



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

Advt. No: AIIMS/BBSR/Admin-II/

Dated : ..... April 2017

**SUBJECT : RECRUITMENT OF NON-FACULTY POSTS (GROUP-B) IN VARIOUS DISCIPLINES AT AIIMS BHUBANESWAR ON DIRECT RECRUITMENT BASIS.**

**All India Institute of Medical Sciences, Bhubaneswar** an Autonomous Institute of National Importance is one of the new AIIMSs and apex healthcare Institute being established by the Ministry of Health & Family Welfare, Government of India under the **Pradhan Mantri Swasthya Suraksha Yojana (PMSSY)** with the aim of correcting regional imbalances in quality tertiary level healthcare in the country, and attaining self-sufficiency in graduate and postgraduate medical education and training.

Online applications are invited from Indian citizens for the following Non-faculty Posts (Group-B) on **DIRECT RECRUITMENT BASIS** in All India Institute of Medical Sciences, Bhubaneswar (Odisha).

<b>HOSPITAL (NURSE)</b>						
<b>Sl. No.</b>	<b>Name of Posts</b>	<b>Scale of Pay &amp; GP</b>	<b>No. of Posts</b>	<b>Category</b>	<b>Age Limit</b>	<b>Essential Qualifications &amp; Experience with Desirable Qualifications</b>
1.	Public Health Nurse	Rs.9300-34800 + GP Rs.4800/-	1	UR - 01	21-35 Years	<b>Essential Qualification &amp; Experience :</b> B.Sc. (Hons.) Nursing from a recognized Institute / University + 2 years of relevant experience.
2.	Staff Nurse Grade-I (Nursing Sisters)	Rs.9300-34800 + GP Rs.4800/-	127	UR - 65 OBC- 34 SC - 19 ST - 09	21-35 Years	<b>Essential Qualifications &amp; Experiences :</b> (i) B.Sc. (Nursing) (4 year course) from a recognised Institute/University. <b>OR</b> B.Sc. (Post-certificate) or equivalent such as B.Sc. Nursing (Post-basic) (2 year course) from a recognised Institute/University. (ii) Should be registered with the Indian Nursing Council/State Nursing Council. <b>Experience :</b> Three years of experience as Staff Nurse Grade-II in a minimum 100 bedded Hospital/Healthcare Institute. <b>Desirable :</b> Ability to use Computers - Hands on experience in Office Applications, Spread sheets and Presentations.
3.	Staff Nurse Grade-II (Sister Grade-II)	Rs. 9300-34800 + GP Rs.4600/-	800	UR - 404 OBC- 216 SC - 120 ST - 60	21-30 Years	<b>Essential Qualifications :</b> (i) B.Sc. (Nursing) (4 year course) from a recognised Institute/University. <b>OR</b> B.Sc. (Post-certificate) or equivalent such as B.Sc. Nursing (Post-basic) (2 year course) from a recognised Institute/University. (ii) Should be registered with the Indian Nursing Council/State Nursing Council. <b>Desirable:</b> Ability to use Computers - Hands on experience in Office Applications, Spread sheets and Presentations.

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4.	Maternity & Child Welfare Officer	Rs. 9300-34800 + GP Rs.4600/-	1	UR - 01	21-35 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>Degree or Diploma in General Nursing and Midwifery or equivalent from a recognized University/Institution.</p> <p><b>Experience in Family Welfare Programme:</b></p> <p>1 year for Degree holders. 2 years for Diploma holders.</p>
5.	TB & Chest Diseases Health Assistant	Rs.9300-34800 +GP Rs.4200/-	2	UR -02	21-30 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>B.Sc. (Hons) Nursing from a recognized Institute / University.</p> <p><b>OR</b></p> <p>Diploma in Nursing with 2 years of relevant experience.</p>
<b>HOSPITAL (TECHNICAL)</b>						
1.	CSSD Technician	Rs.9300-34800 +GP Rs.4200/-	6	UR - 05 OBC- 01	21-35 Years	<p><b>Essential Qualifications &amp; Experience:</b></p> <p>B. Sc. (Microbiology or Medical Technology) with 3 years' experience in CSSD in a 200 bedded Hospital.</p> <p><b>OR</b></p> <p>Staff Nurse (A Grade Registration) with two years' experience in CSSD in a 200 bedded Hospital.</p> <p><b>OR</b></p> <p>Theatre Assistant Course with four years' experience in CSSD in a 200 bedded Hospital.</p>
2.	Technical Officer (Technical Supervisor)	Rs. 9300-34800 + GP Rs.4600/-	9	UR -06 OBC-02 SC -01	18-40 Years	<p><b>Essential Qualifications &amp; Experience:</b></p> <p>(i) B. Sc. in Medical Lab Technology or equivalent.</p> <p>(ii) 10 years' experience in the concerned field.</p> <p><b>OR</b></p> <p>For posts in Anaesthesia / Operation Theatre, B.Sc. in OT Techniques or equivalent with 10 years' experience in concerned field.</p> <p><b>OR</b></p> <p>10+2 with Science with Diploma in OT Techniques or equivalent with 13 years' experience in concerned field.</p>
3.	Technical Assistant/ Technician	Rs.9300-34800 +GP Rs.4200/-	64	UR - 34 OBC -17 SC -09 ST -04	25-35 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>(i) B. Sc. in Medical Lab Technology or equivalent.</p> <p>(ii) 5 years experience in the concerned field.</p> <p><b>OR</b></p> <p>(i) Diploma in Medical Lab Technology or equivalent.</p> <p>(ii) 8 years' experience in the concerned field.</p> <p><b>OR</b></p> <p>(i) For posts in Anaesthesia/Operation Theatre, B.Sc. in OT Techniques or equivalent with 5 years' experience in concerned field.</p> <p>(ii) 10+2 with Science with Diploma in OT Techniques or equivalent with 8 years' experience in concerned field.</p>

