> <p><b>(iii)</b> In addition, the current demands would mean a person who is capable of handling graphic data on computer and use graphic software including animation.</p>	<p>One Question paper Containing MCQ only</p> <p>I - General Awareness</p> <p>II- Basic Knowledge of Arts &amp; Modelling</p>
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8	Dark room Assistant Grade III	Rs 5200-20200+ GP 2400	05	Between 18 and 30 years	<p><b>Essential:</b></p> <p><b>(i)</b> Matriculation or its equivalent from a recognized board/ University.</p> <p><b>(ii)</b> Diploma or Certificate in Radiography (of minimum one year duration) from a recognized institution.</p> <p>Desirable: One year experience as Dark room Assistant in a hospital.</p>	<p>One Question paper Containing MCQ only</p> <p>I - General Awareness</p> <p>II - Basic knowledge in Radiography</p>
9	Sanitary Inspector Grade II	Rs 5200-20200+ GP 2800	10	Between 18 and 30 years	<p><b>(i)</b> Matriculation or equivalent from a recognised Board.</p> <p><b>(ii)</b> Certificate of Sanitary Inspector Course.</p> <p><b>(iii)</b> Not less than 4 years of experience in the line, preferably in a Hospital of repute.</p>	<p>One Question paper Containing MCQ only</p> <p>I - Genral Awareness</p> <p>II - Basic Knowledge of Sanitation</p>
10	Library Attendant Grade II	Rs 5200-20200+ GP 2000	03	Between 18 and 30 years	<p><b>Essential :-</b></p> <p><b>(i)</b> Matriculation or equivalent</p> <p><b>(ii)</b> Experience of having worked in a Library for at least 2 years.</p> <p align="center"><b>OR</b></p> <p>Certificate in Library Science/Librarianship from a recognised Institution.</p> <p><b>Desirable :-</b></p> <p>Knowledge of Typing.</p>	<p>One Question paper Containing MCQ only</p> <p>I - General Awareness</p> <p>II - Basic Knowledge of library functioning</p>
11	Junior Medical Record Officer (Receptionists)	Rs 5200-20200+ GP 2800	08	Between 18 and 30 years	<p><b>Essential :-</b></p> <p><b>(i)</b> Degree from a recognised University</p> <p><b>(ii)</b> Postgraduate Diploma in Journalism/Public Relations.</p> <p><b>Desirable :-</b></p> <p><b>(i)</b> Experience in Public Relations/Publications/Printing/Publishing.</p> <p><b>(ii)</b> Exposure to working on Personal computer.</p>	<p>One Question paper Containing MCQ only</p> <p>I - General Awareness</p> <p>II - Basic knowledge in Public relations and mass communications</p>



12	Electrician	Rs 5200-20200+ GP 2400	06	Upto 35 years	<p><b>(i)</b> 10th Class/Standard or equivalent  <b>(ii)</b> ITI Diploma Certificate in Electrician's Trade:  <b>(iii)</b> Electrical Supervisory certificates of competency;  <b>and</b>  <b>(iv)</b> Practical Experience of 5 years perfection and running/maintenance of different types of both H.T. &amp; L.T. electrical installations including U.G. Cable systems.  <b>TRADE TEST</b>  <b>(i)</b> Practical Test on equipments like switchgear, transformer etc. connection of different motors and starters; location and rectification of faults in a complicated installations' testing of electrical installations and equipments.  <b>(ii)</b> Oral Test on different H.T. &amp; L.T. electrical appliances'; cable jointing; safety regulations as per I.E. Rules and shock treatment etc.  <b>(iii)</b> He should be able to read wiring diagrams associated with different electrical appliances.</p>	<p>One Question paper Containing MCQ only</p> <p>I - General Awareness                  II - Basic Knowledge of Electrical wiring system</p>
13	Senior Mechanics (A/C&R)	Rs 5200-20200+ GP 2400	04	Between 18 and 30 years	<p><b>(i)</b> Matriculation or equivalent ;  <b>(ii)</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.  <b>OR</b>                  'Two years' apprenticeship in a reputed firm or organisation of Air Conditioning and Refrigeration Engineers; and  <b>(iii)</b> A minimum of a 4 years experience as an Air-conditioning or Refrigeration 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.  <b>Notes :-</b> Para (ii) is relaxable in the case of persons having 6 years experience in the air-conditioning and</p>	<p>One Question paper Containing MCQ only</p> <p>I - General Awareness                  II - Basics of Refrigeration and Airconditioning</p>

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					refrigeration side.	
14	Senior Mechanics (E&M)	Rs 5200-20200+ GP 2400	02	Upto 35 years	<p><b>(i)</b> Trade Certificate or ITI Diploma in Mechanical Engineering, from a recognised Institution.</p> <p><b>(ii)</b> 8 years practical experience in skilled capacity in workshops or on mechanical construction equipment.</p>	<p>One Question paper Containing MCQ only</p> <p>I - General Awareness</p> <p>II - Basic Mechanical Engineering</p>
15	Gas Steward (Gas Keeper)	Rs 5200-20200+ GP 2800	04	Upto 35 years	<p><b>For Direct Recruitment:-</b></p> <p><b>(i)</b> Trade Certificate or ITI Diploma in Mech. Engg.</p> <p><b>(ii)</b> 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</p>	<p>One Question paper Containing MCQ only</p> <p>I - General Awareness</p> <p>II - Basic Mechanical Engineering</p>

**Deputy Director (Admn)**