Sl. No.	Name of Posts	Scale of Pay & GP	No. of Posts	Category	Age Limit	Essential Qualifications & Experience with Desirable Qualifications
4.	Technical Assistant/ Technician (Nuclear Medicine)	Rs.9300-34800 +GP Rs.4200/-	1	UR-01	25-35 yrs	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>i) A Bachelors degree in Nuclear Medicine Technology from a University. ii) 5 years experience in concerned field.</p> <p style="text-align: center;"><b>OR</b></p> <p>i) Bachelor degree in Science from a University and Post Graduate Degree / Diploma in Nuclear Medicine Technology from a University. ii) 5 years experience in concerned field.</p>
5.	Radiographic Technician Grade-I	Rs.9300-34800 +GP Rs.4200/-	15	UR -09 OBC -03 SC -02 ST -01	21-35 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>B.Sc. (Hons.) (3 years course) in Radiography from a recognized University / Institution.</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in Radiography from a recognized Institution with 2 years' experience.</p> <p><b>Desirable :</b></p> <p>Ability to use Computers - Hands on experience in Office Applications, Spread-sheets and Presentations.</p>
6.	Radiotherapy Technician Grade-II	Rs.9300-34800 +GP Rs.4200/-	2	UR - 02	21-35 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>B.Sc. (Hons) (3 years course) in Radiotherapy/Radiology from a recognized University / Institution.</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in Radiotherapy/Radiology from a recognized Institution with 2 years' experience.</p> <p><b>Desirable:</b></p> <p>Ability to use Computers - Hands on experience in Office Applications, Spread-sheets and Presentations.</p>
7.	Audiometry Technician (ENT)	Rs.9300-34800 +GP Rs.4200/-	1	UR - 01	21-35 Years	<p><b>Essential Qualifications :</b></p> <p>B.Sc. Degree in Speech and Hearing from a recognized Institute/University.</p> <p><b>Desirable:</b></p> <p>(i) B.Sc. (Hons.) in Speech and Hearing. (ii) Clinical Experience in a Hospital (ENT).</p>
8.	Technical Assistant (ENT) Speech Therapist	Rs.9300-34800 +GP Rs.4200/-	1	UR - 01	21-30 Years	<p><b>Essential Qualifications :</b></p> <p>B.Sc. Degree in Speech and Hearing from a recognized Institution / University.</p> <p><b>Desirable:</b></p> <p>(i) M.Sc. in Speech and Hearing. (ii) Clinical experience in a Hospital in the field.</p>
9.	Technical Officer (Ophthal) (Refractionist)	Rs.9300-34800 +GP Rs.4200/-	4	UR -03 OBC -01	21-35 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>B.Sc. in Ophthalmic Techniques or equivalent from a recognized University / Institution with 5 years experience in the relevant field.</p>
10.	Electro Cardiograph Technical Assistant	Rs.9300-34800 +GP Rs.4200/-	1	UR - 01	21-30 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>10+2 in Science with Certificate/Diploma Course in Echocardiography from recognized Institute and 2 years experience in the field.</p>

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11.	Technical Officer (Dental) (Dental Technician)	Rs.9300-34800 +GP Rs.4200/-	4	UR -03 OBC -01	21-35 Years	<b>Essential Qualifications &amp; Experience :</b> (i) 10 + 2 with Science from a recognized University/ Board. (ii) Diploma (minimum 2 years duration) from a recognized Institution in Dental Hygiene; or Dental Mechanic; or Maxillo-facial Prosthesis and Orthodontic Appliances. (iii) Registered as Dental Hygienist/Dental Mechanic with the Dental Council of India. (iv) 5 years experience in the relevant field.
<b>PHYSIO/ORTHO/YOGA</b>						
1.	Physiotherapist	Rs.9300-34800 +GP Rs.4200/-	2	UR - 01 SC - 01	21-30 Years	<b>Essential Qualifications &amp; Experience :</b> (i) 10 + 2 in Science (Physics, Chemistry and Biology) and; (ii) Bachelor's Degree in Physiotherapy from a recognized Institute / University. (iii) 2 years experience. (iv) Registered with the Physiotherapy Council.
2.	Multi-Rehabilitation Worker (Physiotherapist)	Rs.9300-34800 +GP Rs.4200/-	4	UR -03 OBC -01	21-30 Years	<b>Essential Qualifications &amp; Experience :</b> Bachelor's Degree in Physiotherapy from a recognized Institute / University with 2 years experience. <b>OR</b> Diploma in Rehabilitation with 5 years experience. Registered with the Physiotherapy Council.
3.	Occupational Therapist	Rs.9300-34800 +GP Rs.4200/-	2	UR - 02	21-30 Years	<b>Essential Qualifications &amp; Experience :</b> (i) 10 +2 in Science (Physics, Chemistry and Biology) and; (ii) Bachelor's Degree in Occupational Therapy from a recognized Institute / University. (iii) 2 years experience. (iv) Registered with the Occupational Therapy Council.
4.	Technician Prosthetic & Orthotic (Technical Officer)	Rs.9300-34800 +GP Rs.4200/-	1	OBC -01	21-30 Years	<b>Essential Qualifications :</b> Bachelor's Degree in Prosthetics & Orthotics from an Institution / University recognized by Rehabilitation Council of India. Registration with the Rehabilitation Council of India. <b>Desirable:</b> 2 years' experience in the field.
5.	Yoga Instructor	Rs. 9300-34800 + GP Rs.4600/-	1	UR -01	21-35 Years	<b>Essential Qualification &amp; Experience :</b> (i) Graduate from a recognized University with Diploma in Yoga from a recognized Institution by the Government. <b>OR</b> Graduate in Yoga Sciences from a recognized University. <b>AND</b> (ii) Five years experience of teaching and training of Yoga in a recognized Institution. <b>Desirable:</b> Experience of Yoga in Orthopaedics.

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<b>HOSPITAL MANAGEMENT</b>						
1.	Dietician	Rs. 9300-34800 + GP Rs.4600/-	12	UR - 06 OBC- 03 SC - 02 ST - 01	21-35 Years	<b>Essential Qualifications &amp; Experience :</b> 1) M.Sc. (Home Science Food and Nutrition) / M.Sc. (Clinical Nutrition and Dietetics) / M.Sc. (Food Science & Nutrition) / M.Sc. (Food and Nutrition Dietetics) / M.Sc. (Food Service Management and Dietetics) from a recognized University / Institution. 2) 3 years' experience in the line preferably in 200 bedded Hospital.
2.	Medical Social Service Officer Grade I	Rs. 9300-34800 + GP Rs.4600/-	15	UR - 09 OBC- 03 SC - 02 ST - 01	21-35 Years	<b>Essential Qualifications &amp; Experience:</b> (i) MA (Social Work) / MSW with specialization in Medical Social Work from a recognized University / Institution. <b>AND</b> (ii) 5 Years' Experience in a government or private sector hospital of minimum 200 beds. <b>Desirable:</b> Ability to use Computers - Hands on experience in Office Applications, Spread-sheets and Presentations.
3.	Medico Social Worker	Rs. 9300-34800 + GP Rs.4600/-	3	UR-03	18-35 Years	<b>Essential Qualifications &amp; Experience :</b> (i) MA (Social Work)/MSW with specialization in Medical Social Work from a recognized University/ Institution. (ii) 5 Years' Experience in a Government or Private Sector Hospital of minimum 500 beds in line with Welfare or Health Agency preferably dealing with Medical/Public Health Service. <b>Desirable :</b> Ability to use Computers - Hands on experience in Office Applications, Spread-sheets and Presentations.
4.	Psychiatric Social Worker	Rs. 9300-34800 + GP Rs.4600/-	3	UR -02 OBC -01	18-35 Years	<b>Essential Qualifications &amp; Experience :</b> (i) M.A. or M.Sc. degree in Psychology/ Psychiatric Social Work from a recognized Institute / University. (ii) Five years working experience in Vocational Guidance and counselling in Psychiatric Centre. <b>Desirable:</b> Specialization in Social Psychology.
5.	Vocation Counsellor	Rs. 9300-34800 + GP Rs.4600/-	1	UR-01	21-35 Years	<b>Essential Qualifications &amp; Experience :</b> (i) Post Graduate Degree in Psychology from a recognized Institution / University. (ii) Post Graduate Diploma in Rehabilitation Psychology / Vocational Counselling / Vocational Guidance and Training / Vocational Rehabilitation from a recognized Institution / University. (iii) 3 years' experience in the Rehabilitation of the Orthopedically Handicapped in a recognized Institution / Hospital.

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6.	Health Educator (Social Psychologist)	Rs.9300-34800 +GP Rs.4200/-	1	UR - 01	21-35 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>(i) M.A. / M.Sc. Degree in Psychology from a recognized Institute / University.</p> <p>(ii) Five years working experience with the Physically Challenged in a Rehabilitation Centre.</p> <p><b>Desirable:</b></p> <p>M.Phil. in Clinical Psychology.</p>
7.	Medical Record Officer	Rs.9300-34800 +GP Rs.4200/-	4	UR - 03 OBC- 01	21-35 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>(i) Bachelor's Degree preferable with Science from a recognized University or Equivalent.</p> <p>(ii) Should have done one year course in Medical Record from recognized Institution.</p> <p>(iii) Not less than 5 years of experience in organizing and maintenance of Medical Records in a not less than 200 Bedded Medical Hospital / Institute.</p>
8.	Laundry Manager	Rs.9300-34800 +GP Rs.4200/-	1	UR - 01	18-50 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>1. 12<sup>th</sup> pass or its equivalent from a recognized Board/School.</p> <p>2. Diploma/Certificate in Dry Cleaning/Laundry Technology from a recognized Institute.</p> <p>3. 12 years experience in a reputed mechanized Laundry.</p>
<b>HOSTEL/LIBRARY</b>						
1.	Warden (Hostel Warden)	Rs.9300-34800 +GP Rs.4200/-	3	UR - 02 SC - 01	30-45 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>(i) Graduate from recognized University / Institute.</p> <p>(ii) Diploma / Certificate in House Keeping / Material Management / Public Relations / Estate Management.</p> <p>(iii) Possessing two years' Experience of handling Hostels in Government/ reputed Organization.</p>
2.	Lady Hostel Warden	Rs.9300-34800 +GP Rs.4200/-	2	UR - 01 OBC- 01	30-45 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>(i) Graduate from recognized University / Institute.</p> <p>(ii) Diploma / Certificate in House Keeping / Material Management / Public Relations / Estate Management.</p> <p>(iii) Possessing two years' Experience of handling Hostels in Government/ reputed Organization.</p> <p>(iv) She must be a lady candidate.</p>

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3.	Librarian Grade-I (Documentalist)	Rs. 9300-34800 + GP Rs.4600/-	1	UR - 01	21-35 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>i) Bachelor Degree in Library Science or Library and Information Service from a recognized University/Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>B.Sc. Degree or equivalent from a recognized University and Bachelor Degree or Post Graduate Diploma or equivalent in Library Science from a recognized University or Institute.</p> <p style="text-align: center;"><b>AND</b></p> <p>ii) 5 years' experience in a Library of repute.  iii) Ability to use Computers - Hands on experience in Office Applications, Spread sheets and Presentations.</p> <p><b>Desirable:</b>  Diploma in Computer Application from a recognized University or Institute.</p>
4.	Librarian Grade-III	Rs.9300-34800 +GP Rs.4200/-	4	UR -03 OBC -01	21-30 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>i) Bachelor Degree in Library Science or Library and Information Service from a recognized University/Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>B.Sc. Degree or equivalent from a recognized University and Bachelor Degree or Post Graduate Diploma or equivalent in Library Science from a recognized University or Institute.</p> <p style="text-align: center;"><b>WITH</b></p> <p>ii) 2 years' professional experience in a Library under Central/State/Autonomous/Statutory organization/PSU/University or recognized Research and Educational Institution.</p> <p>iii) Ability to use Computers - Hands on experience in Office Applications, Spread sheets and Presentations.</p> <p><b>Desirable :</b>  Diploma in Computer Application from a recognized University or Institute.</p>
<b>ENGINEERING</b>						
1.	Bio Medical Engineer	Rs. 9300-34800 + GP Rs.4600/-	1	UR - 01	21-35 Years	<p><b>Essential Qualifications &amp; Experience:</b></p> <p>B.E./B.Tech in Bio Medical Engineering from a recognized Institution/University.</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in Bio Medical Engineering from a recognized Institution with 2 years experience in relevant field.</p>
2.	PACS Administrator (Technical Officer-Photography)	Rs. 9300-34800 + GP Rs.4600/-	1	UR-01	21-35 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>B.E./B.Tech./MCA + 2 years experience in Medical IT Systems/PACS.</p>

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3.	Gas Officer / Manager / Supervisor	Rs. 9300-34800 + GP Rs.4600/-	1	UR - 01	30-40 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>Degree in Mechanical Engineering with 5 years working experience with Manifold or its repairs in supervisory capacity in a Medical Setup.</p> <p><b>OR</b></p> <p>Diploma in Mechanical Engineering with 7 years working experience with Manifold or its repairs in supervisory capacity in a Medical Setup.</p> <p>Must be capable of carrying out work associated with the Medical Gas Management distribution line, taps, cocks and outlets.</p>
4.	Assistant Engineer (A/C&R)	Rs. 9300-34800 + GP Rs.4600/-	1	UR - 01	18-35 Years	<p><b>Essential Qualifications &amp; Experience:</b></p> <p>Graduate in Mechanical/Electrical Engineering from a recognized University/Institute with 5 years experience in design and engineering of Civil Projects preferable in a Hospital Environment.</p>
5.	Junior Engineer (A/C&R)	Rs.9300-34800 +GP Rs.4200/-	4	UR - 03 SC - 01	18-30 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>Graduate in Electrical/Mechanical Engineering from a recognized University/Institute.</p> <p><b>Desirable :</b></p> <p>2 years' experience in repair and maintenance of large scale Air Conditioning and Refrigeration Systems.</p> <p><b>OR</b></p> <p>Diploma in Electrical/Mechanical Engineering from a recognized University/Institute.</p> <p>With 5 years' experience in repair and maintenance of large scale Air Conditioning and Refrigeration Systems.</p>
6.	Assistant Engineer (Electrical)	Rs. 9300-34800 + GP Rs.4600/-	1	UR - 01	18-35 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>Graduate in Electrical Engineering from a recognized University/Institute with 5 years experience in design and engineering of Civil Projects preferably in a Hospital Environment.</p>
7.	Junior Engineer (Electrical)	Rs.9300-34800 +GP Rs.4200/-	4	UR - 02 OBC- 02	18-30 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>Graduate in Electrical Engineering from a recognized University/Institute.</p> <p><b>Desirable :</b></p> <p>2 years' experience in repair and maintenance of Electrical Systems preferably in a Hospital Environment.</p> <p><b>OR</b></p> <p>Diploma in Electrical Engineering from a recognized University/Institute with 5 years' experience in repair and maintenance of Electrical Systems preferably in a Hospital Environment.</p>
8.	Assistant Engineer (Civil)	Rs. 9300-34800 + GP Rs.4600/-	3	UR - 01 OBC- 01 SC - 01	18-35 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>Graduate in Civil Engineering from a recognized University/Institute with 5 years experience in design and engineering of Civil Projects, preferably in a Hospital Environment.</p>



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9.	Junior Engineer (Civil)	Rs.9300-34800 +GP Rs.4200/-	6	UR - 05 OBC- 01	18-30 Years	<p><b>Essential Qualifications &amp; Experience:</b> Graduate in Civil Engineering from a recognized University/Institute.</p> <p><b>Desirable:</b> 2 Years' experience in design and engineering of Civil Projects preferably in a Hospital Environment.</p> <p style="text-align: center;"><b>OR</b></p> <p>Diploma in Civil Engineering from a recognized University/Institute with 5 years' experience in design and engineering of Civil Projects, preferably in a Hospital Environment.</p>
<b>ADMIN/ACCOUNTS</b>						
1.	Junior Accounts Officer (Accountant)	Rs.9300-34800 +GP Rs.4200/-	4	UR - 03 OBC- 01	21-30 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>(i) Graduate in Commerce. (ii) Possessing two years' experience of handling accounts work in Government Organization.</p>
2.	Chief Cashier	Rs.9300-34800 + GP Rs.4600/-	1	UR - 01	21-35 Years	<p><b>Essential Qualifications &amp; Experience:</b></p> <p>(i) Graduate in Commerce. (ii) Possessing five years' experience of handling cash and accounts work in Government Organization.</p>
3.	Assistant Administrative Officer	Rs. 9300-34800 + GP Rs.4600/-	2	UR - 02	21-30 Years	<p><b>Essential Qualifications :</b> Degree from recognized University or its equivalent.</p> <p><b>Desirable :</b></p> <ol style="list-style-type: none"> <li>MBA / PG Diploma in Management from recognised Institutes.</li> <li>Knowledge of Government Rules and Regulations.</li> <li>Proficiency in Computers.</li> </ol>
4.	Office Assistant (NS)	Rs.9300-34800 +GP Rs.4200/-	43	UR -23 OBC-11 SC -06 ST -03	21-30 Years	<p><b>Essential Qualifications :</b></p> <ol style="list-style-type: none"> <li>Degree of recognized University or equivalent</li> <li>Proficiency in Computers.</li> </ol>
5.	Legal Assistant	Rs. 9300-34800 + GP Rs.4600/-	1	UR - 01	30-40 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>Graduate with experience of minimum period of three years assisting a qualified Legal Practitioner/ firm or as Legal Assistant in Legal Department of a Govt. Organization.</p>
6.	Jr. Reception Officer	Rs.9300-34800 +GP Rs.4200/-	2	UR - 02	18-35 Years	<p><b>Essential Qualifications :</b> Degree from a recognized University.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Post-graduate Diploma in Journalism/Public Relations.</li> <li>Experience in Public Relations/Publications/ Printing/ Publishing.</li> <li>Exposure to working on Personal Computer.</li> </ol>

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7.	Transport Supervisor	Rs. 9300-34800 + GP Rs.4600/-	1	UR - 01	21-30 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>(1) Degree from a recognized University or its equivalent. (2) 2 years experience of managing vehicles in Government Organization.</p> <p><b>Desirable:</b></p> <p>(i) Knowledge of Government Rules and Regulations. (ii) Proficiency in Computers.</p>
8.	Assistant Security Officer	Rs.9300-34800 +GP Rs.4200/-	1	UR - 01	18-30 Years	<p><b>Essential Qualifications :</b></p> <p>a) Degree from a recognized University or equivalent. b) Following Physical Standards: (i) Height : 170cms. minimum (Relaxable by 5 cms. only for residents of Hill areas) (ii) Chest: 81cms (85 cms. after expansion). (Relaxable by 5 cms. only for residents of Hill areas) c) Should possess sound health free from defect/deformity/disease. d) Vision in both eyes should be 6/12 (without glasses). e) There should be no colour blindness. (Candidates claiming relaxation in height and chest will have to produce the Certificate to this effect from the Competent Authority viz. Deputy Commissioners / District Magistrates / Tahsildars of their places of residence).</p> <p><b>Desirable :</b></p> <p>Experience for at least 5 years in keeping Security preferably in a Hospital/Medical Institutions of repute. Armed Forces personnel of the rank of Subedar or Inspectors of Police from Civil/Para Military Forces.</p>
9.	Private Secretary	Rs.9300-34800 +GP Rs.4600/-	5	UR - 04 OBC- 01	18-30 Years	<p><b>Essential Qualifications :</b></p> <p>(i) Degree from a recognized University. (ii) Skill Test Norms : Dictation: 7 minutes @ 120 WPM. Transcription: 45 minutes English or 60 minutes Hindi on a Computer.</p> <p><b>Desirable :</b></p> <p>(i) Diploma/Certificate in Secretarial Practice from a recognized Institute. (ii) Excellent command over Hindi and English (written and spoken). (iii) Ability to use Computers. (iv) Diploma in Secretarial Practice or equivalent.</p>

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10.	Personal Assistant	9300-34800 +GP Rs.4200/-	6	UR - 05 OBC- 01	18-30 Years	<p><b>Essential Qualifications :</b></p> <p>(i) Degree from a recognized University. (ii) Skill Test Norms: Dictation : 10 minutes @ 100 WPM. Transcription : 40 minutes English or 55 minutes Hindi on a Computer.</p> <p><b>Desirable :</b></p> <p>Diploma/Certificate in Secretarial Practice from a recognized Institute. Excellent command over Hindi and English (written and spoken).</p>
11.	Assistant Stores Officer	Rs. 9300-34800 + GP Rs.4600/-	1	UR - 01	18-35 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>(i) Degree from a recognized University/ Institution; (ii) Post-graduate Degree/Diploma in Material Management from a recognized University/Institution; <b>OR</b> (iii) Bachelor's Degree in Material Management from a recognized University/Institution and 3 years' experience in Store handling (preferably Medical Stores).</p>
12.	Store Keeper	Rs.9300-34800 +GP Rs.4200/-	20	UR - 11 OBC- 05 SC - 03 ST - 01	18-35 Years	<p><b>Essential Qualifications :</b></p> <p>(i) Degree from a recognized University/ Institution; (ii) Post-graduate Degree/Diploma in Material Management from a recognised University/Institution; <b>OR</b> (iii) Bachelor's Degree in Material Management from a recognized University/Institution and 3years' experience in Store handling (preferably Medical Stores).</p>

Sl. No.	Name of Posts	Scale of Pay & GP	No. of Posts	Category	Age Limit	Essential Qualifications & Experience with Desirable Qualifications
13.	Sr. Hindi Officer	Rs. 9300-34800 + GP Rs.4600/-	1	UR - 01	21-35 Years	<p><b>Essential Qualifications &amp; Experience :</b></p> <p>Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree Level.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree Level.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the Degree Level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the Degree Level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at Degree Level;</p> <p style="text-align: center;"><b>AND</b></p> <p>Recognized Diploma or Certificate Course in Translation from Hindi to English &amp; vice versa or two years' experience of Translation Work from Hindi to English and vice versa in Central or State Government Office including Government of India Undertaking.</p>

Sl. No.	Name of Posts	Scale of Pay & GP	No. of Posts	Category	Age Limit	Essential Qualifications & Experience with Desirable Qualifications
14.	Junior Hindi Translator	Rs.9300-34800 +GP Rs.4200/-	3	UR -03	18-30 Years	<p>Master's Degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the Degree Level.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the Degree Level.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English with Hindi medium and English as a compulsory or elective subject or as the medium of an examination at the Degree Level.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English with English medium and Hindi as a compulsory or elective subject or as the medium of an examination at the Degree Level;</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree of a recognized University in any subject other than Hindi or English with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at Degree Level;</p> <p style="text-align: center;"><b>AND</b></p> <p>Recognized Diploma or Certificate Course in Translation from Hindi to English &amp; vice versa or two years' experience of Translation Work from Hindi to English and vice versa in Central or State Government Office including Government of India Undertaking.</p>

**Note :-**

1. The above vacancies are provisional and subject to variation. The Director, AIIMS, Bhubaneswar reserves the right to vary the vacancies including reserved vacancies as per the Govt. of India Rules/Circulars and requirements.
2. Reservation will be as per Government of India Policy.
3. The cut-off date to determine the maximum age limit, essential qualification & experiences will be the last date of submission of application.
4. The period of experience wherever prescribed shall be counted after obtaining the prescribed qualifications.

**GENERAL CONDITIONS**

1. All the posts carry usual allowances as admissible to Central Government Employees of similar status at AIIMS, Bhubaneswar, Odisha and the Pay Band and GPs are under process for revision as per the recommendations of the Seventh Pay Commission.
2. **Application Process:-**The aspiring applicants satisfying the eligibility criteria in all respect can submit their application only through **ON-LINE** mode. The On-line registration of application is made available on AIIMS, Bhubaneswar official website i.e., <http://www.aiimbhubaneswar.edu.in>. The link for submission of online applications in respect of above said posts alongwith other relevant information will be activated on the date of advertisement on Employment News/ Rojgar Samachar or earlier (as posted on the website). **The last date of online submission of applications will be 30 days from the date of publication of the advertisement in the Employment News.** In case the last date falls on weekly off or holidays, then the last date of submission of application will be shifted to the next working days (upto 5.00 P.M.).No documents including online application form is required to be sent, however, all the applicants are advised to keep a copy of online application form with them alongwith proof of payment (a copy of challan /online payment receipt) for their record.

3. For filling up of Online application, candidates must have the following pre-requisites ready :

- (i) Valid e-mail ID.
- (ii) Scanned Passport size photograph of candidate (in JPG format).
- (iii) Scanned Signature of the candidate (in JPG format).
- (iv) Online payment details of the required Application Fee.
- (v) Any other details as per the advertisement.

**Guidelines for Scanning the Photographs & Signature :**

Before applying online a candidate will be required to have a scanned (digital) image of his/her Photograph and Signature as per the specifications given below :

**(i) Photograph Image :**

- Photograph must be a recent passport size colour picture.
- The picture should be in colour, against a light-coloured preferably white background.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200x230 pixels (preferred).
- Size of file should be between 20 KB - 100 KB.
- Ensure that the size of the scanned image **is not more than 100 KB.**

**(ii) Signature Image :**

- The applicant has to sign on white paper with Black ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred).
- Size of file should be between 10 KB - 50 KB.
- Ensure that the size of the scanned image **is not more than 50 KB.**

- 4. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling all eligibility criteria as on the closing date of applications failing which their application will be rejected. In case it is found that they are not fulfilling any of the criteria at any stage, their candidature will summarily rejected even though they qualify the written / CBT test.
- 5. The On-line application will be closed on the last date of the receipt of application i.e., 30 days from the date of publication of advertisement in Employment News. The candidature of such applicants who fails to complete the online application submission by the stipulated date and time and the same will be treated as incomplete application and no correspondence in this regard will be entertained.
- 6. The candidate must ensure that their photo and signature should be clearly visible in preview at the time of filling of application in online mode. If photo/signature image is displayed small or not visible in preview on online application, that means photo/signature is not as per the AIIMS, Bhubaneswar prescribed and in that case, your application will be rejected. So, candidates are advised to be careful while uploading their photo and signature. Both must be visible clearly on Online Application Form.
- 7. In case a candidate wishes to apply for more than one post, he/she is required to fill in the form separately through On-line mode only and separate application fees as applicable is to be paid.

**8. Upper Age Limit:-**

- (i) Upper age limit shall be determined as on last date of submission of online applications.
- (ii) No age relaxation would be available to SC/ST/OBC/PH Candidates applying for unreserved vacancies.
- (iii) Age relaxation permissible to various categories is as under:-

Sl. No.	Category	Age Relaxation permissible beyond the upper age limit
1	SC/ST	05 Years
2	OBC	03 Years
3	PH	05 Years
4	Government Servant (as per DOPT instruction)	05 Years

9. **3% of the total posts will be horizontally reserved for PH Candidates as per Reservation Rules. The Reservation of PH will be applicable for the post for which it is identified for.**

10. Candidates applying under any of the reserved category posts, viz. SC/ST/OBC/PH will be considered subject of Caste / PH Certificate issued by the Appropriate/ Competent Authority on the prescribed format. Community should be clearly and legibly mentioned in the certificate. OBC candidate's eligibility will be based on the Caste(s) borne in the Central List of Government of India. OBC candidate(s) should not belongs to Creamy Layer and their sub-caste should be match with the entries in Central List of OBC, failing which their candidatures will not be considered under any of the applied reserved category post(s).
11. Only such persons would be eligible for reservation under PH quota in service/posts who suffer from not less than 40% of physical disability as identified for that post as per Govt. of India instructions. Person who wants to avail the benefit of reservation would have to submit a Disability Certificate issued by a Competent Authority in prescribed format.
12. **Qualifications and Experience:** Qualifications and experiences as prescribed may be relaxed in exceptional cases at the discretion of the Competent Authority. **The experiences will be counted as on last date of submission of application.**
13. There will be a Computer Based Test (CBT) to select candidates for these posts. However, if require paper based written test can also be hold at the discretion of the AIIMS, Bhubaneswar. The selection process is to be made as per the relevant Recruitment Rules and Govt. of India instructions as applicable.
14. **Site of Computer Based Test(CBT) / Written Test: The site for Computer Based Test (CBT) / Written Test will be preferable in Bhubaneswar or any other place as decided by the Director, AIIMS, Bhubaneswar.** No TA/DA will be paid for appearing in the above Computer Based Test (CBT) / Written Test. However, in case substantial numbers of candidates apply for a post, then the candidates may be allotted a centre as opted by them out of the centre viz. Bhubaneswar, Cuttack, Kolkata, New Delhi and Bangalore. However, the candidates cannot claim as a matter of rights to be allotted a centre of their choice. The AIIMS, Bhubaneswar is having discretion to allot a centre.
15. **APPLICATION FEES:** Rs. 1,000/- (Rupees One Thousand Only).
  - 1) The candidate pay prescribed application fees through **On-line Mode Only via payment gateway of AIIMS, Bhubaneswar.** Transaction/ Processing fee, if any, as applicable will be payable to the bank by the candidate.
  - 2) **Application fee once remitted shall not be refunded under any circumstances.**
  - 3) **No fee for SC/ST/PWD/Women Candidates of any community.**
16. Applications without the prescribed fee or incomplete in any respect would not be considered and summarily be rejected.
17. The applicants already in Government service shall have to produce No Objection Certificate from their present employer at the time of Skill Test/verification. Therefore, while applying for the post, candidates have to take prior permission from their employer in case of Government service.
18. **AIIMS, Bhubaneswar decision pertaining to any matters of this recruitment will be final.**
19. The decision of the AIIMS, Bhubaneswar in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers, selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
20. A Skill Test or Proficiency Test will be conducted after CBT/Written Test in respect of shortlisted candidates who secure a threshold mark in CBT/Written Test for some specified post as per the relevant Recruitment Rules.
21. Based on the declaration of the candidates in their on-line application, they will be provisionally declared eligible to appear CBT/Written Test. However, shortlisted candidates will be called for document verification based on their performance in CBT/Written Test, if anyone found not meeting the prescribed qualification/experience and other eligibility criteria as per the advertisement, his candidature will be treated as cancelled without giving them any further notice.

#### **OTHER INFORMATION FOR THE CANDIDATES**

- (i) The All India Institute of Medical Sciences, Bhubaneswar is an autonomous body established under Act of Parliament.
- (ii) Service under the Institute is governed by that Act and the Rules & Regulations framed thereunder.
- (iii) All the posts carry usual allowances as admissible to Central Government Employees of similar status at AIIMS, Bhubaneswar.
- (iv) **Probation period: The period of probation is two years.**
- (v) The applicants, who do not have requisite qualifications / experiences as advertised as on the last date for submission of applications, will not be considered. However, in case they are called for CBT/Written Test and appeared for the test does not confer any rights for selection in case they are found not meeting eligibility criteria later on.
- (vi) Incomplete application(s) will be summarily rejected. Applications received after the last date of application will not be considered.
- (vii) The period of experience wherever prescribed shall be counted after obtaining the prescribed educational qualification.

- (viii) The employees of the Institute will be governed by the New Pension Scheme as per the provision contained in the Ministry of Finance, Department of Economic Affairs (ECB & PR Division). Notification No. 5/7/2003-ECB&PR dated 22.12.2003. However, pay protection and continuation of past services of the existing Govt. employees selected to the post will be considered strictly as per the Rules.
- (ix) **Last Date of the Submission of On-line Application** : 30 days (up to 5.00 PM) from the date of publication of this advertisement in the Employment News. In case the 30<sup>th</sup> day falls on weekly off or holidays, the last date of the submission of the application will be shifted to the next working day.
- (x) The post(s) is/are whole time and will not engage in any trade or business or undertake any employment full-time or part-time while in the service of the Institute without the explicit permission of the Director or the Officer authorized by him/her in this behalf.
- (xi) The Candidate are likely to be posted at rural health and urban center attached with the institute for the period to be decided by the Institute as applicable.
- (xiii) AIIMS, Bhubaneswar reserves the rights to increase or decrease the number of vacancies.
- (xiv) While every effort will be made to provide residential accommodation to the staff appointed at the Institute subject to availability but in view of the paucity of the residential accommodation in the campus it may not be possible to provide accommodation in every case. In the event that no accommodation is provided, necessary H.R.A. as admissible to Central Government Servants of similar status stationed at Bhubaneswar, Odisha will be provided.
- (xv) Canvassing of any kind will be a disqualification.
- (xvi) The candidate should not have been convicted by any Court of Law.
- (xvii) 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 this appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the Appointing Authority.
- (xviii) 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. Any corrigendum / addendum/ amendment to this advertisement and further details about examination process will only be posted in our website. Therefore, candidates are advised to regularly visit our website for any updates about this advertisement & selection process.
- (xix) The decision of the Competent Authority regarding interview, verification of documents and selection would be final and binding on all candidates. No representation/correspondence will be entertained in this regard.
- (xx) *All disputes will be subject to jurisdiction of Court of Law at Cuttack/Bhubaneswar.*

**Clarification & Enquiries:**

**Mail to: [recruitment@aiimsbhubaneswar.edu.in](mailto:recruitment@aiimsbhubaneswar.edu.in)**

**Contact No.: 0674- 2476255 / 2476731 (Only For On-line Application Form Related Query)**

**Dy. Director(Administration)  
AIIMS, Bhubaneswar**